



# ISSA: Chapter Board Meeting Minutes

January 5, 2012 11:30am – 1:00pm  
 Crowne Plaza – 6121 N. IH 35 – Austin, TX 78731

**Presiding Officer:** Philip J Beyer, President      **Recorded by:** Paul Griffiths, Recording Secretary

X	Philip J Beyer, President		William Tompkins, Past President		OPEN, Industry Representative
X	Auston Holt, Vice President	x	Vern Williams, Past President		OPEN, Industry Representative
x	Jay McLaughlin, Corresponding Secretary	x	Brian Engle, Past President		
X	Paul Griffiths, Recording Secretary		Mark Dommers, Industry Representative, Web Master		
	Stephen Wolff, Treasurer	x	Mano Paul, Industry Representative, Outreach Committee Chair		
	Dan Hadwiger, Membership Director		OPEN, Industry Representative, Event Logistics		
X	Clare Nelson, Education Director		OPEN, Industry Representative		

1. **Call to Order – Time:** 11:38am

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

- December 3, 2011

Approved? Yes, as published

3. **President – Philip J Beyer**

- Welcome new officers
- Vision 2012
  - Quality Content
  - Valuable Experience
  - Efficient Operation
  - Consistent Delivery
- Overview of roles and responsibilities
  - Periodic activities
  - Chapter Meeting assignments
  - Immediate tasks
- Planning Meeting preparation
  - Clarify our social media strategy
  - Streamline event check-in
  - Consider holding member only events
  - Define the Professional Value that we provide
  - Solicit participation by individuals at the planning meeting. Invite them personally.
  - What to do about the [austinissa@gmail.com](mailto:austinissa@gmail.com) account? We could forward any incoming email to the corresponding secretary generic ID for further action or routing to others. (discuss)

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## 4. Vice President – Auston Holt

- Outreach
  - Community representation. Focus more on recruiting companies
  - Target: Dell, Tipping Point, Microsoft, Google, Cisco, Apple, Trustwave, Intel, etc
  - Clarify action items and owners before next meeting
    - (Cisco, Tipping Point - Brian), (Apple - Auston)
  - Inactive members
    - Give this a primary focus
  - Frequent guests - need to refine our capability to create a list of frequent guests and track their attendance

## 5. Report of the Treasurer – Stephen Wolff (not present)

- **Account Balance:** \_\$16,691.15\_ as of 1/4/12
- Conference Account \_\$110.32\_ as of 1/4/12
- Account changes (since last month)
  - Total -\$557.90 (\$Current balance minus Dec. 01 balance of \$17,249.05)
  - So, sponsors are very important to us this year

## 6. Correspondence & Communications – Jay McLaughlin

- January newsletter content
  - Planning Meeting on 1/21
  - Threat Modeling Half-day on 2/9
  - January speaker topic and bio information to be included for newsletter
  - FloCon 2012 Austin, TX conference [NetFlow], ISSA member discount (also add to website)
  - Happy Hour moved to 1/19

## 7. Membership Director – Dan Hadwiger (not present) **Total Number of Members:** 141

- Membership changes
  - Since last month: +7 (134 members last month)
  - Since same time last year: +8 (133 members last Dec.)
  - Since same time two years ago: -4 (145 members two years ago)
- Affiliated Local Interest Group (ALIG)
  - (ISC)<sup>2</sup> provides \$25 per CISSP through ALIG
  - Brian and Dan to coordinate to provide the required information (action item 2011-02-03.01)
  - Stephen will take this as an action item (according to Phil)
  - Stephen and Phil will work together to identify the correct process to do to generate a request annually.

## 8. Education Director – Clare Nelson

- January Meeting
  - Speaker status?
  - Jeff has left atsec. New speaker will be Fiona – see website.
- January Planning Meeting
  - Jan. 21 at Texas Guaranteed Student Loan (Round Rock – La Frontera)
  - 10 AM to 2 PM

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- Speaker list – Clare to consolidate and clean up our several lists. This will be reviewed and massaged again at the planning meeting.
- Topics:
  - 2012 speaker suggestions
- February Meeting
  - Speaker?
- March Meeting
  - Speaker?
- OWASP and ISSA co-hosted half-day proposed by OWASP President Josh Sokol
  - Threat Modeling, John Steven (Cigital)
  - Feb. 9 (confirmed)
  - Possible location: Microsoft
  - Joel Scambray and Cigital to co-sponsor – John Steven, speaker
  - Austin Security Professionals Happy Hour to follow, sponsored by Cigital
  - AHA InfoSec Southwest conference 3/29 – 4/1 This is a security community event -- add to chapter meeting charts for January meeting

## 9. Report of Special Projects

- Student Chapters
  - UT Austin
    - Kevin Reilly (not present; no update today)
  - Texas State
    - No representative

## 10. Outreach Committee (Mano Paul will be taking this over) Organizations and liaisons defined/needed

Organization	Member Liaison	Website/Notes
ACP	William Tompkins	<a href="http://www.acp-centraltexas.com">www.acp-centraltexas.com</a>
Agile Austin	Scott Killen	
ARMA		<a href="http://www.arma-austin.org">www.arma-austin.org</a>
ASIS	Vern Williams	<a href="http://www.asisaustintx179.org">www.asisaustintx179.org</a>
Association of IT Professionals (ATIP)	Scott Foster	
Austin Cloud Security Alliance	Mano Paul	
Austin Hackers Anonymous (AHA!)	Auston Holt	Moved to Tramp's on last Thursday of month
Austin Security Professionals Happy Hour	Josh Sokol	Sherlock's @ Burnett & 183, Usually 2 <sup>nd</sup> Thursday, but verify
Austin Software Process Improvement Network (SPIN)		
ConSec	Larry Moore	<a href="http://www.consec.org">www.consec.org</a>
HTCIA	Rosanne Gutierrez	<a href="http://austin-htcia.org">austin-htcia.org</a>
InfraGard	Auston Holt	
Innotech	Brian Engle	<a href="http://www.innotechconference.com/austin">www.innotechconference.com/austin</a>
Institute of Internal Auditors (IIA)	Robert Elizondo	
(ISC)2	Mano Paul	

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Organization	Member Liaison	Website/Notes
ISACA	Brian Engle	<a href="http://www.isacaustin.org">www.isacaustin.org</a>
NEUG	Ryan Hicks	3 <sup>rd</sup> Wednesday, Suite 208, 1130 Rutherford Lane
OWASP	Josh Sokol	<a href="http://www.owasp.org/index.php/Austin">www.owasp.org/index.php/Austin</a>
OWASP Lascon	David Hughes	<a href="https://www.owasp.org/index.php/Lonestar_Application_Security_Conference_2011">https://www.owasp.org/index.php/Lonestar_Application_Security_Conference_2011</a>
Security BSides	Michael Gough	<a href="http://www.securitybsides.com">www.securitybsides.com</a> (not currently scheduled for 2012)
TRISC	Stephen Wolff	<a href="http://www.trisc.org">www.trisc.org</a>

- Document Procedures/Requirements
  - Status?
  - Phil has some ideas for a more defined process (deferred to next month)
  - Larry Moore – Phil has engaged him to drive a professional development committee

## 11. 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, and 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)

## 12. IT Committee (Mark Dommers)

- No report

## 13. New Business

- (ISC)<sup>2</sup> Education Foundation Fund being set up in the name of Dr. Gene Schultz – Vern to follow up

## 14. Unfinished Business

- None

## 15. Review Action Items

Date-Opened.ID	Title	Owner	Comments/Status
2012-01-05.01	Reach out to inactive members	Auston Holt	Define process to contact and re-energize inactive members
2012-01-05.02	Track frequent guests	Auston Holt	Refine process to track frequent guests and convert to membership
2012-01-05.03	Define process for requesting ALIG funds	Stephen Wolff	Steve to drive, with assistance from Phil
2012-01-05.04	(ISC) <sup>2</sup> Education Foundation Fund for Dr. Gene Schultz	Vern Williams	Vern to follow up

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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. 2011-12-15 <b>Complete</b>
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. 2011-12-15 <b>Complete</b>
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
2011-08-04.01	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.

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Date-Opened.ID	Title	Owner	Comments/Status
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	Brian Engle	Action item to complete the synopsis and send to attendees with attendance certificate. 2011-10-06 Brian to follow up. 2011-12-15 <b>Complete</b>
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

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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

## 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	Brandon Dunlop, Brightfly	Philip J Beyer	nCircle

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Mon-Date	Topic	Speaker/ other info	Responsible Party	Sponsor
	Competitive Advantage"			
Mar. 11-12	Security B-Sides	various	Michael Gough	various
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	various	TRISC	various
Aug. 17	Chapter Meeting:	Joel Scambray		
Sep.	BOF: canceled	-	-	-
Sep. 23	Chapter Meeting:	Mano Paul		
Oct. 20-21	ISSA International Conference	various	ISSA International	-
Oct. 20	Chapter Meeting: canceled for Innotech	-	-	-
Oct. 20	Innotech	various	-	various
Oct. 28	LASCON	various	OWASP	various
Nov. 17	Chapter Meeting	Nathan Sportsman	Phil Beyer	-
Nov.	BOF- moved to March event			
Dec. 15	Chapter Meeting:	Elections & SOY	Brian Engle	
Jan. 19	Chapter Meeting:	Fiona Pattinson	Auston Holt	
Feb. 9	ISSA/OWASP Half Day	John Steven	Josh Sokol	Digital
Feb. 16	Chapter Meeting:			
Mar.	Security Leadership/Career			

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Mon-Date	Topic	Speaker/ other info	Responsible Party	Sponsor
	Development BOF			

16. **Adjournment - Time:** 1:02pm

Moved by: Auston Holt 2<sup>nd</sup> by: Jay McLaughlin Approved? Yes

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