

# ISA Minutes

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**Meeting:** A&T/I&S Department Advisory Board  
**Date:** Sunday, 4 February 2001  
**Location:** President's Winter Meeting, Albuquerque, New Mexico  
**Chairman:** Roger Blais and Larry Wells  
**Minutes By:** Kelly Laurence  
**Distribution:** Department VP's, VP-Elects, Division Director, Director-Elects, Department Facilitators, and appropriate Staff

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## ATTENDEES:

J. Garrity	D. Merriman	J. Murray	W. Holland
O. Bascur	B. Lindeman	B. Carlberg	C. Landis
C. DuSold	J. Clemons	R. Blais	E. Icyan
Z. Taqvi	B. Farmer	D. Keen	Staff:
J. DeSpautz	P. Evans	R. Hull	J. Converse
W. Stange	E. Critzer	G. McFarland	J. Holman
P. McCarty	J. Soos	P. Gruhn	C. Clayton
E. Taylor	K. Konrad	P. Burnett	A. Wegener
H. Hegner	T. Tollver	B. Hubby	K. Laurence
J. Provenzano	H. Elliott	L. Wells	B. Burns
			M. Lamoreaux

## MINUTES

### 1. Call to Order

The meeting was called to order by L. Wells at 8:00 A.M.

### 2. Review and Approval of Agenda

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

### 3. Member Society Program

See attached presentation by Jim Converse

### 4. Guidelines for Division Sponsored Events

See attached presentation by Charlotte Clayton

## **5. Reference Publications Orientation**

ISA Reference Publications staff members Bob Burns and Matthew Lamoreaux presented an overview of ISA's capabilities as a global technical information provider. They pointed out that new quick printing and electronic publishing technologies make it possible to publish material that was not economically feasible to produce in the past. They expressed their interest in working with ISA Divisions to develop technical publications utilizing the growing selection of print and electronic formats available.

## **6. C&E Regional Events---Division Programming**

See attached presentation by Jan Holman

## **7. Advisory Board Facilitator Reports**

See attached reports

## **8. New Division Leader Recruiting**

It was discussed that the Divisions should be able to meet at ISA 2001 by either having their own Division Luncheon or a separate meeting. This will enable them to bring in interested parties for leadership roles. The goal is too make sure that the separate meetings and/or luncheons do not take away from any of the Monday through Wednesday Division sponsored technical sessions. Staff was asked to survey each Division Director, Director-Elect, & Facilitator if they would like either a separate Division meeting or luncheon at ISA 2001. (See attached Action items 2001-1)

## **9. Review Division Key Dates**

Dutch Keen suggested we change the date for ISA 2001 so it lists as 10-13 September. Kelly Laurence noted change and it will be updated and uploaded to the Division Leader Resource Page on the web.

## **10. Review Guidelines for Determining and "Active Division"**

Bob Hubby drafted the document titled, "Active Division – A Suggested Game Plan for Accomplishment".

To establish minimum criteria for an active Division, the following is a summary from the document drafted by Bob Hubby. It is proposed that each Division must perform each of these tasks annually:

- Publish at least one newsletter per year (including a Directors message and technical article)-see attached document for more in depth description.
- Maintain a full slate of officers including at least a Director, Director-Elect, and an Editor/Webmaster.
- Program at least one session for the annual Fall C&E.
- Officers attend at least one of the three President's Meetings each year.
- Develop an annual Business plan and Budget .

- Produce an Annual Report.

After a two-year period of not achieving the above goals, a Division shall be declared inactive.

See attachment titled, “Active Division-A Suggested Game Plan for Accomplishment” for further information. The document will also be posted with the proposed changes on the Division Leaders Resource Page.

## **11. Additional agenda items**

Ian Verhappen reported that the S&P Board is going to be bringing forth an action item to the Executive Board about a Standards database search engine on [www.isa.org](http://www.isa.org). He suggested that the Divisions request the same thing for their technical papers. The goal is for all of ISA’s knowledge to be in a searchable database that is accessed from our Website.

This issue will be discussed further at the A&T/I&S Department Meeting, Monday, 5 February at 8:00 A.M.

## **12. Next Meeting/Adjournment**

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

There being no further business, the meeting was adjourned.

# APPENDICES REQUEST FORM

*Please send me the check-marked appendices to the Minutes of the 4 February 2001 Joint A&T/I&S Advisory Board meeting. Indicate preference:  paper or  email attachment (Power Point 97 attachments or Word 6.0/95)*

**RETURN TO:**

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 FAX 919/549-8288  
 Email: klaurence@isa.org

- A: Member Society Program
- B: Guidelines for Division Sponsored Events
- C: C&E Regional Events--Division Programming
- D: Division Key Dates
- E: Active Division--A Suggested Game Plan for Accomplishment

**Advisory Board Facilitator's/Directors Reports**

- F. AD Report
- G. CHEMPID Report
- H. ELEOP Report
- I. ED Report
- J. FPID Report
- K. ROBEXS Report
- L. POWID Report
- M. PUPID Report
- N. TMD Report
- O. WWID Report
- P. TELCOM Report
- Q. M&M Report
- R. ASD Report