



ISSA: Chapter Board Meeting Minutes

October 7, 2010 11:30am – 1:00pm
 Crowne Plaza – 6121 N. IH 35 – Austin, TX 78731

Presiding Officer: Brian Engle, Pres.

Recorded by: Auston Holt, Rec. Sec.

✓	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:** 11:38 AM CDT

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

Approved? Yes, as published

3. **President – Brian Engle**

- Call out top six topics for meeting
- ISSA International Conference
 - Recap
 - We need to be at the ISSA International conference every year, information learned is essential (President must attend)
 - New ideas for CISO Dinner discussed
 - We are ISSA (we should not criticize the ISSA International because they are working as hard as we are)
 - Notes from leadership, general, and executive conference available from Brian
 - Brian notes that we have two years in order to keep a member long term (first year they stay if they are interested, the second year they decide whether or not to say for the long haul)
 - Get two deep in the Board in order to help sustain the Chapter
- 2011 Transition, who is considering running?
 - Elections discussion starting a month early- October
 - Election in December
 - Role documents posted
 - President
 - Vice President
 - Education Director
 - Corresponding secretary
 - Recording Secretary (including templates)

Minutes are in draft form until approved by the Board Members.	Minutes Approved as Published on:	2010-10-12
--	-----------------------------------	------------





ISSA: Chapter Board Meeting Minutes

October 7, 2010 11:30am – 1:00pm
Crowne Plaza – 6121 N. IH 35 – Austin, TX 78731

- o Role documents needed to be posted to website
 - Membership director
 - Treasurer
- o Everyone: make sure information in your role document is consistent with the public information on the website (action item: to track progress for each person in next meeting)
- o Discussion on starting the Election Committee
 - Greg & Stephen to head this effort
 - Hand out and newsletter text to be produced regarding elections (Action item for Greg)
- Need a time and place for the December 2010 meeting (action item for Brian)
- Need a time and place for the January 2011 planning meeting (action item for Brian)
- 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.

4. Vice President – Michael Gough

- No items to record

5. Report of the Treasurer – Dietch Dietrich Account Balance: \$24,133.68 as of 2010-10-06

Checking Account Balance: \$18,795 as of 2010-10-06

Money Market Account Balance: \$5,337.78 as of 2010-10-06

- Reconciliation for June event (Chicken and the Egg)
 - o Dietch to coordinate with treasure for ACP, including attendance list for CPEs (action item- needs to be done by the end of October)
- Michael volunteered his wife to do the 2008 and 2009 audit with an initial effort of 2 hours be spent doing an evaluation and MG will send a report on estimate after this effort.
 - Audit is underway, some items will need to be separated (Quicken used)
 - Additional information needed (Dietch turned over check stubs to Michael to help auditor determine who checks were written to and for what)
 - Chapter financial binders need to be separated per fiscal year (action item for Dietch to document this in his role doc.)
 - The 2010 financial books are ready for audit and will be delivered to auditor when she is finished with 2008 and 2009 books
- Last year's budget (FY 2010)
 - o \$4,300 in the black (due to sponsorships)
- Next year's budget to be discussed (action item)
 - o Discussion was held on sub topics of the proposed budget
 - o Budget only needs small adjustments due to the Chapter being in the black from the previous budget
 - o Added to the budget: money for IT equipment- laptop, tablet & Quicken (for treasure/signing up guests at meetings)
 - o Motion to approve budget as amended
 - Call for further discussion held (no further discussion)
 - A vote was taken and the budge was approved

Moved by: Dave Sanford 2nd by: William Tompkins Approved? Yes

6. Correspondence & Communications – Dave Sanford

Minutes are in draft form until approved by the Board Members.	Minutes Approved as Published on:	2010-10-12
--	-----------------------------------	------------





ISSA: Chapter Board Meeting Minutes

October 7, 2010 11:30am – 1:00pm
Crowne Plaza – 6121 N. IH 35 – Austin, TX 78731

- October newsletter content
 - Topic and bio information to be included for newsletter
 - Election committee meeting info needed (point to appropriate spot on the website)
- 7. **Membership Director – Greg Genung** Total Number of Members: _____
 - Section not covered due to lack of time
- 8. **Education Director – David Hughes**
 - October meeting
 - CISCO speaker (botnets)
 - Call for last question at 12:55 PM to be announced by Education Director, also add this to role document (action item for David)
 - November Meeting
 - Suggestion: HD Moore or 451 Group- Josh Corman or Wendy Naither (action item for Greg)
 - ACSAC Conference (December 6-10)
 - 26th Annual Computer Security Applications Conference
 - <http://acsac.org/>
 - Austin, TX (Four Seasons Hotel)
 - To be announced at October meeting
 - (action item for newsletter- Auston to send info)
- 9. **Report of Special Projects**
 - Innotech (October, 28 2010)
 - We are manning a booth- Steve and Dietch to take this item (action item)
- 10. **Outreach Committee (Stephen Wolff)**
 - Agenda items not covered due to lack of time
- 11. **Sponsorship Committee (Brian Engle)**
 - Agenda items not covered due to lack of time
- 12. **IT Committee (Michael Gough, Mark Dommers)**
 - Agenda items not covered due to lack of time
- 13. **Unfinished Business**
 - **President – Brian Engle**
 - Brian is overdue for a proposal for the CISO Dinner Event (action item)
 - Contacted IANS Research about sponsoring. Not what they do. Considering other sponsors
 - Contacted Brandon Dunlap of Brightfly research to see about sponsor or moderator. No response yet.
 - Status – still defining the concept.

Minutes are in draft form until approved by the Board Members.

Minutes Approved as Published on:

2010-10-12



ISSA: Chapter Board Meeting Minutes

October 7, 2010 11:30am – 1:00pm
Crowne Plaza – 6121 N. IH 35 – Austin, TX 78731

- **Report of the Treasurer – Dietch Dietrich**

- Reconciliation for June event (Chicken and the Egg)
 - Dietch to coordinate with treasure for ACP, including attendance list for CPEs (action item)
 - Status?
- 2008/2009 Book Audit Status
 - 2008 and 2009 books were turned over to Michael Gough in September to have his wife (Sharp Accounting) perform audits
 - Michael expects the audits of both books to be completed by end of October
- Audit report found for auditing the books Oct. 1, 2006 – Sept. 30, 2007
 - Scanned in and archived? (action for Dietch to check into this)
 - Status?
- 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)
 - Storage unit and ISSA international are still using the old account
 - Status?

- **Correspondence & Communications – Dave Sanford**

- MidYear/Report Card Survey Development
 - Status? -
- ISSA Chapter Journal planning
 - Proposal for the newsletter/journal (Dave S. and Srini)
 - MS Word sample going to Board this week
 - Status?

- **Membership Director – Greg Genung**

- Membership changes
 - Since last month: +/- _____ members
 - Since same time last year: +/- _____ members
 - Status?

- **Education Director – David Hughes**

- Next BoF Opportunity (David to check for HD Moore)
 - Michael suggested Michael Farnum (HouSecCon)
 - Status?
- Discussion on Events Planning Document created by Dee Dee
 - Board review and comment due by Oct 4th
 - Status?
- July BoF lessons learned
 - Status?
- We are in need of a new Events Logistics Industry Rep as Chaniel Manning resigned due to Job obligations
 - Status?

Minutes are in draft form until approved by the Board Members.

Minutes Approved as Published on:

2010-10-12



ISSA: Chapter Board Meeting Minutes

October 7, 2010 11:30am – 1:00pm
Crowne Plaza – 6121 N. IH 35 – Austin, TX 78731

- **Report of Special Projects**
 - ConSec 2010 (William Tompkins/Stephen Wolff)
 - William and Stephen mentioned that ConSec made its projected numbers exactly and the initial estimate of the Chapter's split of excess will be 2 to 3 K\$ after all outstanding receivables and expenses
 - Security B-Sides (Michael Gough/Brian Engle)
 - ITT Student Chapter

- **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 (Auston)
 - 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
 - Cisco Systems
 - nCircle
 - Sponsor Funding Status
 - BIA Protect – Received
 - Cisco Systems – Check mailed
 - nCircle – PayPal payment submitted
 - How to register sponsor contacts as organizational members
 - Need to obtain contact information and submit payment using Chapter payment card.

- **IT Committee (Michael Gough, Mark Dommers)**
 - Needs
 - calendar chair volunteer

14. New Business

Minutes are in draft form until approved by the Board Members.

Minutes Approved as Published on:

2010-10-12



ISSA: Chapter Board Meeting Minutes

October 7, 2010 11:30am – 1:00pm
 Crowne Plaza – 6121 N. IH 35 – Austin, TX 78731

- None

15. Review Action Items

Title	Date Opened	Owner	Comments/Status
Role documents	2010-10-07	Everyone	Everyone: make sure information in your role document is consistent with the public information on the website (action item: to track progress for each person in next meeting)
Election text: handout & newsletter	2010-10-07	Greg	Hand out and newsletter text to be produced regarding elections
Dec. Meeting	2010-10-07	Brian	Need a time and place for the December 2010 meeting
Jan. Planning Meeting	2010-10-07	Brian	Need a time and place for the January 2011 planning meeting
Separate financial binders + role doc.	2010-10-07	Dietch	Chapter financial binders need to be separated per fiscal year (action item for Dietch to document this in his role doc.)
Last question 12:55PM + role doc.	2010-10-07	David Hughes	Call for last question at 12:55 PM to be announced by Education Director, also add this to role document
Nov. Meeting Speaker	2010-10-07	Greg	November Meeting suggestion: HD Moore or 451 Group- Josh Corman or Wendy Naither (action item for Greg to follow up with named potential speakers)
ACSAC conference	2010-10-07	Dave Sanford & Auston	ASAC Conference (action item for newsletter- Auston to send info for the newsletter)
Innotech booth	2010-10-07	Stephen & Dietch	Innotech booth to be manned for ISSA Capital of Texas Chapter
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 (needs to be done by the end of October)
2011 budget proposal	2010-08-05	Dietch Dietrich	Next year's budget to be discussed for next month's meeting 2010-10-07 Complete
Organizational members	2010-08-05	Brian Engle	Two sponsors need organizational memberships (nCircle & CISCO), Brian to coordinate with ISSA International to set this up

Minutes are in draft form until approved by the Board Members.	Minutes Approved as Published on:	2010-10-12
--	-----------------------------------	------------



ISSA: Chapter Board Meeting Minutes

October 7, 2010 11:30am – 1:00pm
 Crowne Plaza – 6121 N. IH 35 – Austin, TX 78731

Badges	2010-06-03	Dietch Dietrich	Dietch to send out an email confirming badge info: name and position 2010-10-07 Items agreed to be closed (too late in the year)
Emails not received	2010-06-03	Dave Sanford	Dave Sanford to perform trouble shooting to determine if all emails are being sent (action item)
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, purpose and audiences	2010-05-06	Mark Dommers	Document this information and send to ISSA-Austin@yahoo.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)
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
2008 & 2009 financial audit	2010-01-08	Dietch Dietrich	Past due audit needs to be performed. 2010-10-07 – in progress
Electronic calendar (layered)	2010-01-08	TBD	
Survey for Third Thursday change	2010-01-08	TBD	

Minutes are in draft form until approved by the Board Members.	Minutes Approved as Published on:	2010-10-12
--	-----------------------------------	------------



ISSA: Chapter Board Meeting Minutes

October 7, 2010 11:30am – 1:00pm
 Crowne Plaza – 6121 N. IH 35 – Austin, TX 78731

PROGRAMS FOR October 2010 THROUGH FEBRUARY 2011

Mon-Date	Topic	Responsible Party	Other Info	Sponsor
OCT 21	Chapter Meeting on Botnets	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 6 – 10	Annual Computer Security Applications Conference (ACSAC)	N/A	Austin, TX (Four Seasons Hotel) http://acsac.org/	
DEC 9	Chapter Meeting for Annual Luncheon / Election / Planning Ideas	????????????????		
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		

16. Adjournment - Time: 1:08PM

Moved by: Auston Holt 2nd by: Greg Genung Approved? Yes

Minutes are in draft form until approved by the Board Members.	Minutes Approved as Published on:	2010-10-12
--	-----------------------------------	------------

