



The Instrument, Systems and Automation Society

Rochester Section

January 12, 2004 Minutes of Executive Committee and General Membership Meeting

Attending: Mario Cash, Rick Lauricella, John Shaw, Susan Walter, Al Zazzara, Sara Feavearyear

Absent: Jeff Sutton, George Hanley, Jim Conolly, Ron DeFrance, Fritz Ruebeck, Marty Sepos, Bob Snow

1. **Call to Order**—President M. Cash called the meeting to order at 12:22 p.m.
2. **Approval of Minutes**—None to approve.
3. **Treasurer's Report**—S. Feavearyear submitted the Section's Y-T-D budget report for review. The final numbers are not confirmed for November's CIMS program at RIT but it definitely netted revenue for the Section. A. Zazzara pointed out that the entries for Income and Expense for Miniseminar #1 were transposed. On motion by R. Lauricella, second by A. Zazzara, the Treasurer's Report, with a correction as noted, was accepted.
4. **Program Committee**—None given at this time
5. **Education Committee**—A. Zazzara reported that in addition to the a pre-CCST seminar at the Table Top Show, J. Sutton would like to offer a couple of short (1½ hour) sessions on "popular" topics. J. Shaw offered to present a session on loop tuning. R. Lauricella will look into the feasibility of a presentation on temperature measurement. It was suggested the committee should identify other topics of possible interest to electrical and chemical engineers and thereby attract them to the June show. A. Zazzara also suggested hosting another Seminar before the June 10th Table Top Show. M. Cash will look into presenting a seminar on Compliance Engineering, perhaps again in the RES meeting room, from 9 a.m. to 2 p.m. with lunch included.
6. **Table Top Show**—None given at this time.
7. **Annual Directory**—S. Feavearyear reported that this year the directory will be done on CD. There was some discussion about how this should be accomplished. All agreed that 500 CD Directories should be sufficient, and the same information could be added to the Section's web page. M. Cash will assist in finalizing the layout and format protocol.
8. **Membership/Webmaster**—J. Shaw will continue to upload any Section news and information as soon as it is given to him.
9. **Publications/Student Section**—None given at this time.
10. **Other**—M. Cash asked for the committee's review and comments on the President's letter he is crafting for the Section's web page. It stresses the Section's commitment to moving toward a performance based business model. He congratulated the Committee on moving the Section forward in such a positive manner.
11. **Adjournment**—On a motion by R. Lauricella, seconded by S. Feavearyear, the meeting adjourned at 1:45 p.m.

Respectfully submitted,
Susan Walter
Section Secretary