

# ISA Minutes

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## Meeting: Joint A&T/I&S Division Leaders Wrap Up

Date: Sunday, 3 June 2001  
Location: President's Summer Meeting, The Westin Calgary  
Chairman: Bob Hubby and Dutch Keen  
Minutes By: Kelly L. Bishop  
Distribution: Department VP's, VP-Elects, Division Director, Director-Elects,  
Department Facilitators, and appropriate Staff

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### ATTENDEES:

B. Hubby	G. McFarland	H. Elliott	Staff:
L. Wells	J. Provenzano	D. Merriman	K. Bishop
D. Keen	B. Carlberg	P. Gruhn	A. Cogley
J. Garrity	R. Blais		
E. Critzer	B. Farmer		
P. Evans	J. Clemons		

### MINUTES

#### 1. Call to Order

The meeting was called to order by D. Keen.

#### 2. Review and Approval of Agenda

It was moved (Hubby), seconded (Critzler) and unanimously approved to accept the agenda as distributed.

#### 3. Approval of Minutes

It was moved (Wells), and seconded (Critzler) to accept the minutes of the previous meeting as distributed.

#### 4. Division Status Reports on Days Activities – Highlights

- The Division leaders devoted time in preparing for their Summer Newsletters.
- 2002 Budgets and Business Plans were finalized and turned into Staff.
- There was also a presentation given on technical symposia. The Divisions would like to thank Ron Hicks of the POWID Division for taking the time to come to Calgary and give the presentation. Ron's presentation will be mailed along with all the notes and minutes from the President's Summer Meeting to all participating Division leaders. Minutes will also be made available online.
- Division leadership recruitment brainstorming took place.
- Plans for ISA 2001 & Division Awards Luncheon were discussed.
- The Analysis, Pulp & Paper, and Construction & Design had business meetings throughout the day.
- Facilitator reports were given

#### 5. Board Action/Information Items

- 2002 POWID Symposium Date & Location
- 2003 POWID Symposium Date & Location
- Director-Elect for the Marketing & Sales Division and Aerospace

- 2002 Symposia Budget for POWID, ASD/TMD & AD
- IMEKO Travel Support
- The merge of the Environmental Division and the Analysis Division

**6. Comments/Suggestions for improvements of Division Leader Planning Activities for Future President's Meetings**

- Do a presentation on "How to Train Webmasters"
- Further brainstorming exercises on Division Leader Recruiting
- Annual Report packages need to be mailed out earlier( Feb) – this will help get more written reports.
- Do a presentation on "How to Be a Successful Division Leader"

**8. Next Meeting/Adjournment**

The next meeting of the A&T/I&S Advisory Board will be during the President's Winter Meeting in Jacksonville, Florida.

There being no further business, the meeting was adjourned.