

ISA Minutes

Meeting: ISA Power Industry Division Executive Committee Meeting

Date: Monday, October 4, 2004, 1:00 PM To 5:00 PM, CDST

Location: ISA 2004 President's Fall Meeting – Houston, TX;
Hilton Americas-Houston Hotel

Director: Wayne Holland

Minutes By: Gary Cohee, POWID Secretary & Director-Elect

Distribution: POWID Executive Committee Members
Rodney Jones – ISA Administrator, Technical Divisions
Loanna Overcash-ISA S&P Board Staff Support
Ramesh Shankar-EPRI
Charlotte Clayton – ISA Manager of Meetings
Matricia Smith – ISA Event Coordinator
Robert Lindeman-ISA Industries & Sciences Dept. VP
Paul Gruhn-ISA Industries & Sciences Dept. VP-Elect

ISA

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Revision 1a: February 6, 2005

Attendance:

Members Present

Don Christopher
Dale Evely
Bob Hubby
Daniel Lee
Phil Reeves
Michael Skoncey
Tom Stevenson
Bob Webb
Allan Zadiraka

Gary Cohee
Wayne Holland
Roger Hull
Gordon McFarland
David Roney
Bill Sotos
Cyrus Taft
Denny Younie

Members Absent

Daniel Antonellis
Jim Batug
Danny Crow
Ron Hicks
Don Labbe
Jason Makansi
Milton Neher
Rudy Neustadter
Ron Olson
Ramesh Shankar
Robert Smoak
Marland Stanley
Bob Szczerbicki
Joe Vavrek
Marjorie Widmeyer

Others Present

Ugo Baggi
Goray Mookerjee
Mukesh Pandya
Rodney Jones

I. MEETING CALLED TO ORDER

Wayne Holland, ISA Power Industry Division Director, called the meeting to order at 1:12 P.M. CDST. Wayne Holland congratulated Don Christopher as the recipient of the 2004 POWID Achievement Award and Dale Evely as the recipient of the 2004 POWID Outstanding Service Award.

II. INTRODUCTION OF MEMBERS AND GUESTS

Gary Cohee, POWID Secretary and Director-Elect, circulated a meeting attendance list and a POWID update roster. Director Wayne Holland requested that the attendees sign the attendance sheet and the POWID member's present update the POWID roster for any changes since the last POWID Executive Committee meeting held in Colorado Springs on June 6, 2004.

See attached updated POWID roster file "**ISAPOWIDROSTER_11_04_2004_REVa.doc**".

III. APPROVAL OF THE PREVIOUS MINUTES

Revision 1a of the minutes of the Power Industry Division Executive Committee meeting held on Sunday, June 6, 2004, at the Joint 2004 ISA POWID / EPRI Conference, Doubletree Hotel, Colorado Springs, CO, had been distributed electronically previously to the POWID Executive Committee members. By going to the POWID web site at www.isa.org/~powid, you can download a Zip file, which includes the minutes, as well as all attachments referenced within the minutes.

Bob Webb moved that the minutes be accepted as written and Dan Lee seconded the motion. The minutes of the Power Industry Division Executive Committee meeting held on Sunday, June 6, 2004, at the Joint 2004 ISA POWID / EPRI Conference, Doubletree Hotel, Colorado Springs, CO, were approved as written by voice vote of the POWID Executive Committee members present.

IV. AGENDA ADDITIONS AND / OR CORRECTIONS

Director Wayne Holland asked the POWID Executive Committee members if there were any additions, deletions, or corrections to be made to the meeting agenda, "POWIDAgenda_Oct_4_2004_rev1a.doc", which had been disseminated by e-mail and also distributed before the start of this meeting by POWID Secretary/Director-Elect Gary Cohee.

Wayne Holland asked that two additions to the agenda be added under the New Business section. Both topics were discussed in the POWID Long Range Planning Committee meeting held prior to this meeting. These additions to the agenda were the issues regarding conducting 1) an ISA NOX Workshop and 2) a Scientek Users Group Meeting during our future annual Joint ISA POWID/EPRI Conferences.

Allan Zadiraka moved to accept the agenda as amended and Bob Webb seconded the motion. The agenda was approved with the aforementioned additions by voice vote of the POWID Executive Committee members present.

See attached POWID Executive Committee meeting agenda file "**POWIDAgenda_Oct_4_2004_rev1a.doc**".

V. FINANCIAL REPORT

Roger Hull, POWID's Financial Chairman (Treasurer) was in attendance.

Roger Hull reported that the POWID Division fund balance, as of the end of the second quarter, June 30, 2004, was \$30,465. See attached file "**ISA_Division_Quarterly_financials_june_30_2004.xls**" that Wayne Holland passed out for details.

Wayne Holland reported the ISA Division Scholarship Endowment Fund balance should be in the neighborhood of \$120,000 of principle after the POWID Executive Committee's approval, during the June 6 Colorado Springs meeting, of the transfer of \$20,000 from the POWID operating fund balance to the ISA Division Scholarship Endowment fund and ISA's matching \$20,000 contribution. Wayne said that the interest in this account was \$6,173 as of December 31, 2003, and the endowment fund earnings for 2004 would not be credited to the account until the end of 2004. To date, these funds have not been utilized for POWID scholarship awards. The 2004 scholarship associated with the POWID 2004 Achievement Award (\$4,000) will be funded from this ISA Division Scholarship Endowment Fund. POWID scholarships associated with previous POWID Achievement awards and not yet disbursed will be funded from the POWID Division operating (Reserve) fund.

Wayne Holland said that ISA did not post quarterly financial information about the ISA Division Scholarship Endowment Fund on their web site. Wayne said that, as the POWID Division Director, he had made a request to Robert Lindeman (ISA I&S Department VP) at the Division Leader's Meeting held on Sunday morning, October 3, to have this information made available on the ISA Division financial website on a quarterly basis similar to the Division's operating fund statements.

Subsequent to the POWID Executive Committee meeting held in Houston during the ISA 2004 President's Fall Meeting, ISA did create a web page that reported the pertinent aspects about each Division's account in the ISA Division Scholarship Endowment Fund, beginning with the reports associated with the end of the third quarter (September 30, 2004). An example of the quarterly ISA financial report for the period ending September 30, 2004, has been included with these minutes and reflects a total balance in the account of \$127,059, which includes \$6,173 of interest earned through December 31, 2003. Wayne said the ending fourth quarter 2004 statement should reflect the addition of interest earned during 2004.

See attached file ISA_Division_Endowment_fund_09_30_2004.xls"

The following financial report/analysis is from an excerpt from an email message sent to ISA Power Industry Division Executive Committee Members from POWID Director Wayne Holland on October 1, 2004: (see attached file "**EXCOM_Memo_10_01_2004.pdf**")

"As of the end of the 2nd quarter, POWID had an operating fund balance of \$30,465. This includes the debit of \$20,000 for our contribution to the ISA Division Scholarship Endowment Fund, approved by the POWID Executive Committee at our meeting in Colorado Springs. In September, \$4,000 was sent to Villanova University to honor our obligation for the 2003 POWID Achievement Award Scholarship (Frank Ryan's), and this amount should show as an expense on the POWID ending 3rd quarter financial reports (this expense may not hit the books until the fourth quarter). We still have the 2000 POWID Achievement Award scholarship (Ron Hicks-\$4,000), and the 2002 POWID Achievement Award Scholarship (Jim Batug-\$4,000) obligations remaining as liabilities on the POWID operating fund, which these expenses may not show up on the books until 2005 (or later). The liability for the scholarship associated with the 2004 POWID Achievement Award (Don Christopher-\$4,000) will be covered by interest earned to date from our account in the ISA Division

Scholarship Endowment Fund. This was the decision of the POWID Executive Committee in April in Long Beach.”

“On the revenue side, most of the Division dues received (\$9.00/member but ISA does not collect from all members) are absorbed to pay ISA Division staff support charges. Net proceeds from our annual Conference operations are our only real source of income not spoken for in advance as the \$1000-\$1,500 honorarium received for our ISA Fall EXPO Program participation is absorbed to pay for some incidental expenses, such as a \$500 contribution for coffee at 2004 ISA PFM in Houston.”

“To access the ISA A&T and I&S Department Financial Quarterly Reports, you just need to do the following:

-Go to ISA's Web site: www.isa.org/

-Login

-Click on **Members & Leaders** Box in Left Side Dialog Menu

-Click on **Leader Resources** Box in Left Side Dialog Menu

-Click on **Divisions** in Left Side Dialog Menu

-Click on **Quarterly Financials** in Left Side Dialog Box

POWID's statement can be found on the I&S Department Divisions' EXCEL spreadsheet page.” The new ISA Division Scholarship Endowment financial statements can be found just below the Division Quarterly Financials in the Left Side Dialog Box on this web page.

VI. COMMITTEE REPORTS

a. SP67 Nuclear Power Plant Standards Committee

Bill Sotos, Chairman of SP67, was present at the POWID Executive Committee meeting and provided a written report.

The following are some highlights of the report:

ISA67 Committee Status – Chairman W. Sotos

The committee last met on June 9, 2004 in Colorado Springs, CO. The primary focus of the meeting was to discuss an ongoing issue with the Nuclear Regulatory Commission regarding the calculation of allowable values that SP67.04 is addressing and the status of SP67.03. All other committees are currently inactive.

ISA67.04 *Setpoints for Safety-Related Instrumentation Used in Nuclear Power Plants* Chairman – R. Queenan

This committee is very active and met in Colorado Springs, CO. The committee roster was reviewed at this meeting and based upon the results of two separate communications to the membership the membership roster was revised. All membership responses to the transmitted request of interest were honored in the process. As required by ISA, a tabulation of the elimination or change of status of voting members was created, for presentation to the SP67 Committee for approval, which was granted.

The committee is proceeding with the revision to the Standard and Recommended Practice. The present key issue is the Allowable Value (AV) treatment in the proposed revised standard. The approach being offered is to de-couple the Allowable Value from any reference to the LSSS and to note that the Allowable Value is intended to be a method for indicating operability only. An initial draft standard revision was issued for committee review in August 2004. The review and comment cycle is in progress.

For its next meeting, the ISA67.04 Committee plans to conduct a web-based conference call on October 13, 2004 to review progress on issues and to further develop the revision to the Standard.

See attached file for the complete report “**SP67toPOWIDReport-September2004.doc**”.

b. SP77 Fossil Fuel Power Plant Standards Committee

Wayne Holland, Co-Chairman of SP77, submitted a written report for SP77. See attached file “**SP772004-10-03Agenda.doc**” for the ISA 2004 President’s Fall Meeting SP77 Standards Committee meeting agenda and “**SP7704-06-10MinutesRev1.doc**” for the Colorado Springs 2004 SP77 Standards Committee meeting minutes. The report submitted by Wayne was the minutes from the SP77 meeting held on June 9, 2004, at the ISA POWID/EPRI 2004 Conference held in Colorado Springs, CO. The minutes include summaries of the status of the SP77 active Sub-Committees.

Wayne also reported that for the ISA 2004 President’s Fall Meeting & ISA 2004 EXPO Conference & Exhibition-Houston, the following SP77 committees were scheduled:

Sunday, October 3

<u>Committee</u>	<u>Committee Name</u>	<u>Committee Chair</u>	<u>Day/Date of Meeting</u>	<u>Time of Meeting</u>
SP77.0	SP77 Main Committee	W. Holland/D. Lee	Sunday, October 3	1:30PM-3:15PM
SP77.20/21	Simulator Standards	A. Lekich/ A. Zadiraki	Sunday, October 3	3:30PM-6:00PM

Tuesday, October 5

<u>Committee</u>	<u>Committee Name</u>	<u>Committee Chair</u>	<u>Day/Date of Meeting</u>	<u>Time of Meeting</u>
SP77.14.01	Steam Turbine Controls	D. Younie	Tuesday, October 5	7:30AM-9:30AM

Wednesday, October 6

<u>Committee</u>	<u>Committee Name</u>	<u>Committee Chair</u>	<u>Day/Date of Meeting</u>	<u>Time of Meeting</u>
SP77.40.01	Functional Control Diagramming	D. Lee	Wednesday, October 6	7:30AM-10:00AM
SP77.70.01	Instrumentation Piping	G. Mookerjee	Wednesday, October 6	10:00AM-12:00Noon
SP77.82.01	SCR Controls Standards	C. Taft	Wednesday, October 6	1:00PM-3:30PM
TR77.42.02	Boiler Drum Level Msmt. TR	R. McSpaddin	Wednesday, October 6	3:30PM-6:00PM

See attached file “**POWID&SP77MeetingSchedule@2004ISAPFM&EXPO.doc**” for complete list of dates and times.

c. Honors & Awards

Michael Skoncey, the POWID Honors and Awards Chairperson, was present at the POWID Executive Committee meeting held in Houston.

Michael Skoncey reported the following 2004 POWID awards were given at the POWID Honors & Awards Program held on June 7, 2004, at the Colorado Spring POWID/EPRI Symposium:

POWID 2004 Achievement Award to Don Christopher of Reliant Energy.
 POWID 2004 Outstanding Service Award to Dale Evely of Southern Company.
 POWID 2004 Facilities Award to Monticello Plant of TXU Energy.

Congratulations go out to Don, Dale, and the TXU-Monticello Electric Generating Plant.

Wayne Holland also noted that he would re-present the plaques for the POWID 2004 Achievement Award to Don Christopher and the POWID 2004 Outstanding Service Award to Dale Evely at the ISA A&T and I&S Department Honors and Awards Luncheon scheduled during the ISA 2004 President's Fall Meeting/ISA 2004 EXPO Conference & Exhibit in Houston, Texas, on October 5th. Wayne said that he would also cite the POWID 2004 Facilities Award recipient and the 2003 POWID Programs' Best Technical Papers at this event. This is an effort to gain more exposure and recognition for the POWID award recipients with the other ISA Divisions' leadership. Wayne said that POWID would provide complimentary tickets to this event for POWID Executive Committee members and their guests.

d. Newsletter

Dan Antonellis, POWID Newsletter Editor, was not present at the POWID Executive Committee meeting held in Houston.

Gary Cohee reported that Dan submitted a written report, which includes the following:

The Summer 2004 Newsletter copy was electronically mailed to ISA Headquarters on July 2, 2004 for their review, editing and publication. POWID membership was notified in mid-July that the Summer Newsletter had been published and was available for their retrieval on the ISA website.

The Summer 2004 Newsletter contained the following main sections:

- Director's Message
- 2004 POWID Awards
 - Achievement Award
 - Service Award
 - Facility Award
 - 2003 Best Technical Paper
- ISA Outstanding Division Award - POWID
- Next ISA POWID Director Bio – Gary Cohee
- Next ISA POWID Director Elect / Secretary Bio – Dan Lee
- PowerTech Corner Article by Cyrus Taft
- Future ISA / POWID Conferences
- ISA Expo 2004 – POWID Program
- 48th POWID Conference - Call for Papers
- BIAS Conference – Milan, Italy
- Rename POWID Conference Contest

- Newsletter Advertisement Announcement/Solicitation
- SP67 MOMs – April, 2004 (Long Beach meeting)
- SP77 MOMs – April 2004 (Long Beach meeting)
- SP77 MOMs – October 2003 (ISA PFM-Houston)
- POWID Executive Committee MOMs – April, 2004 (Long Beach meeting)
- Power Industry Division Officers
-

Dan also had noted that ISA Publications had inadvertently left the write-up and photograph of Don Christopher receiving the POWID Achievement Award during the Colorado Springs Conference out of the POWID Summer 2004 Newsletter, although it was a part of the submitted draft text. Dan said that the write-up and photograph of Don would be included in the text submitted to ISA Publications for the POWID Fall 2004/Winter 2005 Newsletter.

See attached file **“0409EditorReport.doc”** for a complete copy of Dan’s report.

POWID Director Wayne Holland said that the goal was to have all the inputs to Dan for the 2004 POWID Fall/Winter Newsletter within a couple of weeks after the 2004 ISA President’s Fall Meeting and 2004 ISA EXPO Conference & Exhibit in Houston so that Dan could have the newsletter draft submitted to ISA in time to have the issue published in electronic format in early to mid-December. This would accomplish our goal of having three POWID newsletters published for our membership in 2004.

Wayne also said a call for papers for both the 2005 Nashville Joint POWID/EPRI Conference and the 2005 ISA Chicago EXPO was needed for the next newsletter and for POWER Magazine.

e. Publicity

Joe Vavrek, Publicity Chairperson, was not in attendance at the POWID Executive Committee meeting in Colorado Springs.

Wayne Holland reported the following in an email message from Wayne to Joe on 6/30/2004:

Gary Cohee, Dan Lee and I met with Viena Margulies, Director of Advertising for POWER Magazine, on Monday afternoon, June 7, during our annual POWID/EPRI 2004 Conference in Colorado Springs. Our thanks to you for arranging this meeting and we wished you could have been with us. The meeting lasted for over an hour. This was a very cordial and productive meeting where we shared views on how our two organizations could benefit from a mutual relationship beyond having POWER Magazine as a Contributing Sponsor for our annual conference. We informed Viena that we planned to include a free one half page advertisement in our POWID Summer 2004 Newsletter for the support that POWER Magazine had shown for our annual conference by having a full page ad for our conference in the April and May 2004 issues of POWER Magazine at no cost to POWID. Viena went on to say that POWER Magazine had approximately 54,000 subscribers worldwide with about 45,000 of those in the United States. These subscribers all have one thing in common, ties and connections with the Power Generation Industry.

Near the conclusion of our discussion, Viena made two proposals for the ISA Power Industry Division to consider.

First, Viena offered POWID a one half page free advertisement in the next upcoming edition of POWER Magazine. Viena said the one half page advertisement could cover any message we wanted to display such as future conferences notices, an appeal for membership, etc. She said the only stipulation was that she would need to receive our ad in Word or .pdf format by July 11.

Second, Viena proposed that we consider a "supplement" that would be included in a future POWER Magazine edition. Viena mentioned the October issue as a potential issue that this supplement would be inserted in. Viena said that she would solicit advertisements from our "typical" vendors to support the cost of this supplement and that POWID would not have to contribute nor be involved in her efforts to solicit vendor support. Viena said that POWID would be expected to provide a two page editorial on any subject matter we wanted to discuss and she suggested we utilize this opportunity to discuss who/what the ISA Power Industry Division is, some history on what we have done and plan to do for the future, highlight future conferences, etc. She said this would be our opportunity to get the message out on what the ISA Power Industry Division is and what we do as an organization to over 54,000 POWER Magazine subscribers in our related industry, at no cost to POWID.

As you might expect, Gary and I accepted both proposals from Viena before she had a chance to change her mind. We explained to Viena how POWID is organized and that you served as POWID's Publicity Chair. We also explained that you, as POWID's Publicity Chair, would be her direct interface to our organization, as you have been in the past, promoting our annual conferences.

See attached file "**POWIDMembershipad_Jul_04.pdf**" to view the membership add that was sent to Power Magazine around July 19, 2004.

See attached file "**ISA-POWID-history-rev2.doc**" to view abstract about the ISA Power Industry Division written by Bob Hubby to be submitted to Power Magazine.

f. Membership

Danny Crow, POWID Membership Chairperson, was not attendance at the POWID Executive Committee meeting held in Houston. Danny did not submit a report.

Wayne Holland noted that POWID membership was 2,080 as of June 30, 2004. There has been a slight increase in membership in 2004 compared to a 20% decline in 2003. The membership decline in 2003 is similar to the trends also seen in the other ISA Division memberships and the ISA society as a whole.

In the Colorado Springs POWID Executive Committee meeting, Wayne Holland noted that Danny, as the POWID Membership Chair, should periodically send an email message to members who drop their ISA POWID Division membership asking them for the reason they dropped. Danny had said he had wanted to do this but had not received any specific instructions from ISA as to how to access their membership database. As a result, he had not been able to obtain a list of new members or a list of ISA membership from the ISA membership database, who were dropping their Division membership.

Gary Cohee said he discussed during the Joint A&T/I&S Department Meeting on Sunday October 3, 2004, getting Power Industry Division Membership information and instructions regarding how to gain access to the ISA membership database to obtain membership add and drop reports, with Rodney Jones, who is taking over for Bill Palmer (who has retired as of October 1), as ISA Division Staff support. Rodney said he would look into it.

g. Editorial Review

Don Labbe is the POWID Editorial Review Chairperson. Don was not in attendance at the POWID Executive Committee meeting held in Houston

Wayne Holland reported a summary of Don's Colorado Springs Conference paper status report:

43 Papers were submitted for review.

42 Papers were accepted (one paper was resubmitted and accepted following an initial rejection).

33 Accepted Papers had the reviews completed at least 1 week prior to the CD deadline and are assumed to be on the CD.

9 Papers were submitted very late and these reviews were not completed prior to the CD deadline and paper copies were to be provided at the sessions.

90 Reviewers were involved in the review process.

1230 Email transactions were undertaken to support the reviews.

See attached file "**PaperStatus2004-06-01.xls**" for the complete paper status.

h. Historian

Bob Webb, the POWID Historian, was in attendance at the POWID Executive Committee meeting held in Houston during the ISA President's Fall Meeting. Bob did not submit a written report.

Bob Webb asked if Don Christopher would be willing to take over as the POWID Historian. Don said he would accept the POWID Historian role. POWID Director Wayne Holland made a motion to approve Don Christopher as the POWID Historian. Mike Skoncey seconded the motion. By voice vote of the POWID Executive Committee members present, Don Christopher was approved as the new POWID Historian.

Bob Webb said he had three boxes of past POWID information that he would mail to Don.

i. Nominating

Gordon McFarland, Nominating Chairperson, as past POWID Director, is the POWID Nominating Committee Chair. Gordon was in attendance at the POWID Executive Committee meeting held in Houston.

Gary Cohee confirmed that the POWID membership roster currently reflected 32 members. The ISA POWID MOP (Manual of Procedures) states that the membership should consist of 32 members, of whom eight should be vendors, eight should be A/Es, and 16 should be utility members.

Phil Reeves of Honeywell and Jim Olson of Tennessee Valley Authority were both added to the POWID Executive Committee at the last POWID Executive Committee meeting held in Colorado Springs.

Wayne Holland is going to contact current POWID Executive Committee member Marland Stanley and see if he wishes to continue on the POWID Executive Committee. It was noted that Marland has attended but one POWID Executive Committee meeting since joining the POWID Executive Committee, and has otherwise not participated, and has been unresponsive to past email messages.

j. Long Range Planning

Ron Hicks, POWID’s Long Range Planning Committee Chairperson, was not in attendance at the POWID Executive Committee meeting held in Colorado Springs. Ron did not submit a written report.

POWID Director Wayne Holland conducted the POWID Long Range Planning Committee meeting in Ron’s absence. The meeting was held from 11:00 AM – 12:15 PM the same day as the POWID Executive Committee meeting.

Wayne Holland introduced Rodney Jones who was in attendance at this meeting. Rodney is with ISA Staff and has replaced Bill Palmer (who retired from ISA on October 1) as ISA Administrator, Technical Divisions. Rodney will also handle Conference Hotel site support services for the POWID Nashville conference.

The following items were discussed at the Long Range Planning Committee meeting held earlier and were brought before the POWID Executive Committee by POWID Director Wayne Holland:

1. Proposal for POWID's support for an ISA Annual NOx Emissions and Source Monitoring Technical Conference, to be held in conjunction with and following the 2005 Joint ISA POWID/EPRI Conference in Nashville, and perhaps in conjunction with future POWID/EPRI annual conferences.

See New Business Item VIII b.

2. Proposal for a Scientech NUS Instruments Users Group Meeting to be held in conjunction with and following the 2005 Joint ISA POWID/EPRI Conference in Nashville, and perhaps in conjunction with future POWID/EPRI annual conferences.

3. ISA’s New Venture Initiatives Program

See Old Business Item VII h.

See the attached file "**POWID_LRP_Minutes_10_04_2004.doc**" for the minutes of the POWID Long Range Planning Committee meeting held on the morning of October 4, 2004, in Houston during the ISA 2004 President’s Fall Meeting.

k. Web Page

Gary Cohee, POWID WEB Page Coordinator, was present at the POWID Executive Committee meeting in Houston.

Gary said the statistics for the Local POWID Web site www.isa.org/~powid is as follows:

<u>Year</u>	<u>Hits</u>
1999 (1st year site was available)	643
2000	1647
2001	1748
2002	2222
2003	1728
2004	600 (to date this year)

Gary reported the link to the 2004 POWID Colorado Springs Conference WEB page is www.isa.org/powersymp. This link will stay in effect for future conferences. Gary will put a hit counter on this site so he can track the usage statistics.

Gary is going to contact Rodney Jones about getting statistics on the ISA POWID Division web site <http://www.isa.org/community/divispowid>.

Gary also noted that if any POWID Executive Committee members had information that they wanted to display to the POWID membership, all they needed to do was send that information to him in electronic form, and he would post this information on the POWID web page. Gary said that his e-mail address was garycohee@aol.com. Gary also reiterated that if any of the POWID Executive Committee members wanted to assume the POWID Web Site Coordinator role, he would be willing to step down from this position.

I. Professional Development

Tom Stevenson, Professional Development Chair, was in attendance at the ISA POWID Executive Committee meeting in Houston. Tom did not submit a written report.

Tom reported he provided 70 PDH certificates for this year's Colorado Springs conference.

Tom reported ISA has developed a certification program for automation professionals. Certified Automation Professionals (CAPs) are responsible for the direction, design, and deployment of systems and equipment for manufacturing and control systems. ISA certification as a CAP will provide a non-biased, third party, objective assessment and confirmation of your skills as an automation professional.

Tom will be providing PDH certificates for the POWID sessions at the 2004 ISA Houston EXPO Technical Conference.

m. Section/Division Liaison

Bob Hubby, POWID Section/Division Liaison Chair, was in attendance at the ISA POWID Executive Committee meeting in Houston. Bob had nothing new to report.

VII. OLD BUSINESS

a. EPRI / ISA POWID Long Term Relationship / Conference Co-Programming

Danny Crow, the ISA POWID / EPRI Relationship Sub-Committee Chair, and Ramesh Shankar, our primary EPRI contact on the POWID Board, were not present at the POWID Executive Committee meeting held in Houston during the 2004 ISA President's Fall Meeting.

POWID Director Wayne Holland reported that the **"EPRI/ISA POWID Memorandum of Understanding"** was a completed document that had been approved during our June 15, 2003 POWID Executive Committee meeting held in Williamsburg, Virginia. Wayne said the document still needed signatures and that he would contact Ramesh about obtaining the EPRI signatures and Rodney Jones about obtaining the ISA signatures. Wayne said he would obtain real signatures on two copies of the document. One document containing the original (not copied) signatures would be the property of EPRI. The other document containing the original (not copied) signatures would be the property of ISA. Wayne said that Rodney Jones would receive the ISA original signature document and Wayne said he would like to see an electronic scanned copy of that document placed on the ISA

POWID web site and listed just after the POWID MOP in the left hand page window address links. Wayne also said that Don Christopher, as the POWID Historian, should receive an electronic copy of the document.

Wayne said that the EPRI/ISA POWID Memorandum of Understanding should serve as our reference document for future POWID/EPRI Joint Conferences. Wayne also said that the lack of a signed MOU had not been a problem, since Cyrus Taft has served as the 2004 Colorado Springs and 2005 Nashville Conferences Program Chair.

Note: Subsequent to the POWID Executive Committee meeting held on October 4, 2004, POWID Director Wayne Holland forwarded, by US Postal Service, three MOU documents with Wayne's signature affixed to Ramesh Shanjkar on December 3, 2004, with a memo requesting Ramesh's and the appropriate EPRI representative's signature, and with instructions to forward the signed documents to Rodney Jones at ISA, for the appropriate ISA signatures and distribution of the signed documents to the appropriate parties. See attached file "**ISA_POWID_EPRI_MOU_Memo_12_03_2004.pdf**" for a copy of this memo.

Also, see attached file "**EPRI_ISAPOWIDMemoofUnderstanding.doc**" for the complete document.

b. Available POWID Scholarships

Mike Skoncey was in attendance at the Houston POWID Executive Committee meeting.

Mike verbally reported that scholarships yet to be given that are to be selected by the following recipients of past POWID Achievement Awards are:

- Ron Hicks 2000 - \$4,000
- Jim Batug 2002 - \$4,000
- Frank Ryan 2003 - \$4,000 (note: this Scholarship has been given out)
- Don Christopher 2004 - \$4,000

Mike Skoncey noted that of the three outstanding scholarships associated with the POWID Achievement Award recipients, the financial obligations of the scholarships associated with the 2000, and 2002 award recipients must be paid from the POWID operating fund balance whereas the scholarship associated with the 2004 POWID Achievement Award can be paid using the interest earned in the ISA Division Scholarship Endowment Fund, debited to the ISA POWID operating fund balance, or a combination of both. Frank Ryan's 2003 Scholarship has been paid and should show up on the 4th quarter 2004 financials, as this scholarship was funded from the POWID operating (reserve) account.

c. POWID Conference Support Services Review Committee

Roger Hull is the POWID Sub-Committee Chair and was present in Houston at the POWID Executive Committee meeting. Roger gave no report.

Gary Cohee reported that ISA has been selected for POWID conference supports services through the 2007 Pittsburgh Conference.

Wayne Holland had introduced Rodney Jones who was in attendance at the POWID Long Range Planning Meeting prior to this meeting. Rodney is with ISA Staff and has replaced Bill Palmer as ISA Administrator, Technical Divisions. Rodney will also handle Conference Hotel site support services for the 2005 POWID Nashville conference.

The Joint ISA POWID/EPRI 2008 Phoenix, Arizona, Conference will be the next conference that will need Conference Support Services' provider selection. The POWID Conference Support Services Review Sub-Committee was formed to work with the respective Conference General Chair to review potential service provider options and their costs and make a recommendation to the POWID Executive Committee as to whether to use ISA or an outside contractor to provide these conference site support services.

d. POWID Organizational Structure Review Committee

The POWID Organizational Structure Review Sub-Committee Chairman is Gordon McFarland. Other committee members include Cyrus Taft, Dan Lee, and Ron Hicks.

Dan Lee and Gordon McFarland jointly chaired the POWID Organizational Structure Review Sub-Committee meeting held from 8:20 AM to 11:00 AM on October 4, prior to the POWID Executive Committee meeting and the POWID Long Range Planning Committee meeting.

The task for the Organization Structure review committee is to prepare duties for new/existing positions for the POWID Executive Committee to approve. To complete this task the POWID Organization Structure Review Committee worked to update the POWID MOP. Dan Lee provided an updated status of the current POWID MOP draft. The draft update included revisions made by Gordon McFarland and Dan Lee based on author assignments from the committee meeting held in Colorado Springs on June 6, 2004, and from the meeting held earlier on this day

Dan Lee reviewed what was done at the meetings held in Colorado Springs and earlier this morning in Houston. Mike Skoncey will provide additional input to the Honors and Awards section after this meeting and Dan will incorporate these changes. Dan went over a proposed Ballot for MOP changes. Dan or Gordon will send out for review to POWID Executive Committee members the revised MOP along with the ballot, and request the ballot be returned this year. If comments or negative ballots received warrant, Dan or Gordon will schedule a POWID Organizational Structure Review Committee meeting prior to the next POWID Executive Committee meeting to review the comments/ballots received. The goal is to have the proposed changes to the POWID organizational structure and MOP approved before the end of this year. However, if comments or negative ballots received warrant another meeting, this meeting will be scheduled during the Winter/Spring of 2005 to address these comments and/or ballots.

See attached files “**POWIDMOP04ReaffirmBallotRev1.doc**” and “**POWIDMOP2004-10-28.doc**”.

e. New POWID Scholarship Application Form

POWID established a new annual academic scholarship in addition to the academic scholarship associated with the POWID Achievement Award recipient, during the POWID Executive Committee meeting held in June in Colorado Springs. This scholarship would be for students to apply for through sponsorship by a member of the ISA Power Industry Division. The scholarship will be awarded on an annual basis at the discretion of the POWID Executive Committee and would be funded through the earnings of the POWID account with the ISA Division Scholarship Endowment Fund and/or through Division reserve fund balances, or a combination from both. The POWID Executive Committee will determine at its Winter/Spring 2005 meeting the amount of funds available for such a scholarship and will review/approve the recommendation for the selected recipient from the POWID Honors and Awards Chair. The POWID Honors and Awards Chair will develop the scholarship application, have it posted on the POWID web site and published in the POWID newsletters, receive the nominations, and make a recommendation to the POWID Executive

Committee of the selected recipient and provide a summary review of all the nominations received. Nominations will have to come from members of the ISA Power Industry Division, not from the students applying for the scholarship. In this way, we create another incentive for someone to join the ISA Power Industry Division and we create another opportunity to help a student connected with an ISA Power Industry Division member receive a college education.

This scholarship is named the **“Robert N. Hubby ISA Power Industry Division Academic Scholarship”** for Bob’s many contributions to the Power Industry and to the ISA Power Industry Division in a career spanning over forty years. This scholarship will be funded from the ISA Division Scholarship Endowment Fund interest or Division Operating Fund balance, or a combination of each, at the discretion of the POWID Executive Committee. **If the funds are not available, the POWID Executive Committee can suspend the scholarship award until the financial situation improves in future years.**

Mike Skoncey, Honors and Awards Chairman, will work on the application form for this scholarship and email the new form to the POWID Executive Committee members for comment and submit it to Dan Antonellis to put in the POWID 2004 Fall Newsletter.

See attached file **“2005ROBERTNHUBBYSCHOLARSHIPFORMRev1A.doc”**.

f. ISA’s I&S Department’s “Outstanding Division” Award

POWID Director Wayne Holland reported that it gave him great pleasure to announce that the ISA Power Industry Division was recently chosen by the ISA Honors and Awards Committee, and approved by the ISA Executive Board, as ISA’s “Most Outstanding Division” in the ISA Industries and Sciences Department. Wayne said that this is the seventh year in a row that POWID has been awarded this honor and distinction by ISA and reflects on the efforts and contributions made by all ISA Power Industry Division Members. As a result of this selection, the Power Industry Division will be recognized at the ISA Honors and Awards Banquet scheduled for Monday evening, October 4, 2004, from 7:00 PM to 11:00 PM at the Hilton Americas-Houston Hotel, at the conclusion of the ISA 2004 President’s Fall Meeting. There is also an ISA President’s reception to be held just before the H&A Banquet from 5:30 PM to 7:00 PM, near the banquet ballroom.

In addition, Wayne said the ISA Automation & Technology (A&T) and Industries & Sciences (I&S) Departments plan a joint Honors & Awards Luncheon on Wednesday, October 6, from 11:30 AM to 1:00 PM, at the Reliant Center in Houston, during the ISA EXPO 2004 Automation + Control Conference, Training, and Exhibition. Our Power Industry Division will be recognized as the recipient of the ISA I&S Department’s “2004 Outstanding Division” award and we plan to recognize the recipients of POWID’s 2004 Achievement Award and 2004 Outstanding Service Award, who are Don Christopher and Dale Evely, respectively. We also want to recognize Cyrus Taft as the recipient of being named an ISA Fellow at this luncheon, as Cyrus will receive special recognition at the ISA Honors & Awards Banquet on Monday evening.

Wayne said that because of the POWID Executive Committee members’ many contributions that resulted in the ISA Power Industry Division receiving this award, your Power Industry Division was honored to sponsor you and your spouse or guest at both of these events. Two tables adjacent to each other had been reserved at the ISA Honors and Awards Banquet so that we can sit together as a Division.

g. ISA’s I&S Departments Communication Award Nomination Submittal

Wayne Holland reported that he had been informed by Bob Lindeman, ISA Industries and Sciences Department VP, that the ISA Power Industry Division and the ISA Aerospace Division are co-winners for the 2004 ISA Industries and Sciences Department's Communication Award. "This award recognizes the efforts of the division that best communicates on a regular basis with its membership" and the documented communication within a division from the prior year (in this case the year 2003) is used for the evaluation. I am forwarding to you the email cover letter and three attachments that made up a part of the submittal. The report itself was contained in a three-ring binder and included the submittal letter, the table of contents, and the Division's Communication's Report, along with the other supporting documents listed in the table of contents. Wayne brought with him an extra copy of the entire report and passed it out for examination. This will be Gary Cohee's copy to keep as a reference since Gary becomes the 2005-2006 POWID Director beginning January 1.

The following is an overview of the ISA Division Communication Award:

ISA Division Communications Award

The Division Communications Award may be conferred to a division in both the Automation & Technology and Industries & Sciences Departments of ISA. The award recognizes the efforts of the division that best communicates on a regular basis with its membership.

1. Award Presentation

The Division Communications Award is a plaque that is displayed at the Society's International Headquarters in Research Triangle Park, NC. Each year, the winning Division name is added to the plaque. A certificate will be presented to the Director, Newsletter Editor, and any other members of the division who contributed significantly to the division's communications effort. The Director and the Newsletter Editor of the two runner-up divisions will receive "Honorable Mention" certificates. The presentation will be at the ISA Joint Automation & Technology and Industries & Sciences Departments Awards Banquet at the Society's annual fall event

2. Justification

The Division Communications Award was originated to stimulate the improvement in division communications and to encourage communication of division activities, plans and achievements.

3. Administration and Judging

The award will be administered by the individual department honors and awards review committee. The committee will consist of the Department Vice President, Advisory Board Chairman, and the Department Honors and Awards Chairman. The Department Vice President will select one alternate if two members of the awards committee are members of the same division.

Judging Criteria - The following categories will serve as a basis for judging and determining the winner of the Communications Award. Each category contains a series of questions or guidelines. Each category has an assigned value based on its importance.

- . Newsletter publications
- . Web-page
- . Welcome Letters to New Members
- . Other communications to Division Members (i.e. list-serv)

4. Eligibility

In order to be eligible for the award, all materials must be received by the respective departmental awards committee prior to or on the established due date identified in the cover letter accompanying the awards criteria. Eligible materials include any form of communications produced and distributed to members since the previous year President's Summer Meeting.

h. ISA Divisions New Venture Initiatives

POWID Director Wayne Holland reported that a “New Venture Investment Workshop” was held at the ISA Houston President’s Meeting on Saturday, October 2nd, from 1:00 – 4:00pm.

Bob Hubby had volunteered to be the POWID liaison to this “New Venture Initiative” at the POWID Executive Committee meeting held in Colorado Springs.

The workshop consisted of a 30-minute presentation followed by a brainstorming session to get ideas on how we can enhance and improve ISA technical divisions.

The following was the NVI Agenda:

- Overview of the NVI
- Summary of Application Process for NVI Grant
- Presentation of Possible Uses for NVI Funds
 - To revitalize Division Symposia
 - To support ideas for Division Services
 - To undertake department study to reinvigorate departments

“New Ventures” as discussed in the workshop are projects or programs that:

- Are not part of an ongoing activity,
- Are thought to be worthwhile pursuing to fulfill the objectives of the Society,
- Have a funding requirement in excess of 25,000.

It was asked if anyone had an idea on how the POWID Executive Committee might use the NVI to help the Power Industry Division. Cyrus Taft brought up student competition and said he would send a proposal to Wayne Holland. Gary Cohee mentioned a Power Point or similar electronic presentation that would promote the ISA Power Industry Division, which could be made available to present at other Industry Meetings and Conferences.

See attached files “[NVI_Agenda_10_2_2004.pdf](#), [NVI_Meeting_handouts_10_2_2004.pdf](#), [NVIWorkshop1004.doc](#) and [NVProposalTemplate.doc](#)”.

i. Broadening POWID/EPRI Annual Conference Program for Management Appeal

There was no discussion on this topic at this meeting. It was the general belief that Ron Hicks has some fresh ideas to present but Ron was not in attendance so the matter was tabled till a later meeting.

j. ISA POWID / EPRI Joint Conference Name Change

During the previous POWID Executive Committee meeting held in Colorado Springs, it was discussed that the POWID Conference name did not reflect that this is primarily a power generation conference on instrumentation, controls, and power plant automation for fossil and nuclear power plants. A name that would give a potential attendee a better understanding of the conference program content and focus was needed. It had been approved at the POWID Executive Committee meeting held in Colorado Springs to go out to the POWID membership and solicit a new conference name by offering \$200 to the person who comes up with a new name that is accepted by the POWID Executive Committee. A ballot was created to be distributed to Colorado Springs conference attendees and to be published in the POWID 2004 Summer Newsletter. All ballots were to go to Roger Hull for tabulation and presentation at our

next Executive Committee meeting to be held in Houston during the ISA President's Fall Meeting.

Roger Hull reported that he had received eleven responses. The POWID Executive Committee members present reviewed the name change ballots. It was agreed, that no one could agree, on what the name change should be. The name change was left as an open item to continue at the next POWID Executive Committee meeting.

See attached file "**Conference Name Ballot.doc**"

VIII. NEW BUSINESS

a. ISA Division Scholarship Endowment Fund: Proposed 2nd 2004 Contribution

Wayne Holland began the discussion by noting that Roger Hull had reported (see Financial Report Section V of these minutes) that the POWID division fund balance, as of the end of the second quarter, June 30, 2004, was \$30,465. See attached file

"ISA_Division_Quarterly_financials_june_30_2004.xls". Roger and Wayne had also reported the ISA Division Scholarship Endowment Fund balance had a principle balance of \$120,000 for POWID as of 06/30/2004 with \$6,173 of interest reported through the 12-31-2003 period. Wayne said the interest earned for 2004 would be added to the fund balance at the end of the year and reflected on the 12-31-2004 fourth quarter ending reports, and the earnings rate was expected to be approximately 5%.

Wayne also noted that we had approved an additional annual but non-binding scholarship if funds were available during the POWID Executive Committee meeting held in Colorado Springs on June 6, 2004.

Wayne made a motion for the POWID Executive Committee to approve an additional \$20,000 be transferred from the POWID Operating Fund to the ISA Division Scholarship Endowment Fund. To facilitate the discussion on this proposal, Wayne reviewed a part of the email message that he had sent on October 1, 2004, to POWID Executive Committee Members, on the subject of Division finances. An excerpt of this email message regarding the POWID Director's discussion of the status of the POWID operating budget was included under the Treasurer's Report heading.

The following text of this message is excerpted from this memo to support Wayne's proposal to transfer an additional \$20,000 to the ISA Division Scholarship Endowment Fund:

"If we receive say \$20,000 net proceeds from our 2004 Colorado Springs Conference operations (after any remaining expenses are paid) and we have say \$20,000 (conservative figure) in our POWID Division Budget during the fourth quarter after paying off those scholarship obligations associated with the POWID Achievement Award, we should have approximately \$40,000 (projected) as our 4th quarter ending balance. I am proposing at our upcoming POWID Executive Committee meeting in Houston (afternoon of October 4th) that we consider contributing another \$20,000 to the ISA Division Scholarship Endowment Fund (this is on the agenda as a "New Business" item). This would leave approximately \$20,000 in our POWID operating fund to begin the 2005 business year and I personally believe our Conference in Nashville in 2005 will be very financially successful, based on anticipated higher attendance due to its eastern central location to major US population centers (close enough to drive to for many US residents) and from proceeds received from the key contributors and booth/tabletop exhibitors that Denny Younie is aggressively marketing. We should have sufficient interest earned in our ISA Division Scholarship Endowment Fund in 2005 to fund a \$4,000 scholarship

associated with the 2005 POWID Achievement Award recipient and a \$4,000 scholarship associated with the new "Robert N. Hubby ISA Power Industry Division Academic Scholarship" approved at our POWID Executive Committee meeting held in Colorado Springs back in June. These are just suggestive scholarship contribution amounts that will be addressed at the POWID Executive Committee meeting held in Portland, Oregon in April (?) of 2005, when these scholarships and awards are addressed with the first quarter 2005 POWID financial statement hopefully in hand." Note: The entire message from POWID Director Wayne Holland to POWID Executive Committee Members, dated October 1, 2004, on the subject of the POWID budget and the POWID Director's Assessment and Recommendations, is included as an attachment. **See attached file "EXCOM_Memo_10_01_2004.pdf".**

Wayne then made a motion that a second 2004 ISA Division Scholarship Endowment Fund contribution of \$20,000 that would be again matched by ISA. This additional money (\$40,000 total) in the POWID account of the ISA Division Scholarship Endowment Fund would help insure that POWID could continue providing scholarships without any dependence upon the Division's financial performance.

Gary Cohee seconded the motion and Wayne asked for a discussion on the motion. Cyrus Taft said that he was not sure if academic scholarships were the best place for POWID to spend its surplus funds and was concerned that the interest earned in the ISA Division Scholarship Endowment Fund was restricted to payouts involving academic scholarships only. Cyrus suggested contributions to the ISA Student Competition event might be another way of encouraging younger members to ISA and the Power Industry Division. Wayne said his goal was to see that our two annual scholarships were adequately funded for future years while we had the funds in our operating fund to transfer and while ISA was 100% matching Division contributions to the Scholarship Endowment Fund. Wayne said we currently had a balance of approximately \$128,000 in the ISA Scholarship Endowment Fund of which approximately \$120,000 was principle and the balance was earnings to date. Wayne said that he thought POWID would need to have about \$200,000 in principle funds in this Scholarship Endowment Fund to be able to perpetually generate two annual \$4,000 academic scholarships (one associated with the POWID Achievement Award and one associated with the POWID R. N. Hubby Academic Scholarship) without any recourse to the Power Industry Division's financial condition. Wayne said that an additional \$20,000 contribution by POWID now, while POWID has an operating fund surplus balance, and a matching \$20,000 pledge by ISA, would bring our principle balance in the ISA Scholarship Endowment Fund to \$160,000. Wayne said the additional funds needed to reach a balance of \$200,000 in POWID's account in the ISA Scholarship Endowment Fund would depend upon how successful POWID was in conducting its annual conferences and if ISA continued to match at 100% a Division's contribution.

After much discussion on where was the best place POWID could spend its current surplus funds to encourage younger individuals to join ISA and the Power Industry Division and for other uses for POWID's surplus funds, and a discussion on the potential net proceeds from our 2004 Colorado Springs Conference, a compromise was reached to amend the motion to reduce the proposed contribution to the ISA Division Scholarship Endowment Fund from an amount of \$20,000 to an amount of \$10,000, with the stipulation that ISA would match this \$10,000 with a matching \$10,000 amount. POWID Director Wayne Holland agreed to amend his earlier proposal and Gary Cohee seconded the amended motion. By a voice vote of fourteen to four, the POWID Executive Committee approved the motion to contribute \$10,000 to the ISA Division Scholarship Endowment Fund with the stipulation that ISA would match this contribution by an equal amount of \$10,000. Wayne said that as the Division Director, he would notify the appropriate individuals at ISA to make this transfer effective during the month of October and confirm the 100% matching funds. Wayne said the contribution should be reflected on the ISA Division Quarterly Financial Statements for the period ending December 31, 2004, for the 2004 fourth quarter period. This statement, which will probably be posted to the ISA web site in early February 2005 should also reflect the final net proceeds received from our 2004 Colorado Springs Conference.

b. ISA NOX Conference and ISA POWID Participation

The following items were discussed at the POWID Long Range Planning Committee meeting held earlier on the same day and were brought before the POWID Executive Committee by POWID Director Wayne Holland:

POWID's support for ISA Annual NOX Emissions and Source Monitoring Technical Conference.

Wayne Holland had introduced Rodney Jones who was in attendance at the Long Range Planning Committee meeting. Rodney is with ISA Staff and has replaced Bill Palmer as ISA Administrator, Technical Divisions. Rodney will also handle Conference Hotel support services for the Joint 2005 ISA POWID/EPRI Nashville Conference. Rodney also handles the ISA NOX Conference for ISA.

Back in late July of 2004, Rodney Jones had contacted POWID Director Wayne Holland about the ISA Power Industry Division sponsoring an ISA NOx Conference scheduled for early November of 2004 in Baltimore, Maryland. POWID had not been involved heretofore with any aspects of this ISA 2004 NOx Conference. As the POWID Director, Wayne Holland responded to Rodney Jones' request for POWID's sponsorship of the ISA NOx Conference in a letter dated July 30, 2004. In this letter, Wayne explained to Rodney that the POWID Executive Committee had voted to not be affiliated with future ISA NOx Conferences when ISA's Orlando Metcalf had put forth a similar proposal before the POWID Executive Committee meeting held in Houston, in October 2003, during the 2003 ISA President's Fall Meeting. Wayne did suggest to Rodney that perhaps ISA would consider conducting their next ISA NOx Conference in conjunction with and following POWID's annual Joint 2005 ISA POWID/EPRI Conference in Nashville, scheduled for early June. If ISA was interested in this proposed arrangement, Wayne suggested that Rodney request a time slot at the next meeting of the POWID Long Range Planning Committee, which was scheduled for the morning of October 4, 2004, to make such a proposal. **See attached file "ISA_NOX_Conference_MEMO_07_30_2004.pdf".**

As a result, Rodney had made a formal request for POWID to consider sponsoring the ISA NOX Workshop at the 2005 POWID Nashville Conference during the POWID Long Range Planning Committee meeting held earlier this same day. After much discussion of Rodney Jones' earlier proposal and its ramifications on POWID's annual conference, Allan Zadiraka made a motion for POWID to sponsor the ISA NOX Conference contingent on ISA approving a Memorandum of Understanding between ISA and POWID. Phil Reeves seconded the motion. By voice vote of the POWID Executive Committee members present, the motion was approved. As the Joint 2005 ISA POWID/EPRI Conference Program Chair, Cyrus Taft opposed the motion, and requested the minutes of the meeting reflect his opposition.

It was decided that Gary Cohee would prepare a preliminary "ISA POWID Conference and ISA NOX Workshop Memorandum of Understanding." Gary would have it reviewed by Cyrus Taft, Denny Younie, Bob Hubby, Wayne Holland and Dan Lee. Hopefully this would not cause problems with any additional hotel contract negotiations and advertisements that are needed for the Nashville Conference by adding the ISA NOX Workshop. This Memorandum of Understanding will be sent to ISA (Rodney Jones) by Wayne Holland, the present POWID Director. Wayne said the ISA Executive Director (currently Rob Renner) would need to sign the document for ISA along with Rodney Jones and that he, as the current POWID Director, and Denny Younie, as the Conference General Chair, would need to sign the MOU for POWID.

See attached file "ISAPOWIDCONF-ISANOxWorkshopMOURev2.doc".

c. Scientech NUS Instruments Users Group Meeting at ISA POWID/EPRI Conference

The following edited summary was taken from an email message dated October 19, 2004, from POWID Director Wayne Holland to Fred Unger of Scientech, following the POWID Executive Committee

meeting held on October 4. This summary has been edited to reflect a representation of the discussion that ensued during the POWID Executive Committee's consideration of Fred Unger of Scientech's proposal regarding conducting a Scientech Users' Group Meeting following the Joint 2005 ISA POWID / EPRI Conference to be held in Nashville. The actual unedited email message of October 19, 2004, from POWID Director Wayne Holland to Fred Unger of Scientech is included in the attached file "**EXCOM_MEMO_10_19_2004.pdf**".

Fred Unger of Scientech made a power point presentation (**See attached file "Scientech_presentation.pdf"**) at our ISA Power Industry Division's Long Range Planning Committee meeting held on the morning of October 4, 2004, at the Hilton Americus Houston Hotel during the ISA President's Fall Meeting in Houston, Texas. His presentation involved an overview of Scientech's business involvement in the Power Industry, in particular, the nuclear segment, and a proposal to POWID to conduct the Scientech's annual User's Group meeting following the annual Joint ISA POWID/EPRI Controls and Instrumentation Conference. He did an excellent job in illustrating how Scientech's annual User's Group meeting would bring synergism to the annual Joint ISA POWID/EPRI Conference and that Scientech's User's Group meeting would offer some additional technical content for our attendees from the nuclear power generation side of our organization. He proposed that the Scientech User's Group meeting be held on the Thursday and Friday following the ending of our technical paper sessions on Wednesday afternoon.

During the ISA Power Industry Division Executive Committee meeting, his proposal was discussed at some lengths with much of the focus of the discussion concerning the merits of his proposal and weighing the synergism of having a specific vendor user's group meeting following our annual conference.

The decision made by the POWID Executive Committee was to not enter into a formal alliance with Scientech for our upcoming 2005 Joint ISA POWID/EPRI Controls and Instrumentation Conference to be held the week of June 5-10, 2005, at the Millennium Maxwell House Hotel in Nashville, Tennessee. This decision was made because there is only about seven months remaining in the schedule before the Conference is scheduled to begin and the overall general feeling that it is too late to accommodate any additional alliances for this conference at this time. As a footnote, the POWID Executive Committee did approve to allow ISA to conduct a NOx Workshop following the annual Joint ISA POWID/EPRI Conference if all arrangements can be worked out. Although the Scientech's User's Group Meeting and the ISA NOx Workshop would not attract the same attendees and thus should not compete with each other, there was acknowledgement of the difficulty of fitting this extra ISA event into the framework of the annual ISA POWID/EPRI Conference and trying to fit a vendor's user's group meeting in.

The ISA Power Industry Division Executive Committee did however approve a recommendation that a dialog be set up between Scientech and the 2006 Joint ISA POWID/EPRI Conference leadership team. The General Chair is Margie Widmeyer and the ISA Program Chair is Bob Webb. An EPRI Program Chair has not been named at this time. Both Margie and Bob appear to be receptive and optimistic that some type of collaborative arrangement can be agreed to. Also, Bob Sotos, the ISA SP67 Nuclear Power Plant Standards Committee Chairman, wanted to be a part of this proposed dialog. The target date for this conference is June of 2006 and the selected host city is Las Vegas, Nevada. A host hotel for this conference is currently under evaluation but no definitive agreements are in place and the search has just recently begun. Any agreement and recommendations that come forth from this dialog between POWID members and Scientech will be subject to approval by the POWID Executive Committee and by ISA.

The decisions made by the ISA Power Industry Division Executive Committee does not preclude Scientech from conducting a user's group meeting at a hotel where POWID is conducting one of its Conferences. This is an option that remains open to any vendor. We certainly hope that any such meeting would not be scheduled in a manner that would conflict with our Conference's technical programming sessions. We hope that Scientech will be interested in participating in a dialog with our

2006 Conference leadership team and I remain confident that some type of mutually beneficial arrangement for our two organizations will come forth from this dialog.

See attached file “[Scientech_presentation.pdf](#)” and [EXCOM_Memo_10_01_2004.pdf](#)

IX. ISA/POWID CONFERENCES

- a. Colorado Springs, June 6-11, 2004** – Denny Younie, General Chair / Cyrus Taft, Program Chair
Both Denny Younie and Cyrus Taft were present at the POWID Executive Committee Meeting.

Cyrus reported the Technical Program for the conference covered two and one half days from Monday morning, June 7, until noon on Wednesday, June 9. There was one opening plenary session followed by 8 technical sessions. The session titles and developers are listed below:

Advanced Control Application Experience - Bob Smoak
Digital Upgrades - Ray Torok
Combustion Monitoring and Optimization - Fred Stearns
I&C and Control Room Modernization - Joe Naser
Environmental - Jim Batug
On-line Equipment Condition Monitoring - Brandon Rasmussen
Cyber Security and Wireless Technologies - Bob Webb
Emerging Applications - Mike Skoncey

A total of 51 abstracts were submitted of which 49 were approved. 43 papers were submitted and 42 were approved.

Denny Younie reported that there were 18 tabletop display exhibits. He had recruited three major sponsors (\$5000 contribution each), Honeywell, the Wood Group, and the Woodward Governor Company. Power Magazine / Platts is also a major sponsor again this year providing a full page advertisement for the Conference in their April and May editions of POWER Magazine, in lieu of the \$5,000 contribution.

Dennie Younie said he still had not received a final financial report from ISA on the Conference. He will contact Rodney Jones ISA Senior Administrator, Technical Divisions, about this. Denny reported that there were 161 attendees at the conference

See attached Final Program file “[2004finalprogram.pdf](#)” and “[FinalAttendeeList2004POWID.pdf](#)”.

- b. Milan, Italy, Europe BIAS Conference – September 16 & 17, 2004**

Bob Hubby, Technical Program Coordinator for ISA at the BISA Conference, reported the following.

Your Power Industry Division went International at the BIAS Conference in Milan Italy, September 16 - 17, 2004 with the first Joint ISA/AD/POWID/EPRI BIAS Control and Instrumentation Conference. Technical programming was supported by both the Analysis and Power Industry Divisions of ISA. This programming at BIAS is a first for ISA divisions to program outside the US (and North America).

Six technical sessions were held over the one and one half days of technical programming as listed below.

- Session 1: Welcome and Introductions
- Session 2: Advanced Control Application Experience
- Session 3: Combustion Monitoring and Optimization
- Session 4: Environmental Issues
- Session 5: Cyber Security
- Session 6: Emerging Applications

The highlight of the technical sessions was the 13 excellent papers from the Joint ISA Power Industry Division / EPRI 2004 Symposium held earlier in June in Colorado Springs. The Analysis Division provided two fine papers. Two new Power Industry Division papers and one Power Industry Division presentation by European authors/business representatives gave a true international flavor to the conference. The ISA-BIAS Conference Schedule, included below, provides a complete listing of all papers and presentations.

While the technical sessions had a high pre-conference registration of 55 to 65 participants, the actual attendance was 10 - 20 including presenters. The presentations were excellent and fostered a good technical exchange between participants.

A “read-only” CD of the technical presentations will be provided upon request. The new POWID paper authors will be solicited to present their papers in the 2005 Joint ISA Power Industry Division / EPRI Symposium to be held in Nashville and will be included in the 2005 Symposium proceedings

See the attached files **“ISA-BIASConferenceSchedule.pdf, 1st Annual Joint ISA AD POWID EPRI BIAS Conf.pdf, bias_2004_conference_schedule.pdf, bias_2004_history.pdf, and ISA-BIASConferenceScheduleRev8-abstracts.doc”**.

c. Nashville 2005 – Denny Younie, General Chair/ Cyrus Taft, Program Chair, Date: June 4-9, 2005

Both Denny Younie and Cyrus Taft were in attendance in Houston.

Wayne Holland reported that he was still waiting for approval of the ISA POWID/EPRI 2005 Joint Conference-Nashville Budget Rev. E from ISA Headquarters (Bob Lindeman, ISA I&S Department VP). This budget had been submitted to ISA as preliminary in March, 2004, and approved by the POWID Executive Committee at the meeting held on June 6 during the 2004 Colorado Springs Conference.

See attached file **“2005POWIDSymposiumBudgetRevE.xls”**.

Denny reported that hotel contract negotiations were still going on between ISA (Charlotte Clayton, ISA Manager of Meetings) and the Millennium Maxwell House Hotel, Nashville TN. Wayne Holland passed around a preliminary agreement dated September 7, 2004, from Ms. Theresa Elder-Smith, Director of Sales & Marketing, of the Millennium Maxwell House Hotel, which included the proposed and preliminarily agreed to terms and conditions. A conference call would be scheduled in the near future to discuss the hotel contract with Charlotte Clayton. It was noted there was a possible agreement with ISA to schedule the ISA Nox Workshop during the Nashville Conference (see New Business Item VIII b). We do not want to jeopardize the agreements that have been negotiated with the Millennium Maxwell House Hotel to fit the ISA NOx Workshop in with our event.

d. Las Vegas 2006 - Marjorie Widmeyer, General Chair/ Bob Webb, Program Chair, Date: TBD

Both Bob Webb and Marjorie Widmeyer were in Houston, however due to other meeting commitments and an early departure, Marjorie was unable to attend the POWID Executive Committee meeting.

Gary Cohee noted that the 2006 Las Vegas Conference budget needed to be submitted to the POWID Executive Committee for approval in their next February 2005 meeting and then to ISA by the end of March 2005. Gary said that he would email the 2005 Nashville Conference budget to both Bob and Marjorie for them to use as a guide.

Charlotte Clayton, ISA Manager of Meetings, provided a list of six Conference hotel options in Las Vegas for the POWID Executive Committee to consider. Gary Cohee noted that it was the goal to have a hotel selected with contract in place so it could be announced at the June 2005 Nashville POWID Conference.

See attached file “**2006POWIDCONFERENCEHOTELS.doc**” for a list of hotel options.

e. Pittsburgh 2007 – Mike Skoncey, General Chair, Allan Zadiraka, Program Chair, Date: TBD

Both Mike Skoncey and Allan Zadiraka were present in Houston.

Mike reported that Charlotte Clayton, ISA Manager of Meetings, is working on a hotel contract with the Pittsburgh Sheraton Station Square hotel.

He is also looking into training program options. Mike said that he would work with Tom Stevenson, ISA POWID’s Professional Development Chair, to select and coordinate training programs for the 2007 Pittsburgh Conference.

X. ISA TECH/EXPO CONFERENCES

a. Houston, Texas, ISA 2004 Conference & Exhibit; October 5-7, 2004

Danny Crow is the POWID Program Coordinator for this conference. Danny was not at the POWID Executive Committee meeting held in Houston.

Danny submitted the following report. He will have three technical sessions. The session developers were Roger Hull, Tom Stevenson, & Tim McCreary.

Session ISA04-S088

Session Developer - Timothy McCreary - HFC Controls

Session Title - Plant Performance Improvement I

Papers:

1. Author - Marino Parra - Salvador Instituto de Investigaciones electricas
Title - Advanced Control algorithms for a Turbogas Unit Control System Retrofit
2. Author - Jim Moen - Calpine Corp
Title - Design of Automatic Monitoring & Control Systems in heat Recovery Steam Generator (HRSG) Systems

Session ISA04-S047

Session Developer - Roger Hull - Emerson

Session Title - Plant Performance improvement II

Papers:

1. Author - Rong Chen - Emerson Process Management

- Title - Model predictive Control of a Drum/Boiler System
2. Author - Jane Arnold - Sterling Chemical
Title - Waste Oxidizing Boiler Fuel Management

Session ISA04-S089

Session Developer - Thomas Stevenson - Constellation

Session Title - Plant Performance Improvement III

Papers:

1. Author - Wha Woon Byeon - Korea power Engineering Company
Title - Application of Integrated Control & Monitoring System (ICMS) in Standard Thermal Power Plant in Koera
2. Author - Jia Jianha & Ray Johnson Pegasus Technologies, Inc
Title - Fleet-Wide Installation of Power Perfector for Emmision Reduction and Combustion Optimization
3. Author - Donald Long - MTL surge Technologies
Title - Lightning and Surge Protection for NO_x/SO_x Emmisions Monitoring
4. Author - V. Prakash - ETHS, India Gandhi Cente for Atomic Research
Process Instrumentation systems for 1/4 scale Reactor Assembly Model of PFBR

b. Chicago, Illinois, ISA 2005 Conference & Exhibit

A POWID Program Coordinator for this conference and session developers are needed. A Call for Papers would need to be placed in our Fall/Winter 2004 POWID Newsletter. Wayne Holland has defined the duties of the ISA Fall Conference POWID Program Coordinator and this write-up is being incorporated into the revised POWID MOP by Gordon McFarland and Dan Lee. Wayne said that he has asked a member of the POWID Executive Committee to consider this role and is awaiting his response.

XI. Next Executive Committee Meeting

Gary Cohee, the incoming 2005-2006 POWID Director, noted we normally would have the next POWID Executive Committee meeting and SP77 Standards meetings at the ISA Presidents Spring Meeting (PSM). Because the ISA PSM is being held the first week of May 2005, in Portland, Oregon, this only leaves four weeks till the 2005 Joint Nashville ISA POWID/EPRI Controls and Instrumentation Conference which is scheduled to be held June 5-10,2005. With this short time between meetings, it was decided at the Power Industry Division Executive Committee meeting in Houston on October 4, 2004, to have the next POWID EXCOM meeting at ISA Headquarters in RTP, North Carolina, on February 22, 2005, and not have the POWID Executive Committee meeting at the ISA President’s Spring Meeting in May in Portland, Oregon.

Wayne Holland reminded everyone that immediately following the POWID Executive Committee meeting at the Hilton Hotel was the ISA President’s reception (5:30 PM to 7:00 PM) and the ISA Honors and Awards Banquet (7:00 PM to 11:00 PM). Wayne said that he hoped that all POWID Executive Committee members could attend the ISA Honors and Awards Banquet because POWID was being recognized as the ISA Industries and Sciences Department “2004 Outstanding Division”. Wayne said that POWID would provide complimentary tickets for POWID Executive Committee members and their guest who wanted to attend the ISA Honors & Awards Banquet.

XII. ADJOURNMENT

POWID Director-Elect & Secretary Gary Cohee, sitting in for POWID Director Wayne Holland, who had to leave temporarily to rehearse for the ISA Outstanding Division Award acceptance for the upcoming ISA H&A Banquet, asked for a motion to adjourn. Dan Lee made the motion to adjourn the meeting and Dale Evely seconded the motion. The motion was approved by voice vote of the POWID Executive Committee members present and the POWID Executive Committee meeting was adjourned at 5:10 PM, Central Daylight Savings Time.

Attachments

POWID_LRP_Minutes_10_04_2004.doc
1st Annual Joint ISA AD_POWID_EPRI_BIAS Conf.pdf
0409EditorReport.doc
2004finalprogram.pdf
2005POWIDSymposiumBudgetRevE.xls
2005ROBERTNHUBBYSCHOLARSHIPFORMRev1A.doc
2006POWIDCONFERENCEHOTELS.doc
bias_2004_conference_schedule.pdf
bias_2004_history.pdf
Conference Name Ballot.doc
EPRI_ISAPOWIDMemoofUnderstanding.doc
EXCOM_Memo_10_01_2004.pdf
EXCOM_MEMO_10_19_2004.pdf
FinalAttendeeList2004POWID.pdf
ISA_POWID_EPRI_MOU_Memo_12_03_2004.pdf
ISA_NOX_Conference_MEMO_07_30_2004.pdf
ISA_Division_Endowment_fund_09_30_2004.xls
ISA_Division_Quarterly_finantials_june_30_2004.xls
ISA-BIASConferenceSchedule.pdf
ISA-BIASConferenceScheduleRev8-abstracts.doc
ISAPOWIDCONF-ISANOxWorkshopMOURev2.doc
ISA-POWID-history-rev2.doc
ISAPOWIDMINUTES_6_06_2004_Rev1a.doc
ISAPOWIDROSTER_11_04_2004_REVa.doc
NVI_Agenda_10_2_2004.pdf
NVI_Meeting_handouts_10_2_2004.pdf
NVIWorkshop1004.doc
NVProposalTemplate.doc
PaperStatus2004-06-01.xls
POWID&SP77MeetingSchedule@2004ISAPFM&EXPO.doc
POWID&SP77MeetingSchedulefor2004ISAEXPOHoustonRev2.doc
POWID&SP77MeetingSchedulefor2004ISAEXPOHoustonRev2.pdf
POWIDAgenda_Oct_4_2004_rev1a.doc
POWIDMembershipad_Jul_04.pdf
POWIDMOP04ReaffirmBallotRev1.doc
POWIDMOP2004-10-28.doc
Scientech_presentation.pdf
SP67toPOWIDReport-September2004.doc
SP7704-06-10MinutesRev1.doc
SP772004-10-03Agenda.doc

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File Number ISAPOWIDMinutes_10_04_2004_Rev1a.doc

