



The Instrument, Systems and Automation Society

Rochester Section

MINUTES

Meeting: ISA, Rochester Section Executive Committee Meeting
Date: February 9, 2004
Location: Rochester Engineering Society, 1806 Lyell Avenue, Rochester, NY
Chairman: Mario Cash, Section President
Minutes By: Susan Walter, Section Secretary
Distribution: Rochester Section Executive Committee, Section Website

Attending Members: Mario Cash, Rick Lauricella, John Shaw, Susan Walter, Al Zazzara, Sara Feavearyear, Jeff Sutton, Jim Conolly, Ron DeFrance, Fritz Ruebeck, Bob Snow

Absent Members: George Hanley, Marty Sepos

- 1. Call to Order**—President M. Cash called the meeting to order at 12:12 p.m.
- 2. Approval of Minutes**—On motion by R. Lauricella second by J. Conolly, the minutes of the January 12, 2004 meeting were approved.
- 3. Treasurer's Report**—S. Feavearyear submitted the Section's Y-T-D budget report for review. The following entries were updated verbally: November's CIMS program at RIT netted \$99 with an income of \$170 and expenses of \$171; Miniseminar #1 had an actual income of \$950, expenses of \$201.60, and a net of \$748.40. The Section's insurance premium of \$705 was recently paid in full, the Committee reviewed the current areas of coverage. On motion by R. DeFrance, second by J. Conolly, the updated Treasurer's Report was accepted.
- 4. Program Committee**—F. Ruebeck reported negotiations are underway for a High Falls Brewery tour to take place some time in April, 2004. Meanwhile, the Chemical Engineering Society is sponsoring a February 26th presentation on the Downtown Trolley. He will disseminate the pertinent information as soon as he has it in hand. Also in the works is a possible luncheon tour at Kraft Foods, no firm date yet. M. Cash will help facilitate a confirmation through his contact at the plant. Additional discussion focused on possible venues for Guest Night, such as Casa Larga, the Eastman House and the Finger Lakes Racetrack. Committee members will forward their ideas directly to G. Hanley.
- 5. Education Committee**—A. Zazzara confirmed that in addition to the pre-CCST seminar at the Table Top Show, J. Shaw would present a mini session on loop tuning and R. Lauricella will give a presentation on temperature measurement. M. Cash is still looking into presenting a seminar on Compliance Engineering in May.
- 6. Table Top Show**—J. Sutton informed the Committee that due to Department of Health issues, he has arranged for a steak and chicken bar-b-que for the Show. Food will be served under a tent in the back parking lot and the inside exhibitor floor plan is designed to give maximum exposure to vendor booths. The Committee discussed possible ways to draw people in to the Show.

Table Top Show-Committee report continued

Invitations to the Table Top Show will be sent out shortly, prices for exhibit space are being increased for members and non-members. Reservations of more than one table will be discounted as follows:

- 1 table = \$225 (member)
- 2 tables = \$215 each (member)
- 3 tables = \$195 each (member)
- booths = \$390 each (member)

7. **Annual Directory**—S. Feavearyear reported she has found someone who will format the directory on a Master CD using Microsoft's FrontPage. The fee for this setup is \$1,000 and does not include burning and labeling the 500 CDs needed for the Show. Sign up forms will offer a tiered pricing structure for advertisers, they will have several choices for presenting their information electronically, ranging from a simple line card to web page links and videos. If connectivity can be confirmed at the Show venue, a computer will be set up so the "informational technology" of the new directory can be showcased.
8. **Special Events**—J. Conolly reported that with the help of Dan Love at Precision Designs the Section will have a new instructional display (pressure transmitter/continual loop feed) for the event at St. John Fisher College. Although the actual date of the event is not known J. Sutton will also have a new banner to present to the Committee before the actual event. Volunteers will be needed to staff the ISA table.
9. **Membership/Webmaster**—J. Shaw has posted a teaser for the upcoming Table Top Show in June. The information will become increasingly more specific as the time draws near. J. Sutton will forward the whole Vendor Invitational Packet for posting on the Section's website. All postings are welcome, please forward them as soon as they are available.
10. **Publications/Student Section**—None given at this time.
11. **Other**—J. Conolly asked the Committee to start thinking of possible volunteers for Committee positions. It would be helpful to have the nominees in place before the June Show. The Committee discussed several options for securing a successful roster, including rotating the presidential responsibilities and for current officers to line up their own successors.
12. **Adjournment**—The meeting was adjourned at 1:20 p.m.

Respectfully submitted,
Susan Walter
Section Secretary