



# The Instrument, Systems and Automation Society

Rochester Section

## November 10, 2003 Minutes of Executive Committee and General Membership Meeting

### Attending:

Mario Cash, Rick Lauricella, Lowell McCaw, Fritz Ruebeck, John Shaw, Susan Walter, Al Zazzara, Jim Conolly, Ron DeFrance, George Hanley

**Absent:** Jeff Sutton, Sara Feavearyear, Marty Sepos, Bob Snow

### 1. Call to Order

President M. Cash called the meeting to order at 12:05 p.m.

2. **Approval of Minutes**—On motion by J. Conolly second by G. Hanley, the minutes of the October 6, 2003 were approved.

3. **Treasurer's Report**—None given at this time

4. **Member Communications**—None given at this time

### 5. Program Committee—F. Ruebeck

Reported that a tour of the Center for Integrated Manufacturing Studies (CIMS) at RIT is set up for December 3, 2003. A social hour and dinner at Romano's Macaroni Grill will follow the tour. In an effort to get the word out quickly, membership will receive an email; a notice will be posted on the Section's web page; and an announcement will be inserted into the RES. A tour at Kraft may be possible in the Spring of 2004. Committee consensus is to try for lunch meetings to provide greater opportunities for attendance.

Cross promotion with the AiChE is being set up, they have several interesting topics lined up: biotech modeling of blood viscosity in December; the Rochester Trolley and the High Falls Brewery in February, and possibly Kodak's transition from film to digital as a topic for March.

**Action:** R. DeFrance will send out the membership email listing, if he still has it. Otherwise M. Cash will contact National to have one sent to F. Ruebeck.

### 6. Education Committee—A. Zazzara

Reported twelve people have signed up for the 11/18 seminar on valve and damper automation and gave full credit to the efforts of J. Conolly for getting the word out by phone. The class will be held in the RES general meeting room and it was suggested that the ISA banner and PR material should be prominently displayed. J. Conolly and R. Lauricella will help with sign-ins.

The Committee was informed that besides the CCST exam training at the Table Top show in June, R. DeFrance will look at setting up another seminar in March-possibly using Rockwell Automation.

**Action:** M. Cash will check with his contacts at Rockwell for interest in participating in a seminar.

7. **Table Top Show**—None given at this time. M. Cash mentioned that new technologies such as fuel cells would be showcased but further details would be forthcoming from J. Sutton as he puts the event together.

8. **Annual Directory**—None given at this time

**9. Science & Exploration Days—J. Conolly**

Reported that R. Lauricella and J. Sutton have been very helpful and work is underway on a new exhibit to demonstrate level control. It was suggested that a discrete motion control could be added to the exhibit. Also suggested: having volunteer “alternates” (perhaps Alfred students) to assure full coverage of the exhibit throughout the two-day May event.

**10. Honors & Awards—M. Sepos’ availability to participate on this committee is still doubtful. J. Sundbeck was suggested as a possible replacement to head this committee. All agreed that the Section should make an effort to have at least a Distinguished Society Award this year.**

**Action:** M. Cash will contact J. Sundbeck to see if he is interested to taking on this responsibility.

**11. Membership/Webmaster—J. Shaw**

Reported that while activity at the web site is minimal it is receiving quality hits. A discount coupon for attendance fees was suggested for seminar and/or program events. Designed and formatted in such a manner that it can be event specific and printed off, it could track the type and time of hits on the section’s web page.

**Action:** J. Shaw will create a coupon for use with the November 18<sup>th</sup> seminar on valve and damper controls.

**12. Publications/Student Section—None given at this time.**

**13. Other—L. McCaw informed the Committee that National is looking for a new Executive Director. The job starts in March 2004 and the successful candidate will have to move to North Carolina. The firm Leonard Pfeiffer Inc. in Washington D.C. has been retained to conduct the search.**

**14. Next Meeting and Adjournment—The December 8<sup>th</sup> meeting of the Executive Committee will be a luncheon at a location to be determined. On a motion by J. Conolly, seconded by R. Lauricella, the Rochester Section Executive Committee meeting adjourned at 1:16 p.m.**

Respectfully submitted,  
Susan Walter  
Section Secretary