

Setting the Standard for Automation™

Meeting Agenda

ISA

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North Texas Section

Meeting: North Texas ISA Section Planning Meeting
Chairman: Manoj Yegnaraman (Education Chair)
Recorder: Manoj Yegnaraman (Education Chair)

Date/Time: Thursday, December 18, 2017 – 12:00 noon 1:00pm (Central Time Zone)

Location: Carollo Engineers, 14785 Preston Road, Suite 170 (Signature Exchange Conference Center), Dallas, TX

75254

Remote Join WebEx meeting Join by phone

Connection: Call-in toll-free number: 1-866-9099493 (US)

Meeting number: 804 205 147

Call-in number: 1 017 8032312 (US)

Meeting number: 804 203 147

Call-in number: 1-917-8933312 (US)

Conference Code: 737 289 9293

Distribution: All meeting attendees plus:

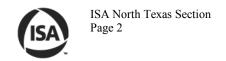
Kevin Patel, Bobby Brooks, Marcus Rasco, John Peckham, Rob Spencer, Manoj Yegnaraman, Nawaz

Akhtar, Kamran Khan

Attendance Open meeting, all interested parties are welcome

Attendees (write-in additional as needed):

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North Texas Section Officers	attend	Present	Regret	North Texas Section Members	attend	Present	Regret			
Kevin Patel	Remote			Tom Hoven			X			
(President, Newsletter Ed.)										
Bobby Brooks (Vice President)	X			Wayne Sutherland	Remote					
Marcus Rasco (Past President)										
John Peckham (Treasurer)										
TBD (Possibly Paul Mercier) (Program Chair)	X									
Manoj Yegnaraman (Education Chair)	X									
Rob Spencer (Honors and Awards Chair)										
Nawaz Akhtar (Newsletter Editor)			X							
Kamran Khan (Membership Chair)	X									



MEETING AGENDA

Note: We have a lot of items on the agenda to get through; we only have 60 minutes. Time limits for items will be strictly adhered to.

#	Start Time	Duration	Description	Goal	Person Responsible	
1	12:00pm	0:00	CALL TO ORDER		Patel	
2	12:00pm	0:05	Introductions	Info	Patel	
3	12:05pm	0:02	REVIEW AND APPROVAL OF AGENDA	Revise / Adopt	Patel	
4	12:07pm	0:03	Membership Report	Info	Khan	
5	12:10pm	0:05	Newsletter Report -Method to communicate to our members -Fall 2017 newsletter sent out -call for articles -call for advertising	Info	Patel	
6	12:15pm	0:05	Future City Competition -ISA Sponsorship of "Excellence in Automation" -Volunteers needed (Patel, Brooks, Khan have offered) -First judging event takes place on January 27, 2018	Info	Patel	
7	12:20pm	0:05	2018 Technical Seminar Planning -Ideas on topics or volunteers or we can get an ISA speaker -Select date for next seminar	Discussion	Yegnaraman	
8	12:30pm	0:05	2018 Golf Tournament Planning -Date selected -Location selected -Details	Info	Brooks	
9	12:35pm	0:10	Plant Tour Planning -Ideas for possible plant tour -Select date for plant tour	Discussion	Yegnaraman	
10	12:45pm	0:05	CAP Training -Manoj working on details to host a training course -Location and contract status	Info	Yegnaraman	
11	12:50pm	0:05	Scott Kalmus Scholarship -Rob Spencer to provide update on scholarship announcement	Info	Spencer	
12	12:55pm	0:05	New business		Patel	
13	1:00pm	0:00	NEXT MEETING -Thursday, March 8, 2018	Info	Patel	
14	1:00pm	0:00	ADJOURNMENT		Patel	