

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

**September 15, 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

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

**1. Call to Order**

President M. Cash called the meeting to order at 12:10 p.m.

**2. Approval of Minutes**—On motion by R. Lauricella, second by S. Feavearyear, the minutes of the August 18, 2003 were approved.

**3. Treasurer's Report**—S. Feavearyear

Reviewed the Section's budget and associated y-t-d activities.

On motion by J. Shaw, second by R. Lauricella, the 2003-2004 Budget was accepted.

**Action:** S. Feavearyear to make certain the insurance premium reflects the most up-to-date membership count.

**4. Section Kick-Off** —R. Lauricella

Reported that nine foursomes will tee-off at Shadow Lake, and 58 people (including 25 students from Alfred) have signed up for the dinner. S. Feavearyear will be on hand to collect fees.

**5. Program Committee**—A. Zazzara informed the Committee that Elton Schultz of AIChE is interested in doing a joint program with the Section sometime after January 2004. All agreed this is a great opportunity to broaden the Section's profile and initiate involvement with other societies. Also, tours with regional power plants, pharmaceuticals and paper mills should be explored.

**Action:** F. Ruebeck will contact Elton Schultz of AIChE to set up a program in 2004.

**6. Education Committee**—A. Zazzara

Reported that while the Project Management Seminar will be postponed until reasonable attendance can be assured, a seminar on valve automation is a possibility for November 18<sup>th</sup>. The announcement will appear in the November RES. All agreed that advertising vehicles other than the RES should be evaluated relative to giving maximum coverage to the future Section activities and events in a cost-effective manner.

**Action:** M. Cash will initiate this research with his contact at the Rochester Democrat & Chronicle.

**7. Table Top Show**—It was noted that Niagara's Show is scheduled for March 30, 2004, so April 6<sup>th</sup> is possibly the first available date for Rochester Section's show.

**Action:** S. Walter will contact J. Sutton about setting a date and place for the 2004 TT Show.

**8. Annual Directory**—S. Feavearyear

ISA National now issues their Membership Directory on CD. All agreed producing the Section's Annual on CD might be more cost-effective as well as more appealing to members and non-members alike.

**Action:** S. Feavearyear will evaluate using a CD instead of printing the annual membership directory.

**9. Science & Exploration Days**—J. Conolly's continued availability to coordinate the Section's participation is uncertain. It was also noted that the old demonstration board needs to be replaced and a large banner would help the Section improve its presence and attract more students to the table.

**Action:** M. Cash will assume responsibility for the Section's participation and improved appearance in this event.

**10. Honors & Awards**—M. Sepos' continued availability to carry out the duties of this committee is uncertain.

**Action:** S. Feavearyear will contact M. Sepos to discuss his availability and to insure the disbursement of scholarship funds is timely.

**11. Membership/Webmaster**—J. Shaw

Will be updating the Section's web site to include information about ISA National's show in October. He asked that he receive copies of anything being published to announce Section activities and events.

**12. Publications/Student Section**—L. McCaw

Reported that 12 of the 25 students attending the Kick-Off dinner are new student members.

**13. Other**—L. McCaw reported the news from ISA National, a new professional development program for Industrial Automation Professionals is in the works. A marketing study revealed that only 1-2 % Control System Engineers have a P.E. after their name. This new IAP certification program is meant to attract the larger percentage of professionals without that degree. Certification will provide proof of knowledge and there will be no grandfathering. Also, National's Board is pursuing a reduction in the percentage of Section rebates. It will be a hot topic at the meeting in October.

M. Cash advised the Board that since the RES will be relocating its offices, the ISA Rochester Section Executive Board needs to consider its options for meeting places, mail stops and storage. The Section currently pays the RES a storage fee per box, a mailbox fee, and a \$30 room reservation fee as well as purchasing lunch for the Board meetings.

**Action:** M. Cash and S. Feavearyear will look into the possibility of holding future meetings in a restaurant.

**14. Next Meeting and Adjournment**—The next meeting of the Executive Board will held on October 6, 2003 at a location to be determined.

Moved by R. Lauricella, seconded by S. Feavearyear, the Rochester Section Executive Committee meeting be adjourned at 1:27 p.m.

Respectfully submitted,  
Susan Walter  
Section Secretary