



# Orange County Section

## ISA Orange County Section Meeting Minutes February 21 8, 2007

Attendees: Craig Lanternier, John Querido, Bob Harrison, Gautam Parikh, Raj Adani, Sebastian Zielonka, Jesus Moncayo.

Key items covered/voted upon during the planning meeting:

1. Craig Lanternier to ask Sarah Sheldon if she has kept the minutes for the January 2007 ISA OC meeting.
2. Don Zee is an ISA active member again. Welcome back Don!!!!
3. Craig Lanternier needs a \$60.00 dollar check to cover the expenses of the acknowledge certificate for the Analyzer Seminar speaker.
4. ISA donation in the amount of \$210.00 has not been cashed. Gautam Parikh to check on it.
5. Bob Harrison has been doing an excellent job on auditing the books of the last three years. Here is a summary of his observations/recommendations.
  - a. Do not pay with cash. Always pay with check to keep track of the expenses.
  - b. Keep the original receipts and make a copy ASAP. Original receipts degrade over time.
  - c. It seems no tax reports have filed since 2003. Bob checking on this issue.
  - d. The use of checks has not followed an organized sequence. It seems check books have been ordered with different sequence numbers.
  - e. Bob is waiting for Bank Statements in order to finalize his report.
  - f. Waiting for 3 checks from LA section (2006 Christmas party)
  - g. D&E Casino Services check in the amount of \$130.00 has been voided. Check was not deposited on time. Gautam to explore the possibility on having the check re-issued.
  - h. Fill the IRS 501C3 form to keep our non-profit status.
  - i. Bank forms signed by Craig Lanternier, John Querido, Gautam Parikh and Jesus Moncayo.
6. The Board has unanimously approved to buy Quicken Software.
7. Windows Vista & Office Seminar possible dates have been discussed. Tentative dates are April 28<sup>th</sup> and May 12<sup>th</sup>. Bob H. to contact Steve from Newport Electronics to find out if their facility can be used for this seminar.
8. April 2007 presentation is still open Jesus Moncayo to forward ideas to Hiten Dalal on possible speakers.
9. Standardized sponsorship cost. Craig Lanternier to check/talk with John Prince from ISA LA Section on this issue. Board has proposed a new cost of \$200.00



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10. Don Zee has delivered a membership report. Membership trend is going up due to the new ISA membership features.
11. Honors & Award. Materials have been submitted to ISA to recognize John Querido, Bob Moore and Rommel Bhullar for their commitment and dedication to the Automation and Instrumentation.
12. Raj Adani has proposed to keep the current Board members for the next term. The 2006 Board team has bonded very well. Elections for next term will start on May 2007.
13. The ISA Insurance Premium has increased from \$336.00 to \$590.00