

ISA Minutes

Meeting: Joint A&T/I&S Department
Date: Monday, 5 February 2001
Location: President's Winter Meeting, Albuquerque, New Mexico
Chairman: Bob Hubby and Dutch Keen
Minutes By: Kelly Laurence
Distribution: Department VP's, VP Elects, Division Directors, Director-Elects, Department Facilitators, and appropriate staff

ATTENDEES:

G. McFarland	R. Hull	B. Farmer
J. DeSpautz	Z. Taqvi	P. Evans
J. Clemons	T. Tolliver	B. Carlberg
J. Soos	C. Landis	
E. Critzer	R. Blais	Staff:
J. Murray	D. Keen	K. Laurence
J. Garrity	P. Burnett	B. Baranski
O. Bascur	V. Dashti	J. Moore
L. Wells	B. Hubby	
R. Hicks	K. Konrad	

MINUTES

1. Call to Order

The meeting was called to order by B. Hubby at 8:00 A.M.

Bob Bailliet took the floor and was recognized by B. Hubby. He stated that the Divisions are the source of the technology for our members. We need to be proactive about getting the information out to our members.

Members of the meeting was called upon and asked to introduce themselves.

2. Review and Approval of Agenda

A motion was made (J. Murray) and seconded (P. Evans) and unanimously voted to accept the agenda.

3. Review and Approval of Minutes

Oswaldo Bascur brought to the attention that his name was not included on the 8 May 2000, President's Summer Meeting Minutes. Kelly Laurence will update the minutes and upload the corrections to the Website.

B. Hubby distinguished between Board Action Items, Department Action Items & Kelly's Action Items. Board Action Items are budgets, appointments, and Symposia date. Department Action Items are what we work on as a Department. Kelly's Action Items are goals for her to help the Divisions achieve their work throughout the year.

4. Symposia/Technical Conference Dates

Z. Taqvi brought up the ROBEXS/TELCOM Mini Conference/Symposium. It is to be held 14 September 2001. D. Keen asked for an explanation because all Symposia dates need to be submitted to the Executive Board. Z. Taqvi explained that it is being held in conjunction with the Houston Section and there is no financial burden on the Division. The group decided that it should be submitted to the Executive Board as an Information Item.

O. Bascur brought up the Mining & Metals/SME Conference, 26-28 February 2001 to be held in Denver, CO. Though it was too late to get on the Society Calendar, B. Hubby noted for future reference it should be submitted as an Information Item. K. Laurence already posted information about the conference on the Mining & Metals Website with a link to the SME Conference Website. The Conference has also been advertised in the ISA E-NEWS that goes to all members of ISA with known email addresses and it was posted on the January/February Division Leaders' Brief.

5. Executive Board Information & Action Items

POWID, AD & ASD/TMD will submit their 2002 budgets to C. Clayton for approval at the President's Summer Meeting in June.

Following up from the Advisory Board Meeting, Sunday, 4 February 2001, B. Hubby and B. Baranski will work on an Information Item so Division technical papers are also included in the Standards search engine database.

A&T Information Items

It is recommended that the Environmental Division be dissolved and the membership advised that the Division will become a technical interest group of the Analysis Division.

The Joint ROBEXS/TELCOM Mini-Symposium/Conference will be held 14 September 2001 at NASA in Houston, Texas in conjunction with the Houston Section.

A&T Action Items

TELCOM Director-Elect – William Thomas Morrow
PMCD Director-Elect – Todd Brun

I&S Action Items

CHEMPID "Acting" Director – Terry Tolliver
WWID Director – Joe T. Provenzano
TXD Director – Tony Evett
PUPID Director-Elect – Brad Carlberg

6. Division Reports

Division Reports were given at the Sunday, 4 February 2001 Advisory Board meeting by either the present Director or Facilitator. See attachments to the Sunday, 4 February 2001 Joint A&T/I&S Advisory Board Meeting.

7. Department Action Items/Discussion items

- a. The Environmental Division was reported to be having difficulty getting leadership. D. Keen and D. Lewko having been working together with J. Clemons and K. Konrad from the Analysis Division on addressing this problem. As stated earlier there will be an information item submitted to the Executive Board about

having the ED Division fold into AD as a technical interest group. Dutch will draft two letters. The first letter will be announcing this merger and the second letter will be a welcome letter to the Analysis Division. J. Clemons thinks this is a positive step and sees the ED Division acting as a technical interest group with a possible session at the AD 2001 Symposium. (See #5 A&T Information Item)

Z. Taqvi commented on this procedure and felt this should have been presented to the Department Advisory Board. D. Keen explained that this has been going on for 2 years and it was addressed in the Environmental Division Newsletter and Website and at the Sunday, 4 February 2001, 8:00 A.M. Advisory Board Meeting.

- b. E. Critzer, Director of CONDES wanted to know the feelings of the group about costs of Symposia. He asked the question, should someone whom presents a paper have to pay for registration costs? He had someone back out of the POWID Symposium because of the high reg. costs. R. Hicks and R. Hull addresses the issue on a case to case basis regarding costs and budget.

Department Action Item: Discuss Division Symposia Activities at the PSM. Possibly have POWID, ASD, AD or TMD put on a presentation.

- c. B. Hubby made appropriate changes to the Active Division Game Plan document. A motion was made (L. Wells) and seconded (J. Soos) and unanimously voted to accept the Active Division Game Plan document.
- d. Fellow Luncheon Support--T. Tolliver recommended that each Division designate \$150.00 in their 2002 Budget to support the Fellow Luncheon. Fellows are nominated and recognized for their technical background. Staff was asked to add a line item in the budget worksheets to accommodate this request and breakdown further budget categories. (see attached Action list 2001-2)

8. Next Meeting/Adjournment

The next meeting of the A&T/I&S Department will be during the President's Summer Meeting in Calgary.

There being no further business, the meeting was adjourned.

ISA Automation & Technology Department Report

2001 President's Winter Meeting, Albuquerque, NM

L.M. "Dutch" Keen, Vice President A&T Department

Introduction: Seven of the ten Divisions of the A&T Department were represented in a joint Department meeting by attendance of the Director, Director-elect or the Division Facilitator. Fifteen Directors, Director-elects or Division Facilitators were present.

Division Review & Activities: Current status of Division activities in accordance with the 2000 and 2001 Division Business plans has been requested of the individual Divisions to be included with minutes for the joint A&T/I&S Department meeting. A sample status report for FPID was provided by the I&S Department VP for all participants to encourage Division reporting according to the plan.

Department Review & Activities: A joint A&T and I&S Division Workshop was conducted focussing on Division status reporting according to 2000-2001 business plans, development of the 2002 Division business plan/budget, review and adoption into the Department MOP the "Active Division – A suggested Game Plan for Accomplishment", and a review and acceptance of Division key dates for 2001. Special presentations by ISA staff covered Guidelines for Division Sponsored Events, Reference Publications Orientation, C&E Regional Events – Division Programming.

Topics for Future Discussions: Timely Division financial reporting of credits and debits to Division financial reports in accordance with current Division Membership statistics; the full use of ISA Network and ISA web communities for Division Member electronic services and participation; establishing a plan for a symposium fee structure to encourage co-programming by Divisions within the established Division spring symposia; methods of Division support for section programming. It was also suggested that an example of the costs of supporting a Division symposium be shown at the President's Summer meetings in Calgary.

Appointments for Board Action: Todd Brun, Director-elect, Process Measurement & Controls Division; Tom Morrow, Director-elect, Telcom Division.

Board Information Items:

Scheduling of Robex/Telcom Mini-conference in Houston, September 14, 2001;
Dissolution of the Environmental Division and its merger into the Analysis Division.

Next Meeting: President's Summer Meeting, Calgary

ISA Industries & Sciences Department Report

2001 President's Winter Meeting, Albuquerque, NM

Robert N. Hubby, Vice President I&S Department

Introduction: Nine of the eleven Divisions of the I&S Department were represented in a joint Department meeting by attendance of the Director, Director-elect or the Division Facilitator. Eighteen out of a total 25 Directors, Director-elects and Division Facilitators were represented.

Division Review & Activities: Current status of division activities in accordance with the 2000 and 2001 Division Business plans has been requested of the individual Divisions to be included with minutes for the joint A&T/I&S Department meeting. A sample status report for FPID was provided for all participants to encourage reporting by divisions according to plan.

Department Review & Activities: A joint A&T and I&S Division Workshop was conducted focussing on division status reporting according to 2000-2001 business plans, development of the 2002 division business plan/budget, review and adoption into the department MOP the “Active Division – A suggested Game Plan for Accomplishment”, and a review and acceptance of division key dates for 2001. Special presentations by ISA staff covered Guidelines for Division Sponsored Events, Reference Publications Orientation, C&E Regional Events – Division Programming.

Topics for Future Discussions: Timely division financial reporting of credits and debits to division financial reports in accordance with current Division Membership statistics; the full use of ISA Network and ISA web communities for Division Member electronic services and participation; a symposium fee structure to encourage co-programming of divisions with the established division spring symposia; methods of division support for section programming.

Appointments: Brad Carlberg, Director-elect, Pulp and Paper Division 2001, (Director 2002-2004); T. Evett, Director Textiles Industry Division 2001, Joseph T. Provenzano, Director, Waste Water Industry Division 2001; Terry Tolliver, Acting Director Chemical and Petroleum Industries Division 2001.

Board Action Items: none

Board Information Items: none

Next Meeting: President's Summer Meeting, Calgary