



ISSA: Chapter Board Meeting Minutes

April 1, 2010 11:30am – 1:00pm
 Crowne Plaza – 6121 N. IH 35 – Austin, TX 78731

Presiding Officer: Greg Genung, Mem. Dir. Recorded by: Auston Holt, Recording Secretary

	Brian Engle, Pres.		Doug Landoll, 2009 Past Pres.		Vern Williams, Past Pres.
	Michael Gough, Vice Pres.		Mike Allgeier, Past Pres.	✓	Steve Wolff, Past Pres.
	Dave Sanford, Corres. Sec.		Cris Dewitt, Past Pres.		
✓	Auston Holt, Rec. Sec.		Kathleen Donaho-Jaeger, Past Pres.		
✓	Giddings "Dietch" Dietrich, Treas.		Mike Hamilton, Past Pres.		
✓	Greg Genung, Mem. Dir.		Jeff Reich, Past Pres.		
✓	David Hughes, Educ. Dir.		Anita Strayer, Past Pres.		
	Mark Dommers, Web Master and Ind. Rep.	✓	William Tompkins, Past Pres.		

1. **Call to Order – Time:** 11:45 AM

2. **Reading and Approval of Minutes of the Last Board Meeting**

Approved? Yes, as published

3. **President – Brian Engle**

- Brian was unable to attend
 - Discussion items moved to unfinished business
- Membership Director Greg Genung served as the Presiding Officer in Brian's absence
- Greg noted, if you are not going to attend please notify the Board with your status so we can move forward

4. **Report of the Treasurer – Dietch Dietrich Account Balance:** \$23,881.95 as of 2010-03-30

Checking Account Balance: \$5,555.10 as of 2010-03-30

Money Market Account Balance: \$18,326.85 as of 2010-03-30

- 2008/2009 Book Audit Status
 - Item still open. Mark Dommer's agreed to be an auditor. Dietch to talk to Paul Griffiths to also take part.
- Audit report found for auditing the books Oct. 1, 2006 – Sept. 30, 2007
 - Report to be scanned in and archived (action item Dietch)
- Access to safe deposit box?
 - No board member aware of safe deposit box (revisit next meeting)
- Interest rate / bank change status
 - Compass Bank transferred checking account from Josh to Dietch, but left money market in Josh's name - has presented multiple problems and headaches trying to correct
 - Looking for new banks for better service and paying higher interest rates
 - Greg recommends University Federal (ISSA member with University Federal)
 - Motion made to move bank accounts to another bank/credit union with better interest rates at treasurer's discretion

Moved by: Greg Genung 2nd by: Dietch Dietrich Approved? Yes

- Discussion: Dietch's criteria for making decision

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- free, better interest rate than current, debit card, # and location of branches
 - After discussion, a vote was taken on the motion. The motion passed unanimously.
 - Mailbox key for ConSec (William)
 - Dietch to make a key for William and give it to him
 - Motion that key expense be charged to ConSec (William), Greg seconded
- Moved by: William Tompkins 2nd by: Greg Genung Approved? Yes
- After discussion, a vote was taken on the motion. The motion passed unanimously.

5. Correspondence & Communications – Dave Sanford

- Dave was not in attendance
 - Discussion items moved to unfinished business
- Updated contact info (phone number) needed for Dave
- Contact list- do we now have a single list used by Dave and Greg?
 - Yes (Greg answered)
- Newsletter planning
 - Solicit an industry representative from the membership to serve as newsletter editor (Brian)
 - Srinii Penchikala has volunteered for the editor role.

6. Membership Director – Greg Genung Total Number of Members: 146

- April 28 Happy Hour at Sherlock's
 - Information to come
- Emails sent out to everyone who needed an email
- Mark Dommer's needs to send emails for past guests (action item)
- CPEs to be provided to members by Stephen Wolf (action item)

6. Education Director – David Hughes

- April Meeting on GSA FIPS 201 Evaluation (Auston Holt)- speaker and presentation set
- May Meeting on Web App Security
 - New speaker needed
 - Change to Matt Tesauro live CD version 2?
- March Birds of a Feather lessons learned
 - Survey result tabulations from the Forensics Birds of a Feather session
 - Much discussion: attendance (no shows), sponsorships not coming through.
 - Plan needs to be in place based on learning from first BoF (action item)
 - Greg and Dietch think we are spending money more quickly than we should be
- May Birds of a Feather on Web App Security – Start defining the details early
 - Date?
 - Matt Tesauro OWASP Live CD? (Decided against because Matt is presenting on same subject at ConSec)
 - Increase actual attendance (Charge minimal fee? Other suggestions)
 - Sponsor?
 - Motion to remove May BoF (Auston), second (Stephen)

Moved by: Auston Holt 2nd by: Stephen Wolff Approved? Yes

- After discussion, a vote was taken on the motion. The motion passed unanimously.

7. Report of Special Projects

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- TRISC 2010 (David Hughes)
 - Sponsorship decision (from level 2 to level 3), questions to be provided to Doug Landoll
 - Deadline for sponsorship level choice is April 15
 - Level two commitment still remains (information still needed from TRISC to make decision)
 - David still not receiving TRISC mailings and status updates
- ConSec 2010 (William Tompkins)
 - RFP finished
 - Stephen working on MOU (ready for signature and vote by next board meeting)
 - Location and date in September still being determined
 - September 2010 Chapter Meeting? (David Hughes)
 - Options: have a normal meeting, no meeting, meeting at ConSec, or reception at ConSec, reception at Cracker Barrel? Item still open (action item)
 - Bank account question discussed: set up attached account to ISSA because of ISSA tax exempt status (item tabled)

8. Outreach Committee (Stephen Wolff)

- Organizations and liaisons defined/needed
 - ISC2
 - ACP
 - HTCIA
 - ARMA
 - NEUG
 - ConSec
 - Innotech
- No further update at this time

9. Sponsorship Committee (Doug Landoll)

- Doug not present
 - Discussion items moved to unfinished business
- Industry representative to support food and beverages for meetings? (Brian Engle)
 - Chaniel Manning has volunteered
- June 15th ½-day seminar “Chicken or the Egg - BCP & InfoSec”
 - ACP is moving towards opening a PayPal account; the Board should consider doing the same, though this is not a requirement for this event.
 - Event attendees would pay when they RSVP
 - If we do not get sponsors (none yet) registration = \$20.00 members, \$35.00 non-members.
 - Motion to approve registration fee of \$20.00 members, \$35.00 non-members, ACP to provide registration services and collect fees via their PayPal account and on-site, and participation by both ACP and ISSA in the post-event audit and expense split.

Moved by: Auston Holt 2nd by: Stephen Wolff Approved? Yes

- After discussion, a vote was taken on the motion. The motion passed unanimously.

10. IT Committee (Michael Gough, Mark Dommers)

- Michael Gough, and Mark Dommers not present
 - Discussion items moved to unfinished business

11. Unfinished Business

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- President- Brian Engle
 - Confirm Microsoft relocation details for Chapter meeting.
 - Address
 - When
 - Action item still open for Brian above
- Correspondence & Communications – Dave Sanford
 - The Chapter is obligated to send out ISC2 announcements. Dave Sanford commented that these will be sent out in the monthly newsletter. Status?
 - April Newsletter?
 - Newsletter planning
 - Proposal for the newsletter (Dave S. and Michael), when?
 - Hacker Space involvement (action to develop a proposal for the board)
- Sponsorship Committee (Doug Landoll)
 - Proposed guidelines for sponsorship (deadline for comments was Feb. 12)
 - Needs: solid contacts with Valued Vender Partners
- IT Committee (Michael Gough, Mark Dommers)
 - New Website status
 - Current status
 - Next steps
 - Needs
 - calendar chair volunteer
- Quarterly Themes?
- MidYear/Report Card Survey Items
 - Videography of meetings
 - Survey for changing the meeting date from the Third Thursday

12. New Business

- Sustainability (Stephen Wolff)
 - Begin compiling a Board Book that captures
 - Transition procedures
 - Roles / responsibilities with procedures
 - Birds of a Feather procedures
 - Monthly Chapter Meeting procedures
 - etc
- Setting up a PayPal account for collecting chapter fees (William), controls also need to be in place for who manages this (Greg). Stephen commented that this is clearly a Treasurer function as it's simply another financial account. David believes Squarespace has a plug-in for this to be used from website.
- Motion to set up a PayPal account for general use such as event registration (William)

Moved by: Greg 2nd by: Will Approved? Yes

- Discussion tabled for next meeting

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PROGRAMS FOR April 2010 THROUGH FEBRUARY 2011

Mon-Date	Topic	Responsible Party	Other Info	Sponsor
APR 15	Chapter Meeting on GSA FIPS 201 Evaluation	Auston Holt	Speaker is Auston Holt	
APR 28	Happy Hour	Greg Genung	After DIR/TASSC InfoSec Forum	
MAY 20	Chapter Meeting on Web App Security	Greg Genung, Josh Sokol, Matt Tesauro		
MAY ??	Birds of a Feather on Web App Security	Greg Genung, Josh Sokol, Matt Tesauro		
JUN 15	Half-Day with ACP on Chicken & Egg – BCP and InfoSec	William Tompkins	Afternoon at Commons Center	
JUL 15	Chapter Meeting on Compliance vs Security –	Jeff Reich	Panel	
JUL 18-20	Dispelling Myths TRISC 2010	Doug Landoll / Vern Williams	In Dallas	
AUG 19	Chapter Meeting on Emergency Operations Center Incident Reporting	Vern Williams	Speaker is Vern Williams	
AUG ??	Tech Meeting – Emerging Threats and Incident Reporting	Vern Williams		
AUG ??	Special Event – EOC Tour	Vern Williams		
SEP ??	Chapter Meeting on Reports from the ISSA Intl. Annual Meeting	Brian Engle, Vern Williams	To be held at ConSec (includes passes to exhibits)	
OCT 21	Chapter Meeting on Emerging Threats	David Hughes, Michael Gough	Lead in to track at InnoTech on Incident Response	
NOV 18	Forrester Half-Day starting with talk by Khalid Kark and then a panel	William Tompkins		
DEC 9	Chapter Meeting for Annual Luncheon / Election / Planning Ideas	????????????????		
JAN 20	Chapter Meeting on Smart	Dietch Dietrich ,		

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Mon-Date	Topic	Responsible Party	Other Info	Sponsor
	Grid / SCADA	Vern Williams		
FEB 17	Chapter Meeting on Security Product Threat Evaluator (HB 1830)	Michael Gough		

13. Review Action Items

Title	Date Opened	Owner	Comments/Status
Confirm Microsoft relocation details for Chapter meeting	2010-04-01	Brian Engle	New Microsoft address? When?
September 2010 Chapter Meeting?	2010-04-01	David Hughes	Options: have a normal meeting, no meeting, meeting at ConSec, or reception at ConSec, reception at Cracker Barrel?
Birds of a Feather Plan	2010-04-01	TBD	Much discussion: attendance (no shows), sponsorships not coming through. A plan is to be generated based on March for future Birds of a Feather events. Greg and Dietch think we are spending money more quickly than we should be
CPEs for members	2010-04-01	Stephen Wolff	Certificates of Attendance to be provided to members by Stephen Wolff (action item)
Emails addresses for past guests needed	2010-04-01	Mark Dommers	Mark Dommer's needs to send email addresses for past guests to Greg. Formatting of information not necessary, just send to Greg in the current form.
2009 financial audit	2010-01-08	Dietch Dietrich	Past due audit needs to be performed.
Board meeting location	2010-01-08	Stephen Wolff	Steve to reserve Crowne Plaza for 2010 board meetings 2010-04-01 Update: Stephen commented that we have the room through December 2010
Flawed list of contacts	2010-01-08	Greg Genung	Greg to coordinate the creation/update of an accurate master contact list of Chapter members and friends.
Industry Representatives	2010-01-08	Brian Engle	Newsletter Editor - Sрни Penchikala Meeting Logistics Coordinator – Chaniel Manning
Videography of meetings	2010-01-08	TBD	
Electronic calendar (layered)	2010-01-08	TBD	
Survey for Third Thursday change	2010-01-08	TBD	

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14. Adjournment - Time: 1:05 PM

Moved by: _____ David _____ 2nd by: _____ William _____ Approved? _____ yes _____

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