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**ISA LA Board of Directors Meeting Agenda**

**December 15, 2020**

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| Name & Portfolio | Present(P)/Absent(A)/Remark |
| Nand Khidkikar President; Alt. Delegate;  Publications Chair |  |
| Andrew Durant President-elect |  |
| Gerald Herder Secretary  |  |
| Kim Dunn Treasurer; Webmaster | Confirmed to join late |
| Ken Blair Delegate |  |
| Dale Johnson Program Chair |  |
| Anomitro Bhowmick Education Chair |  |
| Steve Molinari Exhibit Chair |  |
| Jack Rosenthal Honors & Awards Chair/Acting Asst Secretary |  |
| Josh Peters Historian |  |
| Jesse Andrade Past Section President |   |
| Dwight Beard Spl Exhibit committee |   |
| Nancy Wong Special assignment |  Confirmed to join |
|  |  |

Start Time: \_\_\_\_\_\_\_\_

Agenda Items:

1. Vote to Approve Minutes 11/17/2020 (go into chat and say yes or no)...ALL

2. Treasurers Report ...Kim

3. ISA LA Section Budget for 2020-21… Kim and Full Board

Action Taken: Table board discussion until next meeting 12/15/2020

4. CAP Training …. Gerald/Anomitro

Action Item:

1. Prepare proposal/write-up Gerald

5. ISA-LA Website update -Kim –

Action Items:

1.Correct: Josh Peter should be not Ken Peter by Jack

2.Picture Dale Johnson to provide to Jack.

7. Website Communications to our membership...Andrew/Gerald/Jack

 Action Items:

1.Send reminder via email to all Los Angeles member via of website by ISA Connect - Nand

2.Andrew has a personal membership list and will send reminder of ISA-LA website

8. December Section Meeting 12/8/2020 – Dale to report

Items Reported: \_\_ attended for a both sessions. \_\_attendees 1st (brown bag 11:30AM) and \_\_ attendees for 2nd (6:00 PM)

9. Nand to get a copy of the November 11, 2020 presentation

Action Item:

1. Nand add to website

10.Filling vacant positions – Web Editor , Section-Division Liaison (2850), Standards & Practices (1150) – Do we want to fill these…. Nand

No action taken.

11.Transfer of Treasurer Docs and registration at Pacific Western Bank….. update by Nand / Kim /Gerald/Nancy – Nand working with bank

Action Item:

1. Kim and Nand to visit the bank to deliver Company profile questionnaire and transfer of authority letter to bank.

12.Secretary Responsibility – Gerald Herder/Assistant Jack Rosenthal –

Action Items:

1.Jack will post out November 2020 minutes on ISA Connect after board approval in December 2020

2.Jack will send out December event via email to membership by ISA Connect list. Also Post December Section Meeting on Website and on ISA Connect

13. Meeting Notices to other ISA members

Action:

1. Kim and Steve will share future meetings with OC ISA or other ISA members. Any board member can share meeting announcements with other ISA members of other chapters/sections.

14. Honors and Award Committee – Jack reported received – One submittal from Worley (formerly Jacobs Engineering)

Action Items:

1.Set revised due date 03/31/2021 –

2.Jack - change on form and ISA Connect and Website

3.Only go back one year. Completed by 3/31/2020 or after.

15. Additional educational opportunities for LA Section members……..Dale/Nand

 Nand reported -

Action Items:

1.Post Edmonton’s presentation (Tundra Control Valves) Share this presentation as additional educational opportunity.

2.Get approval from author

3.Upload only for 3 months to website then delete

**16 Future Section Meetings/ Events**

**– Program Chair Dale Johnson:**

 **Jan 12, 2021** Electrical Safety and Overcurrent Presentation by Brian Lewis Field Application Engineer EATON Confirmed by Dale & Brian

**February 09, 2021** Interface level measurements by Dan Stigler, EPC Manager & Jonathan Hermosillo, Direct Sales, Los Angeles, CA VEGA Americas Confirmed by Dale & Dan

**March 9, 2021** EcoStruxureProcess Instrumentation by Leo Cuencssaro Business Development Manager with Schneider Electric Confirmed by Dale % Leo

**April 13, 2021** A general overview of continuous emission monitoring systems by Donald Munn SICK Houston TX Confirmed by Nand and Donald

**May 11, 2021** Dale to work with CALTROL

17 New Business:

1.Members advertise on Website:

Proposal

1. Provide space on website for business card
2. Charge an annual fee used for membership
3. Tasteful and professional presentation on website

Action Item: Finalize next meeting 12/15/2020

2.Victor Weglin

Action Item : Andrew will talk to Victor Weglin about advertising or presenting. Report back next meeting 12/15/2020.

3.New business agenda items to be provided in advance preferably so Board can be reviewed at December 15th 2020

Action All Board Members - Advise Secretary Gerald & Asst Secy Jack & Nand prior to the meeting so it can be included on the Agenda, Thank you.

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**ISA LA Board of Directors Meeting Minutes R3**

**November 17, 2020**

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| --- | --- |
| Name & Portfolio | Present(P)/Absent(A)/Remark |
| Nand Khidkikar President; Alt. Delegate;  Publications Chair | X |
| Andrew Durant President-elect | X |
| Gerald Herder Secretary  | X |
| Kim Dunn Treasurer; Webmaster | excused |
| Ken Blair Delegate | x |
| Dale Johnson Program Chair | x |
| Anomitro Bhowmick Education Chair | x |
| Steve Molinari Exhibit Chair | excused |
| Jack Rosenthal Honors & Awards Chair/Acting Asst Secretary | x |
| Josh Peters Historian | x |
| Jesse Andrade Past Section President | absent |
| Dwight Beard Spl Exhibit committee | absent |
| Nancy Wong Special assignment | x |
|  |  |

Start Time: 6:06 PM

1. Agenda Items:

2. Vote to Approve Minutes 10/20/2020 (go into chat and say yes or no)...Gerald/

Action taken: Jack made motion to approve Oct minutes, Seconded by Nand. All yes to approve via chat.

3. Treasurers Report ...Kim

Action taken: Nand made motion to approve, Andrew Seconded, Approved by all via vote in chat

4. ISA LA Section Budget for 2020-21… Kim

Action Taken: table until next meeting

5. CAP Training …. Gerald/Anomitro – Gerald reported. Need to recruit instructors.

Action Item:1. Prepare proposal/write-up Gerald

6. ISA-LA Website update -Kim –

Action Taken: Jack Report

Action Items:

1. Correct: Josh Peter should be not Ken Peter by Jack
2. Picture Dale Johnson to provide to Jack.

7. Website Communications to our membership...Andrew/Gerald/Jack

Action Items:

1.Send reminder via email to all Los Angeles members about website URL

 <https://isa-la.org/> by ISA Connect - Nand

2.Andrew has a personal membership list and will send reminder of ISA-LA website

8. November Section Meeting 11/10/2020 – Dale – Nand reported

Items Reported: 20 attended for a both sessions. 11 attendees 1st (brown bag 11:30AM) and 9 attendees for 2nd (6:00 PM)

Action Item:

1. Nand received pdf of presentation add to website - Nand

9. Filling vacant positions – Web Editor , Section-Division Liaison (2850), Standards & Practices (1150) – Do we want to fill these…. Nand

Nand requested board directors to look for deserving candidates and nominate.

10. Transfer of Treasurer Docs and registration at Pacific Western Bank….. update by Nand / Kim /Gerald/Nancy – Nand working with bank to schedule an appointment for submission of letter of Authority and company profile questionnaire.

Action Item:

1. Upon appointment Kim and Nand to visit the bank and complete the needed formalities.

11. Secretary Responsibility – Gerald Herder/Assistant Jack Rosenthal –

Action Items:

1. Jack will post out minutes on ISA Connect
2. Jack will send out December event via email to membership by ISA Connect list. Also Post December Section Meeting on Website and on ISA Connect

12. Meeting Notices to OC ISA – Kim will send the meeting announcement to ISA-OC President. Steve will send to Manny Martinez, Past President of ISA-OC.

Action:

1. Kim and Steve will Share future meetings with OC ISA or other ISA members. Any board member can share meeting announcements with other ISA members of other chapters/sections.

13. Honors and Award Committee – Jack present the program before Section Meeting/Events.– One submitter from Worley (formerly Jacobs Engineering)

Action Items:

* + - 1. Set revised due date 03/31/2021 –
			2. Jack - change on form and ISA Connect and Website
			3. Only go back one year. Completed by 3/31/2020 or after.

14. Dale report on the November 10 ,2020 event with Jack Mokler

Dale reported:

Good broad presentation on many types of flow meters. Covered other companies meters covered.

15 Additional educational opportunities for LA Section members……..Dale/Nand

Nand reported -

Action Items:

Post Edmonton’s presentation (Tundra Control Valves) Share this presentation as additional educational opportunity.

Get approval from author

Upload only for 3 months

Future Section Meetings/ Events – Program Chair Dale Johnson:

15. Program for December 8th Section Meeting –Nand coordinating - Presenter Robert Sherman & Gary Rathwell. Title: Process Analysis & Cybersecurity in Refining, Petrochemicals, Pipelines, Wastewater & Landfills

16. Program for January 12, 2021 Section Meeting – Coordinator Dale Johnson - Presenter Brian Lewis – Electrical Safety (Electrical Arc Flash, area classifications, low voltage and high voltage – instrument engineer focus) Eaton

Action Item:

1. Dale will confirm suitability of date with Eaton.

Program for February 09, 2021 Section Meeting – Dale Johnson and a program – presentation by Vega

Action Item: Dale will confirm suitability of date with Vega.

17. Program for March 9, 2021 Section Meeting - Dale/Anomitro

Action Item:

* + - 1. Dale will confirm March 9th for Honeywell Experion PKS – DCS presentation with Honeywell.
			2. Dale will request sending brief bio and areas covered.

New Business:

Action Item: Dale will talk to Caltrol on April 2021 meeting

Members advertise on Website:

Proposal

1. Provide space on website for business card
2. Charge an annual fee used for membership
3. Tasteful and professional presentation on website

Action Item: Finalize next meeting 12/15/2020

Victor Weglin requested to upload his bio on ISA-LA website

Action Item : Andrew will talk to Victor Weglin about advertising or presenting. Report back next meeting.

To be provided at beginning of the meeting on December 15th 2020 or advise Secretary Gerald /Asst Secy Jack /Nand prior to the meeting so it can be included on the Agenda, Thank you.

Action: Keep meeting at 6:00 PM for December 15, 2020.

End Meeting: 7:24PM Nand adjourned the meeting.