

## Draft Minutes

### LA SECTION VIRTUAL BOARD MEETING August 18<sup>th</sup>,

#### Meeting called to order 4.01pm

Attendees: Nand Khidkikar, Kim Miller Dunn, Steve Molinari, Nancy Wong, Dale Johnson, Jack Rosenthal, Josh Peter, Gerald Herder, Ken Blair

- Agenda Approved: Nand motioned, Kim Seconded
- Review minutes and action items, old business from meeting in June, No minutes yet, Andrew out
- Treasurer/Section Budget report July Financials, Annual report submission to ISA HQ. Nand presented accountant report, bank access issues are preventing transfer of books/checkbook to Kim as Treasurer. Nand and Kim will work this out.
- ISALA Section Website updates: <https://isa-la.org/>. Need to send an email to all LA Section members (Action Item: Gerald will do with minutes) to publicize the website. Website items can be sent to Kim, Nand and Kim currently have access.
- Comments from last online meeting: Membership roster use and confidentiality. For the Honeywell talk all emails were exposed, we need to keep this information private using bcc in emails.
- ISA-LA registration (annual report updates) Nand submitted to ISA HQ, Kim asked about publishing it Nand reported it needs to be edited to remove banking and other confidential items.
- Filling Vacant Positions. Section Board members – Roster, Nand has recruited more but still some positions vacant.
- Nand noted the need for presentations for future meetings. Kim asked about setting goals for meetings, maybe quarterly technical meetings possibly joint meetings with ISA-OC other nearby sections. Action item to Kim to contact OC section
- Update for CAP training program. – Gerald reported that communication has been made with ISA Training Dalton Wilson, and a letter received by Nand as Section President which was signed and

returned. Goal to setup something within the next few months. Gerald will create a draft timeline for review. No update on CCST or CSPE training Nand would like to pursue, we will see how things develop over the next few months vis-à-vis COVID situation.

- Bylaw updates: By-laws meeting last week did not work out. Kim needs input on draft. Kim thinks current markup are OK but details need to be added as MOP Procedures. Kim will draft a MOP based on previous documents. Historical documents are not readily available, Kim has some items from the Section “file cabinet” maybe these can be published in a password protected area of the website, Kim will see if this is possible.
- EXPO Update, Joint Table-top show with OC, San Diego and Las Vegas section. Steve tried to contact Curtis Horn ISA-OC but no response yet. Steve will focus on LA-OC. [CHorn@ocsd.com](mailto:CHorn@ocsd.com) Right now only planning can take place.
- Formation of student chapters at local universities. Cal State Long Beach and Cal Poly Pomona have chapters. Kim has heard from some CSU-LB students from her presentations last year. Kim will look at creating some student section area on website (may use new ISA Connect) website. Cal Poly Pomona starts this Thursday Long Beach next week.
- Nand has a preliminary budget he will forward/email to Kim and we will discuss next time.
- Jack talked about his ideas for awards, we have various areas, oil refineries, power plants, student chapters. Steve thought maybe a couple awards only to start. Jack will check with ISA national about some typical award items. Jack can send to Gerald for meeting minutes. Nand proposed \$1000 for the awards. Kim recommends acrylic picture frames engraved.
- Adjournment at 5:25PM, Jack made motion Kim seconded
- After time: Jack commented on last meeting. Kim encouraged everyone to check out ISA-connect <https://connect.isa.org/home>
- Next meeting September 22nd Tuesday 4 to 5:15PM
- Closed Webex 5:39