



# ISSA: Chapter Board Meeting Minutes

September 1, 2011 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.		Mike Hamilton, past Pres.		Michael Gough, past Board mem.
✓	Mano Paul, Vice Pres.		Cris Dewitt, past Pres.		Dee Dee Ranyan, past Board mem.
✓	Jim Bradley, Corres. Sec.		Kathleen Donaho-Jaeger, past Pres.		Greg Genung, past Board mem.
✓	Auston Holt, Rec. Sec.		Jeff Reich, past Pres.		Heather Poggi-Mannis, past Board mem.
✓	Giddings "Dietch" Dietrich, Treas.		William Tompkins, past Pres.	✓	Paul Griffiths, Outreach Committee Chair
✓	Dan Hadwiger, Mem. Dir.	✓	Vern Williams, past Pres.		Bharath Venkat, member
✓	Philip J Beyer, Educ. Dir.	✓	Stephen Wolff, past Pres.		
	Mark Dommers, Web Master and Ind. Rep.		OPEN, Event Logistics Industry Representative		

**1. Call to Order – Time: 11:40 AM**

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

- August 4, 2011

Approved? Yes, as published

**3. President – Brian Engle**

- Brian led the budget discussion and the discussion for our upcoming meeting.

**4. Vice President – Mano Paul**

- Should the Chapter charge for guests?
  - Discussion was held regarding what amount to charge, how to transition from the current guest policy and the pros and cons.
  - It was decided to first hear back from ISSA International before a decision was made
    - Complete – most chapters charge for their events
  - Action item for Mark to determine what percentage of meeting attendees were guests from the past year. Also, some of analysis of the frequency of the attendance of guests.
  - The Board will frame this question in September, vote, and communicate any decision to membership
  - No consensus was reached on this topic, the Board decided to focus on approving the budget instead.

**5. Report of the Treasurer – Dietch Dietrich Account Balance: \$19,102.12 as of 2011-08-31**

- Conference Account \$110.17 as of 2011-08-31 (not included in total above)
- Account changes (since last month)
  - Total -\$1,491.23 (\$current balance minus Aug. 2 balance of \$20,593.35)
- Budget discussion
  - Dietch presented a proposed 2012 budget

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- The proposed budget ran a \$5,170 deficit
- Ordering pizza for each meeting instead of sandwiches was agreed on for reducing the budget
- Sponsorship was discussed as another method for closing the budget gap. How the Chapter approaches sponsorship was discussed, but not agreed on. Some possible approaches included
  - Sponsorship of each Chapter meeting to cover meal costs
  - A goal of four major sponsors for the year
- Motion to approve the budget
  - A motion was made to approve the budget as amended
  - Discussion
    - Much discussion was held regarding reducing the deficit, the board agreed on a sponsorship goal of \$8,000 to solve this issue.
  - After discussion a vote on the approval of the motion was made. The motion passed unanimously.

Moved by:           Vern Williams           2<sup>nd</sup> by:           Stephen Wolff           Approved?           Yes          

## 6. Correspondence & Communications – Jim Bradley

- September newsletter content
  - Topic and bio information to be included for newsletter
  - Chapter Meeting date change (Sep. 23) – Notify contacts via Newsletter, Eventbrite (multiple notices), and Twitter (multiple notices)
  - InnoTech Austin 2011
  - LASCON 2011
  - Austin Security Professionals Happy Hour

## 7. Membership Director – Dan Hadwiger Total Number of Members: 132

- Membership changes
  - Since last month: +3 (129 members last month)
  - Since same time last year: +0 (132 members estimated last Sep.)
  - Since same time two years ago: -7 (139 members two years ago)
- Affiliated Local Interest Group (ALIG)
  - ISC2 provides \$25 per CISSP through ALIG
  - Brian and Dan to coordinate to provide the required information (action item)
  - New contract needs to be signed by Brian
    - No new contract required. Just need to send in updated member list.
  - Still in progress. Mano to call (ISC)2 representative.

## 8. Education Director – Phil Beyer

- September Meeting (different date – Fri, 9/23)
  - David Stender (CISO – IRS)
  - Speaker stills needs confirmation
- October Meeting
  - No meeting (Innotech)
- November Meeting

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- Speaker possibilities
  - Pretorian representative
  - Fiona Pattinson (PCI)

## 9. Report of Special Projects

- TRISC follow up
  - Review of conference, successful? Lessons learned for next time...
  - Vern reported that a TRISC update will be given by next month, including the financial results
- TRISC 2012 (Vern Williams)
  - Will possibly be located in Houston

## 10. Outreach Committee (Paul Griffiths)

Organization	Member Liaison	Website/Notes
ACP	William Tompkins	www.acp-centraltexas.com
Agile Austin	Scott Killen	
ARMA		www.arma-austin.org
ASIS	Vern Williams	www.asisaustintx179.org
Austin Hackers Anonymous (AHA!)	HD Moore	Moved to Tramps on last Thursday
Austin Security Professionals Happy Hour	Josh Sokol	Sherlock's @ Burnett & 183
Austin Software Process Improvement Network (SPIN)		
Association of IT Professionals (ATIP)	Scott Foster	
ConSec		www.consec.org
HTCIA	Rosanne Gutierrez	austin-htcia.org
InfraGard	Auston Holt	On summer hiatus
Innotech	Brian Engle	www.innotechconference.com/austin
Institute of Internal Auditors (IIA)	Robert Elizondo	
(ISC)2		
ISACA	Brian Engle	www.isacaustin.org
NEUG	Ryan Hicks	
OWASP	Josh Sokol	www.owasp.org/index.php/Austin
OWASP Lascon	David Hughes	https://www.owasp.org/index.php/Lonestar_Application_Security_Conference_2011
Security BSides	Michael Gough	www.securitybsides.com
TRISC	Stephen Wolff	www.trisc.org

## 11. Sponsorship Committee (Brian Engle)

- Brian to send out thank you letter to current sponsors, Dietch has needed information (action item)
  - Cisco Systems- need to approach for 2011 renewal
  - nCircle – verify payment status with Dietch. Waiting for payment
  - Rapid 7 – discussions in progress for ½ day sponsorship

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- WhiteHat Security – Invoiced for Silver Level. Waiting for payment
  - Status?
- NetiQ – Platinum level sponsorship in process
- Symantec – Gold level sponsorship in process
  - Confirm receipt of payment
- Veracode – in discussions.

## 12. IT Committee (Mark Dommers)

- Outstanding action item regarding email lists (action item 2010-05-06.01)

## 13. New Business

- 

## 14. Unfinished Business

### President – Brian Engle

- Action Item for current president to review the By-Laws
  - First Draft in review
  - Brian has been focusing on streamlining the meetings (brief announcements then the speaker), goal to make sure the By-Laws reflect this
  - Status?
- Innotech participation
  - Updates?
- Security Executive Forum, May 10<sup>th</sup> post-event discussion
  - Action item to complete the synopsis and send to attendees with attendance certificate
    - Mark to send package to attendees (Brian to send all information to Mark)
    - Status?
- Executive Women's Forum, 9<sup>th</sup> Annual
  - October 19-21, 2011
  - Our chapter will advertise
  - Updates?

### Vice President – Mano Paul

- Member concern
  - Member concern was brought up by Josh Sokol, President of OWAP, asking for the money paid, what value does ISSA International provide to Chapter members?
  - Mano has reached out to Dana Paulino at ISSA, Mano to update us when she responds
  - Status?

### Report of the Treasurer – Dietch Dietrich

- Projector purchase
  - Technology upgrade budget could cover this
  - Paul to take an action item to research a projector
  - Status?
- Remaining open action item: Chapter Insurance (2010-06-03.01)
  - Status?

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## Correspondence & Communications – Jim Bradley

- Role document update needed (action item 2011-08-04.01)
  - Phil will include a guideline regarding speaker selection and repetition
  - Status?
- Mid Year/Report Card Survey Development
  - Action needed to update role document to solicit feedback from members
  - Status?

## Membership Director – Dan Hadwiger Total Number of Members: 132

- Non-renewing members from the past month
  - Status?

## Education Director – Phil Beyer

- November BOF planning
  - Symantec will be the sponsor
  - Status?
- LASCON participation
  - Chapter will support and advertise the event
  - Chapter will request a booth (action item 2011-08-04.02)
- Website updates
  - Phil checking on methods to modernize the website.
  - Dietch commented that the calendar does not fit on the screen.
  - Status?
- Role document update needed (action item 2011-08-04.01)
  - Call for last question (12:55PM)
  - Status?
- Recognition plaque for Microsoft
  - Phil brought forth this idea as a thank you to Microsoft for hosting our meetings
  - Status?
- Discussion on Events Planning Document created by Dee Dee
  - Working document started
  - Status?

## Report of Special Projects

- Student Chapters
  - ITT - Not completely dead. Leave on agenda as a reminder
  - Status?

## Outreach Committee (Paul Griffiths)

- Document Procedures/Requirements
  - Status?
- Organizations and liaisons defined/needed
  - Updates?

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## Sponsorship Committee (Brian Engle)

- Sponsorship 2011 Goal
  - Generate \$7K in sponsor revenue
  - Provide a sustainable process that can be executed by others by year end
  - Status?

## IT Committee (Mark Dommers)

- Report from Mark on website review
  - Status?
- Outstanding action item regarding email lists (action item 2010-05-06.01)

## 15. Review Action Items

Date-Opened.ID	Title	Owner	Comments/Status
2011-08-04.01	Role document update for Education Dir.	Phil Beyer	1. Include a guideline regarding speaker selection and repetition 2. Include call for last question about 10 minutes before meeting time ends to help ensure meeting ends on time.
2011-08-04.02	Chapter booth at LASCON	Phil Beyer	Chapter will request a booth
2011-07-07.01	Aug. meeting venue conflict with MS	Brian Engle	Move meeting to Wed. Aug. 17 to avoid conflict (action item for Brian to confirm new date with MS) 2011-08-29 Closed, rescheduled
2011-07-07.02	ISSA Innotect involvement	Brian Engle	Brian also to speak with Sean Lowery about possible ISSA involvement with Innotect Oct. 17 (Action item)
2011-07-07.03	Guest attendance stats	Mark Dommers	Action item for Mark to determine what percentage of meeting attendees were guests from the past year. Also, some of analysis of the frequency of the attendance of guests.
2011-07-07.04	IRS speaker	Mano Paul	Mano to follow up with IRS speaker possibly for August (action item) 2011-08-29 Closed, speaker scheduled for Sept.
2011-07-07.05	Projector	Paul Griffiths	Paul to take an action item to research a projector

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Date-Opened.ID	Title	Owner	Comments/Status
2011-07-07.06	Joel Scambary	Brian Engle	Joel Scambary (MacAfee...) – action item for Brian to check for August or September 2011-08-29 Closed, speaker spoke in Aug.
2011-06-02.02	ISSA International Value	Mano Paul	Brian would like for Mano to perform an inquiry and provide a report of the following (Mano agreed to the action item): 1. International's budget and expenses 2. Summary of how membership dollars are spent 3. Summary of member benefits from International 4. Summary of member survey to attempt to identify how members value International services
2011-06-02.03	Security Executive Forum synopsis	Mark Dommers	Action item to complete the synopsis and send to attendees with attendance certificate
2011-05-05.01	Member concern-cost/benefit value	Mano Paul	Member concern was brought up by Josh Sokol, President of OWAP, asking for the money paid, what value does ISSA International provide to Chapter members?
2011-05-05.02	HP CISO- speaker possibility	Mano Paul	Mano to follow up with HP CISO for Chapter involvement as a speaker (etc.)
2011-03-03.06	Jeff Reich's Fellow nomination	Brian Engle	Beginning the nomination process for Jeff Reich's Fellow nomination (Vern assisting)
2011-02-03.01	ALIG money	Stephen Wolff	Brian and Dan to coordinate to provide the required information to receive ALIG contributes for members with a CISSP (\$25 per member)

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2010-11-04.01	Cor. Sec. Role Document	Jim Bradley	Update role document to solicit feedback from members
2010-11-04.02	By-Laws Review	2011 President	Action Item for current president to review the By-Laws next year
2010-08-05.02	Organizational members	Brian Engle	Two sponsors need organizational memberships (nCircle & CISCO), Brian to coordinate with ISSA International to set this up
2010-06-03.01	Chapter Insurance	Dietch Dietrich	Dietch to apply for the Chapter Insurance from ISSA International (for example: chapter meetings, CONSEC) 2010-11-04 Add to check list insurance form. Refer to checklist in role document
2010-05-06.01	Define email lists, purpose and audiences	Mark Dommers	Document this information and send to ISSA-Austin@yahoo.com for review
2010-05-06.02	Send out thank you letter for current sponsors	Brian Engle	Dietch has needed information
2010-05-06.03	Begin compiling Board Procedures that capture Roles / responsibilities with procedures	See Comments/Status	In roles include monitoring ISSA emails (@austinISSA.org): <ul style="list-style-type: none"> <li>o Transition procedures (Stephen Wolff)</li> <li>o Birds of a Feather procedures (David Hughes)</li> <li>o Monthly Chapter Meeting procedures (Brian Engle)</li> <li>o Member Welcome Messages (Brian Engle)</li> </ul>
2010-04-01.01	Birds of a Feather Plan	?	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

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## PROGRAMS FOR JANUARY 2011 THROUGH FEBRUARY 2012

Mon-Date	Topic	Speaker/ other info	Responsible Party	Sponsor
Jan. 20	Chapter Meeting: Web Hacking – Tricks of the Trade	Nick Schilbe, WhiteHat Security	Brian Engle	
Feb. 17	Chapter Meeting: “Social Media Security: How Social Media May Leave You Vulnerable”	Tim Youngblood	Mano Paul	
Feb. 24	BOF: “Compliance as a Competitive Advantage”	Brandon Dunlop, Brightfly	Philip J Beyer	nCircle
Mar. 11-12	Security B-Sides	var.	Michael Gough	var.
Mar. 17	Chapter Meeting: Cyber Warfare	Speaker – Lt. Colonel Andy Pennington, USAF	Dietch Dietrich	
Apr. 21	Chapter Meeting: Hardware Security Modules	Steve Weingart	Auston Holt	N/A
May 10	Security Executive Roundtable		Brian Engle	
May 19	Chapter Meeting:	Marcus Ranum	Brian Engle	
Jun. 17	Half Day: OWASP event with Rapid7	Raphael Mudge	AHA\ISSA\OWASP	Rapid7
Jul. 21	Chapter Meeting: Breach Management	Joe Krull	Phil Beyer	
Jul. 23-25	TRISC			
Aug. 17	Chapter Meeting:	Joel Scambary		
Sep.	BOF: canceled	-	-	-
Sep. 23	Chapter Meeting:	IRS CISO		
Oct. 20-21	ISSA International Conference			
Oct. 20	Chapter Meeting: canceled for Innotech	-	-	-
Oct. 20	Innotech			

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Mon-Date	Topic	Speaker/ other info	Responsible Party	Sponsor
Oct. 28	LASCON			
Nov. 17	Chapter Meeting:			
Nov.	BOF			
Dec. 15	Chapter Meeting:			
Jan. 19	Chapter Meeting:			
Feb. 16	Chapter Meeting:			

**1. Adjournment - Time:** 1:14 PM (aprox.)

Moved by: Mano Paul 2<sup>nd</sup> by: Phil Beyer Approved? Yes

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