



ISSA: Chapter Board Meeting Minutes

September 2, 2010 11:30am – 1:00pm
 Crowne Plaza – 6121 N. IH 35 – Austin, TX 78731

Presiding Officer: Brian Engle, Pres.

Recorded by: Michael Gough, VP

✓	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.		OPEN , Event Logistics Industry Representative
	Auston Holt, Rec. Sec.		Kathleen Donaho-Jaeger, Past Pres.	✓	Srini Penchikala, Newsletter Editor Industry Representative
✓	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:** 11:36AM

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

Approved? Yes, as published

3. **President – Brian Engle**

- For Octobers meeting all elected officers must document their actual yearly duties and submit them by Monday Oct 4th.
- 2011 Transition, who is considering running?
 - Discussion on starting the Election Committee
 - Stephen will get with Greg Genung to establish the committee since Doug L. is not available, last year's VP is voluntold.
- October Member Meeting will announce the Election Committee and positions based on actual documented duties by elected board members. Handouts will be provided to members to encourage participation.
 - Brian will draft the Election email/newsletter notice to members and get with Dave to distribute in the Newsletter
 - Michael noted that we must be accurate in the officer descriptions and notate the time it takes to do the actual functions in order to seek and recruit volunteers and identify functions that can be split into 'Industry Representative' positions with specific duties.
- Brianwants to see member meetings conducted more efficiently and organized, with ALL elected officers speaking for their parts.. The meetings need to start and end on time, and be delivered with more professionalism.
- Brian is overdue for a proposal for the CISO Dinner Event (action item)
- Stephen made a motion to create a proposal for a new laptop or two systems for the chapter to use for various business, meetings, BoF, ½ dayevents, conferences and registration and attendance. Consider 3G coverage as well as bag, cables, security lock.
 - Discussion

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- Various uses
- How many
- Michael volunteered to create proposal for discussion at the October Board Meeting

4. Vice President – Michael Gough

- No items to report – taking notes

5. Report of the Treasurer – Dietch Dietrich Account Balance: \$19,370.02 as of 2010-09-02

Checking Account Balance: \$14,032.90 as of 2010-09-02

Money Market Account Balance: \$ 5,337.12 as of 2010-09-02

- ConSec' 10 repaid in full the \$3000 loan made to ConSec' 10 by Chapter to purchase Cvent license
- Cisco Sponsor Check for \$2000 received and deposited
- Reconciliation for June event (Chicken and the Egg)
 - Dietch to coordinate with treasure for ACP, including attendance list for CPEs (action item)
- Can't close bank accounts until the financials are audited and balanced.
- 2008/2009 Book Audit Status
 - The audit is still in progress (Paul), 2008 books are not organized well
 - Lucille Santillo volunteered to audit the 2009 books once 2008 audit is complete
- Audit report found for auditing the books Oct. 1, 2006 – Sept. 30, 2007
 - Scanned in and archived? (action for Dietch to check into this)
- PayPal Account
 - Money from BoF moved to checking account
- Motion to take 2008 and 2009 financials to a bookkeeper/accountant to be audited. Approve \$200-\$300 and the option for output to Quickbooks/Quicken file and Excel as a minimum output
 - Discussion on how much time it would cost
 - Michael informed that it costs \$35/hr
 - Vern suggested up the amount to \$300 max for effort.
 - Michael volunteered his wife to do the audit with an initial effort of 2 hours be spent doing an evaluation and MG will send a report on estimate after this effort.
 - Approved to use Sharp Accounting for the effort
- Request by Dietch to consider getting a copy of accounting software to make it easier to do the books and audits in the future.
 - Michael suggested have Sharp Accounting provide recommendation based on the Chapters actual need and be part of the 2 hour evaluation
- Check cut to EventBrite for BoF event
 - Issue with Invoice not being sent to Dietch
 - May have been filtered in Gmail
 - Michael to investigate Gmail
 - Procedure needed to use EventBrite and Pay invoices (not assigned)
- Brian pointed out funds from the BoF and other events are added to the General Fund as sponsors are our primary funds raiser.
- Name badges to be ordered for elected officers
 - Dietch to send out an email confirming badge info: name and position (action item)
 - Status? – Not covered in the meeting and still open
- Chapter insurance available from ISSA International (does not cover injury to ISSA members)
 - Dietch to apply for the Chapter (for example: chapter meetings, CONSEC) (action item)

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- Storage unit and ISSA international are still using the old account
- Status?- Not covered in the meeting and still open
-
- Next year's budget to be discussed for next month's meeting (action item)

6. Correspondence & Communications – Dave Sanford

- August newsletter content
 - ConSec information to be headlined for September
 - Election information will be provided by Brian by Sat morning 9/4
 - Dave needs feedback for newsletter by Saturday morning following the Board Meeting to go out Monday to the Members
 - Michael will proof the Newsletter

7. Journal – Srini

- MS Word sample going to Board this week
- Brainstorming on articles, 500 words for Journal (1 page) ISSA uses 2500 (4.5 pages)

8. Membership Director – MIA Total Number of Members: 132 estimate

- Signups slow, but State budget year starts so signups will come
- Group memberships
 - Two sponsors need organizational memberships (nCircle & CISCO), Brian to coordinate with ISSA International to set this up (action item)
 - To be added to the monthly announcements at the meetings
- Discussion on Who, How and Where do we recruit members

9. Education Director – David Hughes

- September meeting
 - No meeting, promoting ConSec
- October meeting
 - Emerging threats (Dave to check with CISCO for speaker)
- Next BoF Opportunity (David to check for HD Moore)
 - Michael suggested Michael Farnum (HouSecCon)
- Discussion on Events Planning Document created by Dee Dee
 - Board review and comment due by Oct 4th
- We are in need of a new Events Logistics Industry Rep as Chaniel Manning resigned due to Job obligations

10. Report of Special Projects

- ConSec 2010 (Stephen Wolff)
 - ConSec stands for "continuity and security"
 - Regional five state conference
 - www.consec.org has all the information needed to promote the conference
 - Email blasts are going out
 - 106 attendees, 20 this week due to new State budget year
 - Monday Cracker Barrel event has a Sponsor

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- TRISC 2011 (July)
 - Level 3 vote 'Approved' from Email vote
 - TRISC MoU Brian will sign, scan and send to Vern
 - Michael Will be the ISSA Chapter Elected Officer representative

Moved by: Vern 2nd by: Stephen Approved? _____

- All remaining items sent to unfinished business due to lack of time
- Meeting Adjourned at 1:05pm

11. Unfinished Business

- **Correspondence & Communications – Dave Sanford**
 - MidYear/Report Card Survey Development
 - Status? - open
 - ISSA Chapter Journal planning
 - Proposal for the newsletter (Dave S. and Srin)
 - Status?- still open
- **Education Director – David Hughes**
 - July BoF lessons learned
 - Status- open
- **Outreach Committee (Stephen Wolff)**
 - Organizations and liaisons defined/needed
 - Document Procedures/Requirements
 - ACP
 - ARMA
 - ASIS
 - ISC2
 - ISACA
 - HTCIA
 - NEUG
 - OWASP
 - TRISC
 - ConSec
 - Innotech
 - Discuss Innotech request
 - Action item to update list above (Austin)
 - Status?
 - ISSA needs to cross check with OWASP before sending out communications, communications to be generic and point to OWASP website (Dave Sanford)
 - Status?
- **Sponsorship Committee (Brian Engle)**
 - Brian to send out thank you letter to current sponsors, Dietch has needed information (action item)
 - BIA Protect

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- Cisco Systems
 - Sponsor Funding Status
 - BIA Protect – Received
 - Cisco Systems – Check mailed
 - nCircle – PayPal payment submitted
 - How to register sponsor contacts as organizational members
- **IT Committee (Michael Gough, Mark Dommers)**
 - Needs
 - calendar chair volunteer

12. New Business

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13. Review Action Items

Title	Date Opened	Owner	Comments/Status
CISO Dinner proposal	2010-08-05	Brian Engle	Brian to bring to next meeting a proposal for the CISO Dinner Event
June ½ Day financial reconciliation meeting+	2010-08-05	Dietch Dietrich	Dietch to coordinate with treasure for ACP, including attendance list for CPEs
2011 budget proposal	2010-08-05	Dietch Dietrich	Next year's budget to be discussed for next month's meeting
Organizational members	2010-08-05	Brian Engle	Two sponsors need organizational memberships (nCircle & CISCO), Brian to coordinate with ISSA International to set this up
August meeting check in	2010-08-05	Mark Dommers	Mark to bring Eventbrite print out for check in for Aug. Chapter meeting
ConSec and OWASP	2010-08-05	Greg Genung	Greg to speak with OWASP board in order to move OWASP chapter meeting
TRISC 2011 Level 3 sponsorship vote	2010-08-05	Brian Engle	Brain to facilitate vote through email before September board meeting
Badges	2010-06-03	Dietch Dietrich	Dietch to send out an email confirming badge info: name and position
Emails not received	2010-06-03	Dave Sanford	Dave Sanford to perform trouble shooting to determine if all emails are being sent (action item)
Yahoo list (Srini)	2010-06-03	Stephen Wolff	Srini to be added to Yahoo list 2010-07-29 Item has been completed
Chapter Insurance	2010-06-03	Dietch Dietrich	Dietch to apply for the Chapter Insurance from ISSA International (for example: chapter meetings, CONSEC) (action item)
Define email lists,	2010-05-06	Mark Dommers	Document this information and send to ISSA-

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purpose and audiences			Austin@yahoogroups.com for review
Send out thank you letter for current sponsors	2010-05-06	Brian Engle	Dietch has needed information
Begin compiling Board Procedures that capture Roles / responsibilities with procedures	2010-05-06	See Comments/Status	In roles include monitoring ISSA emails (@austinISSA.org): <ul style="list-style-type: none"> o Transition procedures (Stephen Wolff) o Birds of a Feather procedures (David Hughes) o Monthly Chapter Meeting procedures (Brian Engle) o Member Welcome Messages (Brian Engle)
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? 2010-07-29 action item closed, see minutes
Birds of a Feather Plan	2010-04-01	???????????	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. 2010-07-29 action item closed, see previous month's minutes
2009 financial audit	2010-01-08	Dietch Dietrich	Past due audit needs to be performed.
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. 2010-07-29 action item closed per Greg from previous month's meeting
Electronic calendar (layered)	2010-01-08	TBD	
Survey for Third Thursday change	2010-01-08	TBD	

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PROGRAMS FOR July 2010 THROUGH FEBRUARY 2011

Mon-Date	Topic	Responsible Party	Other Info	Sponsor
AUG 19	Chapter Meeting on Emergency Operations Center Incident Reporting	Vern Williams	Speaker is Vern Williams	
AUG 31	OWASP meeting- Application Assessments Reloaded	OWASP	11:30am - 1:00pm National Instruments, 11500 N Mopac, Building C	
SEP 16	Austin Security Professionals Happy Hour	OWASP	5:00pm - 7:00pm Sherlock's 9012 Research Blvd Austin, TX 78757	F5 and Accuvant
SEP 27 - 29	CONSEC	CONSEC steering committee	Norris Conference Centers 2525 W. Anderson Ln, Suite 365 Austin, TX www.consec.org	
SEP 28	OWASP meeting- Technology and Business Risk Management: How Application Security Fits In	OWASP	11:30am - 1:00pm National Instruments, 11500 N Mopac, Building C	
OCT 14 (tentative)	Austin Security Professionals Happy Hour	OWASP	5:00pm - 7:00pm Sherlock's 9012 Research Blvd Austin, TX 78757	
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	????????????????		

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Mon-Date	Topic	Responsible Party	Other Info	Sponsor
JAN 20	Chapter Meeting on Smart Grid / SCADA	Dietch Dietrich , Vern Williams		
FEB 17	Chapter Meeting on Security Product Threat Evaluator (HB 1830)	Michael Gough		

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