



ISA–The Instrumentation, Systems, and Automation Society

**ISA Orange County Section
Annual Planning Meeting
September 14, 2005**

**Next Board Meeting
October 12, 2005**

**Not
Approved**

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

Absent: Bis Mitra, Tim Ton, Don Zee

1. Open Meeting and Review Agenda – John Querido

- a. No agenda items were added.

2. Planning Meeting Minutes Approval – Bob Harrison

- a. **Motion:** Christine Dorgan moved, 2nd by John Gong, to accept the Planning Meeting Minutes as presented. Passed.

3. Treasurer’s Report – Tom Ton

- a. Since Tim was not present, the Treasurer’s Report was deferred until October.

4. ISA OC Goals & Objectives for 2005-2006 Term – John Querido

- a. John discussed the Goals & Objectives for 2005-2006 (These are available on the Orange County ISA website under “Section Info”).
- b. **Motion:** Bob Harrison moved, 2nd by Sarah Sheldon, to accept the Goals & Objectives for 2005-2006. Passed.

5. Society Delegate – Christine Dorgan

- a. Christine will represent the Orange County ISA Section at ISA EXPO 2005 in October.
- b. The items that will be presented to the Council of Society Delegates are available on the ISA website.
- c. **Motion:** Christine Dorgan moved, 2nd by Sarah Sheldon, to vote for the items that will be presented to the Council of Society Delegates (Changes to ISA Senior Membership and for the nominated ISA candidates - John Querido was a member of the nominating committee). Passed.

6. Programs – Sarah Sheldon

- a. Sarah is setting up the October program. The person that Sarah arranged to speak has changed jobs and can not be reached. The topic will probably be on “relief valves”, but

may be on infrared camera temperature measurement. Sarah will finalize in the next few days.

- b. The November program will be Fieldbus Installation Experiences with Joe Holm.
- c. **AI:** Sarah will coordinate our meetings with The Pond schedule so we don't have any problems with future meetings at JT Schmidt's Restaurant.
- d. Co-meetings are being coordinated with the LA ISA Section.
- e. **AI:** Christine Dorgan is investigating a possible Disney tour for February or March.

7. December Holiday Party – Sarah Sheldon

- a. Sarah met with Joe Bingham the party and casino night.
- b. **AI:** Name plates with full company names on the sponsored tables.
- c. Motion: Sarah Sheldon moved, 2nd by Christine Dorgan, to allow each table sponsor to make a five (5) minute presentation and help with the prize raffle. Passed.

8. Education – John Gong

- a. John would like to schedule two education seminars – Jan and March 2006.
- b. John will request topics from members via email and the website and give a report at the October Board meeting
- c. John proposed a PCI Express topic.

9. Membership – Bis Mitra

- a. The Orange County Section membership has increased by 10 since the previous report.

10. Vender Meeting Sponsors – Bis Mitra

- a. The vendor sponsors at the September meeting were:
 - a. Birmingham Controls
 - b. Emerson Process Management
 - c. Masoneilan

11. Arrangements – Sarah Sheldon

- a. JD Schmidt's will be the venue for the October meeting.
- b. **AI:** Sarah will prepare a list of conflicting dates with activities at The Pond.
- c. **AI:** Sarah will determine if a contract with JD Schmidt's for our meetings with a month notice of meeting cancellation is acceptable.

12. Honors & Awards – Sarah Sheldon

- a. **AI:** Sarah will setup a committee to nominate a person for the Don Zee Award. Bob Harrison will serve on the committee.
- b. **AI:** Bob Harrison will prepare nominations for 2006 ISA Fellows.

13. Board Member Recruitment – Sarah Sheldon

- a. Joe Bingham is submitting recommendations for some new board members.
- b. Approach companies for potential board members:
 - Orange County Water District.
 - Water & waste water industry.
 - Pharmaceutical industry.

14. Student Section – Bob Harrison

- a. School is now in session, so the following action items can begin:

- 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.

15. District 11 Vice President – Raj Adani

- a. No report.

16. Web Page – Bob Harrison

- a. All present had good comments concerning the web page – especially that the meeting information is easy to find.

17. Historian – John Querido

- a. Update is coming soon.

18. Adjourn – John Querido

Respectfully submitted,
Bob Harrison