



ISA—The Instrumentation, Systems, and Automation Society

ISA Orange County Section Annual Planning Meeting June 18, 2005

Next Board Meeting July 13, 2005

Attendees: Raj Adani, Christine Dorgan, Bob Harrison, Bis Mitra, John Prince, John Querido, Sarah Sheldon, Don Zee

1. Opening Remarks and Non Agenda Items – John Querido

- a. John thanked Sarah Sheldon for presiding as ISA Orange County Section President for 2004-2005 and her leadership in guiding the Section.
- b. John discussed the handouts presented to each attendee:
 - The financial budget sheets which will be discussed later.
 - The Section Board of Directors Job Descriptions – it was also noted that the job descriptions are covered in the Section By-Laws.
 - The Section Performance Award (SPA)
 - ◆ The SPA is completed on-line from the ISA website.
 - ◆ The Orange County SPA was submitted on time.
- c. The Annual Christmas Party
 - Date & Time: Saturday, December 3, 2005, 6pm-12am.
 - Location: Embassy Suites, Anaheim (91 Freeway between 55 & 57 Freeways).
 - The cost will be split evenly with the Los Angeles Section.
 - Cost will be \$300 per table.
 - Casino Night will add \$2,000, this would raise the price to \$460 per table.
 - Sarah Sheldon has placed a down payment to reserve the facility.
- d. Summer monthly meetings
 - Discussion was held concerning not holding July & August Section Meetings beginning in 2006.
 - **Motion:** Christine Dorgan moved, 2nd by Bis Mitra, to not hold the 2005 August Section meeting unless a speaker has been confirmed. Passed.

2. Planning for Section Success – Raj Adani

- a. Raj covered many items that are important to the success of running a Section. A copy of the presentation is attached.
- b. **Motion:** Bis Mitra moved, 2nd by Bob Harrison, Bob Harrison will order 10 ISA laser pointers and 20 ISA certificates to be presented to our future speakers. Passed.

- c. The Section should offer PDH (Professional Development Hours) for our monthly meetings and education seminars. Forms will be made available at each event.
- d. Desire was expressed to co-sponsor ISA Training Courses.
- e. Desire was also expressed to use webinars for monthly meetings and education seminars.

3. Section Performance Award (SPA) – John Querido

- a. **AI:** The Secretary will have a list of attendees at the beginning of the minutes.
- b. **AI:** The President will collect the attendance sheets at each meeting.
- c. The SPA for last year was submitted.
- d. The SPA for this year will be at the next Board meeting.

4. Membership – Bis Mitra

- a. The Orange County Section membership is 50 less than last year.
- b. **AI:** The membership Chair will have membership forms at each meeting.
- c. **AI:** Each Board person get membership forms and use them.
- d. Give sponsors the option to buy a membership in addition to a display table.
- e. **AI:** Bis Mitra will get a list of the top 10 companies in Orange County that have ISA members.

5. Recruiting New Board Members – Sarah Sheldon

- a. New potential Board members are being approached.
 - Division members becoming active at the Section level.
 - Offer short term Section projects.
- b. Sources.
 - Orange County Water District.
 - Water & waste water industry.
 - Pharmaceutical industry.

6. Increase Student Section Activity – Bob Harrison

- a. Place Student Section members and advisor on the Section distribution email list.
- b. **AI:** John Querido will email Sarah Sheldon to initiate activities to determine if interest exists at UCI to start a student section.
- c. **AI:** John Querido and Bob Harrison will meet with the Cal State Fullerton Engineering Department Head to get a committed faculty advisor and get the Student Section moving.

7. 2005-2006 Budget – Tim Ton

- a. The 2005-2006 Section Budget was discussed and finalized.
- b. Motion: Bis Mitra moved, Bob Harrison 2nd, to accept the finalized budget. Passed.
- c. The budget is attached.

8. Education Seminars – John Gong

- a. Two education seminars are planned for 2005-2006.
- b. Plan to grant PDHs for all seminars.

9. Honors & Awards – Sarah Sheldon / Bob Harrison

- a. Our Fellow candidate, Victor Wegelin, was successful and will be inducted at the Chicago/2005 Expo.
- b. Our Honorary Member candidate was not, but will be resubmitted next year (can resubmit for the next two years).

- c. Two additional Fellow candidates have been identified and will be submitted for next year.

10. Programs – John Querido

- a. Possibility of having a Disney tour during the next year.
- b. The July program is in place.
- c. If no August speaker has been arranged, the meeting will be cancelled and the sponsors rescheduled for September.

Respectfully submitted,
Bob Harrison