

ISA Minutes

Meeting: Division Leaders' Planning Workshop & Wrap up Meeting

Date: Sunday, 4 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 Director, Director-Elects, Department Facilitators, and appropriate Staff

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	
J. DeSpautz	P. Evans	R. Hull	Staff:
W. Stange	E. Critzer	G. McFarland	K. Laurence
P. McCarty	J. Soos	P. Gruhn	
E. Taylor	K. Konrad	P. Burnett	
H. Hegner	T. Tollver	B. Hubby	
J. Provenzano	H. Elliott	L. Wells	

MINUTES

1. Call to Order

The meeting was called to order by B. Hubby at 1:00pm

2. Review and Approval of Agenda

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

3. Budgets and Division Business Plans for 2002

(see attached Business Plan Worksheets)

- I. Technical Papers
 - A. Symposium
 - B. Fall Conference & Exhibit (ISA 2002)
 1. Presenters
 2. Reviewers
 3. Support Student Bowl

- C. Joint Section/Division Technical Program
- II. Publications and Communications
 - A. Newsletters
 - B. E-mail List(see attached Action item 2001-12)
 - C. Other
- III. Honors and Awards
 - A. Society Awards
 - 1. Outstanding Division
 - 2. Fellows,etc
 - B. Division Awards
 - 1. Communication Award
 - 2. Individual Division Member Awards
 - 3. Other (see attached Action item 2001-3)
- IV. Member Services
 - A. New Member Welcome Letter / Dropped Member Letter (see attached Action item 2001-4, 2001-5, 2001-6)
 - B. Discount book resale
 - C. Technical Paper reprints
 - D. Technical Committees
 - E. Other (see attached Action item 2001-7, 2001-8)
- V. Division Officers
 - A. Director-Elect in place
 - B. Officers and Chairs filled
- VI. Attendance at President's Meeting
 - A. Board Meeting scheduled
 - B. Division business meetings
 - C. Sponsor or co sponsor a coffee break or reception
- VII. Standards & Practices Participation

4. **Additional Agenda Items**

Division Brochure (see attached Action item 2001-9)

Division Membership statistics --see attached 10 Year Division membership statistics(see attached Action item 2001-10)

Newsletter Cost Estimates(see attached document)

It was decided that since the Workshop started late, we would combine both the Leaders Planning Workshop & Wrap Meeting into one meeting and have the individual break out sessions after both were adjourned. It was moved (B. Hubby) and seconded (J. Murray).

5. **Agenda Topics for PSM**

Guidelines for putting on a Symposia- when a new Director or Elect comes into office, it is hard to put together a Symposia. Some Divisions do not have the hierarchy to do that. We should be encouraging Divisions to support other Conferences. It was suggested that Staff send a survey to all the Division Directors, Elects, Facilitators and find out who wants to learn about conducting a Symposia. (see attached Action item 2001-11)

6. **Comments/Suggestions for improvement of Division leader planning activities for future President's Meeting**

- Less paper/handouts at the meetings.
- Enjoyed the format of the Division Leaders Workshop --very helpful for new Directors.
- Advisory Board should meet separately.
- Someone should write down on a flip chart some of the notes of the meeting.
- Keep Action list updated and posted on the Division Leaders' Resource WebPages.
- Leader Preparation Packets were very helpful and convenient.

Kelly Laurence was also recognized for doing a good job in preparing the Division Leaders for the President's Winter Meeting.

7. **Next Meeting/Adjournment**

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

There being no further business, the meeting was adjourned.

Division Breakout Sessions Followed

Divisions got together to work on their 2002 Business Plan and budget.

APPENDICES REQUEST FORM

Please send me the check-marked appendices to the Minutes of the 4 February 2001 Division Leaders' Planning Workshop & Wrap Up meeting. Indicate preference: paper or email attachment (Power Point 97 attachments or Word 6.0/95)

RETURN TO:

Kelly Laurence
ISA, P.O. Box 12277, Research Triangle Park, NC 27709
FAX 919/549-8288
Email: klaurence@isa.org

- A: Business Plan Worksheets
- B: 10 Year Division Membership Statistics
- C: Newsletter Cost Estimates