



Orange County Section

ISA Orange County Section 2017-2018 Planning Meeting Minutes July 22, 2017

Attendees: Winnie Ababat, Robert Castano, Eddie Chau, Bob Harrison, Curtis Horn, Craig Lanternier, Manny Martinez, Jesus Moncayo, Tazim Rehmat, Jenny Xu,

1. Manny Martinez – 2017-2018 President’s note

- Organization will only be as good as its leadership
- Grateful for everyone present and everyone involved as we are all here on our own time without being paid

2. 2017-2018 Fiscal Year Board Introduction

- President - Manny Martinez
- Treasurer - Winnie Ababat
- Secretary – Tazim Rehmat
- President Elect – Curtis Horn
- Program Chair – Curtis Horn
- Education Chair – Open
- Delegate - Bob Harrison
- Webmaster – Bob Harrison
- Student Section Liaison - Craig Lanternier
- Automation OC – Matt Hinmann
- Historian - Christine Dorgan
- Nominations Chair – Bob Harrison
- Marketing & Publicity Chairs – Open
- Membership Chair - Open
- Newsletter Editor - Joe Bingham
- Honors and Awards Chair – Bob Harrison/ Craig Lanternier
- Past President – Joe Bingham
- Arrangements and Exhibits Chairs - Open
- District 11 Vice President – Jeff Blue
- Standards & Practices Chair – Eddie Chau
- Past Society President & Special Assignments – Donald Zee

3. Goals – Planning for Success

- Monthly meeting attendance
- ISA goals
 - Working as a team to have a good year
- Need to confirm if following volunteers will take officer positions:
 - Education Chair – Ryan Richards (Tentative)
- Personal ISA goals
 - What do you want to accomplish in ISA?
 - What are you getting out of ISA? Personal, work, etc.
 - Technical goals (e.g., ISA certification)
 - Use ISA as a platform for publishing and presenting
 - Mentoring
- Expectations for ISAOC board members



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- Monthly budget goal tracking and budget goals
- Membership recruitment
- Sponsorship recruitment
 - Monthly meetings
 - Educational seminars
 - Automation OC
 - Christmas Party

4. Budget

- Winnie Presented the past year's 2016-2017 budget for reference, and presented the new proposed 2017-2018 budget for review.
- As part of the review, the following points were discussed as having impact on the budget:
 - Membership recruitment
 - New member campaign ongoing to add members to ISA
 - Edit expense VPS (virtual private server) to ISP (internet service provider)
- Sponsorship recruitment
 - Tools to bring in sponsors:
 - Monthly meetings to market sponsors
 - Educational seminars
 - Automation OC
 - Need to create flyers for sponsors with most repeat list of sponsors
 - Distribute list amongst board members to call each sponsor
 - Inquire who can sponsor each monthly meeting at board meetings
 - Line-up all potential sponsors and follow-up
- Budget for 2017-2018 FY was reviewed and changes were made to the proposed as follows:
 - Add \$300 to student section to support student sponsorship
 - Amend insurance proposed budget to \$450
 - Total proposed budget for 2017-2018 FY amended to \$18,310.00
 - Budget was voted and approved by Board Members

5. Christmas Party

- Confirm if we will have a joint Christmas Party with LA Section
- Date, venue, and planning need to be initiated

6. Standards and Practices

- Collect standards and practices updates from ISA and from individual ISA individual members
- Announce new standards and practices on the ISAOC website, electronic newsletter, and social media sites (e.g., Facebook, Twitter, LinkedIn)

7. Membership

- Membership Directory
- Active Networking
- Communicate Activities
- Community Outreach

8. Technical Program



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- Scheduling of the monthly technical program is in progress
- Timely advertisement of technical program via website, email blast, newsletter, social media posts
- Topics of interest include:
 - Solar
 - Cybersecurity
- Meeting Venue
 - Require a temporary location for monthly meetings (August – September)
 - Options include: ABS Group office, Urban Workshop, or Carollo Engineers

9. Educational Program

- Potential training topics:
 - ISA Free Modules
 - Process measurement
 - Cybersecurity
 - DCS/SIS
 - Machine Learning
 - Hands on Calibration Lab
- Potential instructors from:
 - PMA Concepts (Victor Wegelin)
 - Delta
 - Emerson
 - Honeywell
- Potential instructors:
 - Neil Finch (calibration of field instruments)
 - Mark Murphy
- Education program can be hosted OCC

10. Student Section

- OCC has most activity for student section
- ISA committee members to consider participating in OCC Science Night
- Discussion of hosting a ISA Membership Event at OCC
- ISA board is open but there is no interest from other institutions (e.g., Cal State Fullerton, Cal State University Long Beach - which belongs to the ISALA Section)

11. Automation OC

- Date: Tuesday October 31, 2017
- Location: Old World, Huntington Beach, CA
- Food
 - Set menu ordered from venue
- Target Exhibitors
- List of attendees
- List of Presentations and/or trainings
- Provide a table for OCC for student presentation and student membership visibility
- There will be a conference call set up to continue to plan Automation OC details

12. Honors and Awards



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- Gather names for submission as ISA fellows. Names are gathered based on outstanding technical achievements.
- Gather names for Don Zee Award

13. DLC Planning Meeting

- Scheduled September 8 – 10
- Meet with officers from Div. 11 sections
- Receive training and updates from Div. 11VP
- Joe Bingham will attend as DVP
- Eddie Chau (tentative) will represent Orange County Section board along with other board members, yet to be decided.

14. Newsletter

- Determine status of electronic version of newsletter
- Timely development of newsletter
- Methods to disseminate newsletter to increase visibility

15. Webpage

- Update the website to include “Follow us” links to Facebook, Twitter, and LinkedIn

16. Next Meeting/Action List

- Date and location of the next meeting
 - Phone conference August 22, 2017 (tentative)
 - Face-to-face meeting September 23, 2017 (tentative)
- Action list has been developed from discussions from planning meeting

17. ISA Community Outreach

- ISA committee members to participate in OCC Science Night
- Spring Picnic Event/Field Trip at Fairview Park in Costa Mesa to view Boiler Calibration for Steam Engine

18. Meeting Adjourned at 12:30 PM

19. New officers bank signatures (Post Planning Meeting Task)

- Bank signatures were updated on July 28, 2017. Signatures now include:
 - i. President - Manny Martinez
 - ii. Treasurer - Winnie Ababat
 - iii. Secretary – Tazim Rehmat