

American Institute of Chemical Engineers
Dallas Section

Regular Meeting Minutes
Prepared by José Ramiro Rodríguez
May 10, 2010

Meeting Info:

Date: April 27, 2010

Time: 6:00 to 9:00 PM

Place: Two Guys from Italy Restaurant
11637 Webb Chapel Rd.
Dallas, TX 75229

Attendees:

<u>Name:</u>	<u>Position:</u>	<u>Phone:</u>	<u>e-mail:</u>
Keith Miller, PE	Chair	214-206-2711	keithmiller@atmosenergy.com
J. Ramiro Rodríguez, PE	Secretary	940-725-0493	jrodriguezperazz@aol.com
Fred Eisen, PE	Director		thefeisens@earthlink.com
Roger Kaiser	Member		Rkaiser@grandecom.net
Ragu Khetham	Member		elkeek123@att.net

Excused:

Nancy Garnett, PE	Vice Chair	972-647-3414	ngarnett@txi.com
Don Abrahamson	Treasurer	972-443-4942	donald.abrahamson@celanese.com
Bob Short, PE	Director	972-820-7450	blshort@verizon.net
James Meier, P.E.	Director	972-969-3930	james.meier@pxd.com

Officers and Directors Meeting

The Chair called the meeting to order at 6:10 PM. Present at the moment were the Chair, the Secretary and one Directors (Eisen). There was no quorum, so the Chair conducted an informal, informational meeting

The Secretary summarized the minutes of the previous meeting, copies of which had been distributed by the Secretary.

The following subjects were discussed in the directors meeting:

- a. Election in May meeting: The Chair announced the upcoming election on May 24, 2010. The chair indicated that the candidates are: for Chair – Nancy Garnett, PE; for Vice Chair – J. Ramiro Rodríguez, P.E.; for Secretary – Daniel U; for Treasurer – Don Abramson, and for Directors: Neal Abernathy, Fred Eisen, PE, James Meier, PE, Bob Short, PE, Derek White-Stevens, PE, and Keith Miller, PE, as past Chair.
- b. The Secretary asked if there was a copy of the Section Bylaws available. Director Eisen provided a copy (his last) of the current version of the minutes to the Secretary, who offered to scan it and provide a digital copy to all directors.

Upon no further business, the Meeting was adjourned.

Section Meeting

The Chair announced that the speaker of the night would be José R. Rodríguez Perazza, who would be speaking about Organizational Communications.

He announced that there would be an election of new officers in the May meeting; informed that write-ins would be allowed in the May election.

Upon no further business the meeting was adjourned.

Presentation

Speaker: J. Ramiro Rodríguez, PE

Topic: Organizational Communications – 1 hour CEUs

The Chair, who summarized his résumé, introduced Engr. Rodríguez. A brief summary of his curriculum is provided below.

Biography:

Eng. J. Ramiro Rodríguez is mostly retired. He does some engineering management consulting and works on technical, literary and educational translations.

He is a Licensed Engineer in Puerto Rico, has a Bachelor's Degree in Chemical Engineering, a Master's degree in Engineering Management as well as Master's Degree in Environmental Protection Management. Has had a successful career in industry as an engineer and in higher management, and as professor at the Polytechnic University of Puerto Rico. He worked for Union Carbide, First Brands Corporation and the Clorox Company. After his retirement from industry he joined the University where has taught several graduate and undergraduate courses in chemical engineering, management, and environmental protection management.

He has developed and presented seminars on management subjects, technical and consumer marketing, engineering ethics, waste management, and many other subjects, both nationally and internationally. He has been recognized as an effective communicator and leader, both in social and in professional endeavors, coordinating the work of many volunteers, both nationally and internationally.

He has presided over the Puerto Rico Institute of Chemical Engineers, the College of Professional Engineers of Puerto Rico, and the Pan American Union of Engineering Societies. He was instrumental in the establishment of the Puerto Rico Section of the American Institute of Chemical Engineers.

He is fluent in Spanish, speaks some French, and has a working knowledge of Portuguese.

Description of presentation:

The title of the Presentation was: Communications for Effect – 1 hour CEUs

The talked included: Types of Communications, Organizational and Interpersonal, Official and Grapevine; Communication Channels, Oral, Written, Non-verbal.

It also covered the Communications Process: Receiving Messages, Response Styles, and Effective Listening. Engr. Rodríguez warned of the current trend of disciplinary situations when employees used company communication equipment for personal reasons.

The presentation ended with a short questions and answers period.