



ISSA: Chapter Board Meeting Minutes

December 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.		Kevin Reilly, UT Austin Computer Science Student
✓	Mark Dommers, Web Master and Ind. Rep.		OPEN, Event Logistics Industry Representative		

1. Call to Order – Time: 11:50 AM

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

- November 3, 2011

Approved? Yes, as published

3. President – Brian Engle

- Elections: who is considering running for 2012?
 - President
 1. Phil Beyer (website)
 2. ?
 - Vice President
 1. Auston Holt (website)
 2. ?
 - Recording Secretary
 1. Paul Griffiths
 2. ?
 - Corresponding Secretary
 1. Jim Bradley
 2. ?
 - Membership Director
 1. Dan Hadwiger
 2. ?
 - Treasurer
 1. Stephen Wolff
 2. Suggested prospect: Jay McLaughlin

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- Education Director
 1. Clare Nelson
 2. Suggested prospects: Jay McLaughlin, Larry Moore
 - Remaining items moved to unfinished business
4. **Vice President – Mano Paul**
- Should the Chapter charge for guests?
 - Tabled for next year's board, January planning meeting topics updated to address increasing member benefits
 - Remaining item moved to unfinished business
5. **Report of the Treasurer – Dietch Dietrich Account Balance: \$17,249.05 as of 2011-12-01**
- Conference Account \$110.29 as of 2011-12-01
 - Account changes (since last month)
 - Total - \$820.73 (\$Current balance minus Nov. 03 balance of \$18,069.78)
 - Conference investments
 - Dietch to start a "task force" to investigate ISSA's future strategy for investing Chapter funds into conferences.
 - Status? Ongoing
 - Remaining item moved to unfinished business
6. **Correspondence & Communications – Jim Bradley**
- Jim was not in attendance, the following items were discussed as a board
 - December newsletter content
 - Topic and bio information to be included for newsletter
 - FloCon 2012 Austin, TX conference [NetFlow], ISSA member discount (also add to website)
 - January meeting content
 - Remaining item moved to unfinished business
7. **Membership Director – Dan Hadwiger Total Number of Members: 134**
- Membership changes
 - Since last month: + 2 (132 members last month)
 - Since same time last year: + 2 (132 members last Dec.)
 - Since same time two years ago: - 1 (135 members two years ago)
 - Affiliated Local Interest Group (ALIG)
 - (ISC)² provides \$25 per CISSP through ALIG
 - Brian and Dan to coordinate to provide the required information (action item 2011-02-03.01)
New contract needs to be signed by Brian
 - No new contract required. Just need to send in updated member list.
 - Mano to check (ISC)² website to see if required member verification information can be obtained. Mano to set up a meeting with (ISC)² (action item 2011-02-03.01)
 - Status? Ongoing
8. **Education Director – Phil Beyer**
- December Meeting
 - Ask members

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- Which meeting was your favorite?
 - What topics would you like to see next year?
 - Member recognition award
 - Chapter meeting speaker of the year award, for members to vote on
 - Brian to acquire award and organize this (action item 2011-12-07.01)
- January Meeting
 - Speaker status?
 - Jeff Jilg, atsec information security corporation, Sr. PCI Manager
- January Planning Meeting
 - Jan. 21 at Texas Guaranteed Student Loan
 - 10 AM to 2 PM
 - Topics:
 - 2012 speaker suggestions
 - How can the Chapter further provide value for members?
 - Should the Chapter charge for guests?
- Website updates
 - Phil checking on methods to modernize the website.
 - Dietch commented that the calendar does not fit on the screen.
 - Phil proposed the following ideas
 - Blog (articles written by Austin ISSA members) with comment capability
- Recognition plaque for Microsoft
 - Phil brought forth this idea as a thank you to Microsoft for hosting our meetings
 - To have “2010” and “2011” on the plaque (action item 2011-12-07.02)
- Remaining items moved to unfinished business

9. Report of Special Projects

- Item moved to unfinished business

10. Outreach Committee (Paul Griffiths)

- Organizations and liaisons defined/needed (no change)

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
Association of IT Professionals (ATIP)	Scott Foster	
Austin Cloud Security Alliance	Manu Paul	
Austin Hackers Anonymous (AHA!)	Auston Holt	Moved to Tramps on last Thursday
Austin Security Professionals Happy Hour	Josh Sokol	Sherlock's @ Burnett & 183
Austin Software Process Improvement Network (SPIN)		
ConSec	Larry Moore	www.consec.org
HTCIA	Rosanne Gutierrez	austin-htcia.org

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Organization	Member Liaison	Website/Notes
InfraGard	Auston Holt	On summer hiatus
Innotech	Brian Engle	www.innotechconference.com/austin
Institute of Internal Auditors (IIA)	Robert Elizondo	
(ISC)2	Mano Paul	
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

- Remaining item moved to unfinished business

11. Sponsorship Committee (Brian Engle)

- See new business, remaining open items moved to unfinished business

12. IT Committee (Mark Dommers)

- Items moved to unfinished business

13. New Business

Sponsorship Committee (Brian Engle)

- Sponsorship 2012
 - Two months per sponsorship, \$2,000
 - Sponsorship displayed on website for the whole, meeting slides for the whole year, and announced by President at the monthly meeting
 - Initial sign table would be first point of contact for attendees, then attendee traffic would pass by the sponsor table along the way to the meeting entrance.
 - Brian to formalize the above sponsorship changes and update the website (action item 2011-12-07.03)
- Brian proposed to be Sponsorship Committee chair for 2012

Education Director – Phil Beyer

- OWASP and ISSA cohosted half day proposed by OWASP President Josh Sokol
 - Threat Modeling, John Steven (Cigital)
 - Feb. 9
 - Possible location: Microsoft
 - Austin Security Professionals Happy Hour to Follow, sponsored by Cigital

14. Unfinished Business

President – Brian Engle

- Sr. & Fellow Members
 - Action item to review eligibility on a regular basis (Dan's role document to be updated) todo

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- Action item for Phil to update the actual Google calendar (action item 2011-11-04.03)
 - Status?
- Security Executive Forum, May 10th post-event discussion
 - Action item to complete the synopsis and send to attendees with attendance certificate (action item 2011-06-02.03)
 1. Mark to send package to attendees (Brian to send all information to Mark)
 2. Brian to follow up
 3. Status?
- Review of By-Laws (action item 2010-11-04.02)
 - 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?

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

- Remaining open action item: Chapter Insurance (2010-06-03.01)
 - Status?

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?
- Update Role Document to include review of austinissa@gmail.com mailbox after sending out a distribution email.
 - Remove addresses that bounce
 - Remove anyone that requests to unsubscribe
 - Status?
- Mid Year/Report Card Survey Development
 - Action needed to update role document to solicit feedback from members (action item 2011-12-07.04) Status?

Education Director – Phil Beyer

- Coordinate order for ISSA shirts
 - At least for Board Members
 - Status?
- BOF planning
 - Symantec will be the sponsor
 - This event will be moved to 2012 due to scheduling constraints
 - An information security leadership workshop focusing on career development with Lee Kushner was proposed by Phil.

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- Could become an annual event
- Expenses for bringing the speaker are to be split by Lee
- Possibly early February
 - Status?
- Role document update needed (action item 2011-08-04.01)
 - Call for last question (12:55PM)
 - Status?
- Discussion on Events Planning Document created by Dee Dee
 - Working document started
 - Status?

Report of Special Projects

- Student Chapters
 - Also have contact at Texas State
 - Brian brought along Kevin Reilly to attend today's Board meeting.
 - Kevin discussed ideas for starting a student "wing"/extension of the Chapter.
 - Kevin to write up a charter for the student organization, and to identify a faculty representative. Kevin to email Brian with this information by next month.
 - Status?

Outreach Committee (Paul Griffiths)

- Document Procedures/Requirements
 - Status?

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

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

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15. Review Action Items

Date-Opened.ID	Title	Owner	Comments/Status
2011-12-07.01	2011 SOY Award	Brian Engle	Chapter meeting speaker of the year award, for members to vote on.
2011-12-07.02	Thank you MS	Phil Beyer	Phil brought forth this idea as a thank you to Microsoft for hosting our meetings. To have "2010" and "2011" on the plaque.
2011-12-07.03	Sponsorship changes	Brian Engle	Brian to formalize sponsorship changes and update the website.
2011-12-07.04	Ed. Director Role document update: member feedback	Phil Beyer	Mid Year/Report Card Survey Development Action needed to update role document to solicit feedback from members.
2011-11-04.01	Cyber Security Awareness Month	Brian Engle	"What are we going to do for 'Cyber Security Awareness Month'?" Action item to discuss in the January planning meeting.
2011-11-04.02	Sr. & Fellow Members: regular review	Dan Hadwiger	Sr. & Fellow Members: Action item to review eligibility on a regular basis (Dan's role document to be updated)
2011-11-04.03	Calendar reminder: Sr. & Fellow Members eligibility windows	Phil Beyer	Sr. & Fellow Members: Action item for Phil to update the actual Google calendar to have a reoccurring reminder for the Board and Chapter members.
2011-11-04.04	Election nominations-website update	Stephen Wolff	Action item to put the election nomination forms online (Phil to assist) 2011-12-01 Complete
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.
2011-06-02.02	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

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2011-06-02.03	Security Executive Forum synopsis	Brian Engle	Action item to complete the synopsis and send to attendees with attendance certificate. 2011-10-06 Brian to follow up.
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.)
2011-02-03.01	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)
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	Brian Engle	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@yahoogroups.com for review
2010-05-06.02	Send out thank you letter for current sponsors	Brian Engle	Dietch has needed information

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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"> 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)
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

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	

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Mon-Date	Topic	Speaker/ other info	Responsible Party	Sponsor
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	Var.	TRISC	Var.
Aug. 17	Chapter Meeting:	Joel Scambary		
Sep.	BOF: canceled	-	-	-
Sep. 23	Chapter Meeting:	Mano Paul		
Oct. 20-21	ISSA International Conference	Var.	ISSA International	-
Oct. 20	Chapter Meeting: canceled for Innotech	-	-	-
Oct. 20	Innotech	Var.	-	Var.
Oct. 28	LASCON	Var.	OWASP	Var.
Nov. 17	Chapter Meeting	Nathan Sportsman	Phil Byer	-
Nov.	BOF- moved to March event			
Dec. 15	Chapter Meeting:	Elections	Brian Engle	
Jan. 19	Chapter Meeting:	Jeff Jilg	Phil Beyer	
Feb. 9	ISSA/OWASP Half Day	John Steven	Josh Sokol	Cigital
Feb. 16	Chapter Meeting:			
Mar.	Security Leadership/Career Development BOF			

16. Adjournment - Time: 1:12 PM

Moved by: Dan Hadwiger 2nd by: Paul Griffiths Approved? Yes

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