

	<p>The Instrument, Systems and Automation Society</p>
<p>Rochester Section</p>	

October 6, 2003 Minutes of Executive Committee and General Membership Meeting

Attending:

Mario Cash, Sara Feavearyear, Rick Lauricella, Lowell McCaw, Fritz Ruebeck, John Shaw, Susan Walter, Al Zazzara, Jim Conolly, Jeff Sutton

Absent: Ron DeFrance, George Hanley, Marty Sepos, Bob Snow

1. Call to Order

President M. Cash called the meeting to order at 12:06 p.m.

2. Approval of Minutes—On motion by J. Conolly second by J. Shaw, the minutes of the September 15, 2003 were approved.

3. Treasurer's Report—S. Feavearyear

Submitted for review the Section's budget and associated y-t-d item entries. We have a bank balance of \$5729. On motion by A. Zazzara, second by J. Conolly, the Treasurer's Report was accepted.

Action: S. Feavearyear will check to see that the monthly storage fees to Store to Door (where the Tabletop equipment is stored) are current.

4. Member Communications—L. McCaw

Reported the most important issue up for the Delegate's vote at the national meeting is the proposed reduction of Sections' membership dues rebates from 20% to 17%. This reduction would increase revenues to the national organization. It was discussed and agreed that since membership dues have already been increased, the "real dollar" amount of the rebates should not change too much. It was further agreed that keeping the rebate at 20% would only hurt the national organization. On a motion by J. Conolly, second by S. Feavearyear, the Executive Committee authorized Section Delegate J. Shaw to vote yes on the proposed dues rebate reduction to 17%.

5. Section Kick-Off —J. Conolly

Presented R. Lauricella's written report on the ISA Kick-off Golf Outing & Dinner. President Cash commended R. Lauricella for a job well done. In keeping with the Section's efforts to move in new directions and attract new members, the committee discussed sponsoring a more socially oriented event to kick off the Section's program year, and move the golf outing to spring / summer. On a motion by S. Feavearyear, second by J. Sutton, the report with one minor correction was accepted. (Corrected report attached)

6. Program Committee—F. Ruebeck

Reported on efforts and possible ideas for tours: the new fast ferry, U of R's Bio Med, Kodak's switch to digital, Charlotte's trolley. As an offshoot of this summer's severe power outage he is currently focusing on a tour of the network control center at RG&E. High Falls Brewery, under new management, was also suggested. In addition, F. Ruebeck reported that E. Schultz of AIChE is definitely interested in doing something jointly after January 1st.

7. Education Committee—A. Zazzara

Reported that the seminar on valve and damper automation will be held November 18th in the RES meeting room.

It will be advertised in the RES magazine and announcement emails are being sent to other member societies of the RES. He has also spoken with Ron DeFrance about a spring program and to L. McCaw about a CCST exam training for the Table Top Show.

8. Table Top Show—J. Sutton

Reported that the Table Top Show is scheduled for June 10, 2004 at the Diplomat. After verifying his budget, he will submit a proposal outlining a new and different way to present the show next year.

9. Annual Directory—S. Feavearyear

Reported that the Section will indeed try using a CD version of the annual membership directory, for distribution at the Table Top Show.

10. Science & Exploration Days—J. Conolly

Discussed his concerns about the Section's support for this show which occurs the third week of March. M. Cash will assume responsibility for staffing the table. J. Sutton will have a new demonstration board built and both he and R. Lauricella will possibly supply some of the parts and instruments. J. Sutton also offered to have a new sign fabricated for the Section's table to help enhance its presence and attract more students to the table.
Action: J. Conolly and J. Sutton will discuss the fabrication of the above mentioned items.

11. Honors & Awards—S. Feavearyear has not been able to talk with M. Sepos about his availability to participate on this committee.

Action: S. Feavearyear will contact Brad Thompson at Alfred to discuss disbursement of scholarship funds.

12. Membership/Webmaster—J. Shaw

Action: J. Shaw will work with M. Cash to update the Section's information on its web page.

13. Publications/Student Section—see Honors and Awards

The scholarship checks go out in December, as soon as S. Feavearyear receives the names.

14. Other—M. Cash informed the Committee that he met with a marketing contact at the Democrat and Chronicle, and was favorably impressed with the paper's resources. He expects to receive a proposal for utilizing their marketing vehicles for promoting the Section's events, trainings and programs, and how they can best serve the Section needs in terms of cost and effectiveness.

M. Cash also advised the Executive Committee that the RES has signed a one-year lease to remain at its current office location. The Section can continue to meet at its present location.

15. Next Meeting and Adjournment—The next meeting of the Executive Board will held on November 10, 2003 at the RES meeting room.

Moved by R. Lauricella, seconded by S. Feavearyear, the Rochester Section Executive Committee meeting be adjourned at 1:34 p.m.

Respectfully submitted,
Susan Walter
Section Secretary