



ISSA: Chapter Board Meeting Minutes

March 6th, 2014 11:30am-1:00pm

Crowne Plaza, 6121 N. IH 35, Austin, TX 78731

Presiding Officer: Charisse Castagnoli, President	Recorded By: Chuck Interrante, Member
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Officers, Members, and Guests in Attendance:

+ Charisse Castagnoli, President	+ Philip J Beyer, Past President
+ Auston Holt, Vice-President	Jay McLaughlin, Former Board Member
+ Heather Poggi-Mannis, Education Director	Paul (Griff) Griffiths, Former Board Member
+ Richard Stephens, Membership Director	Dan Hadwiger, Former Board Member
+ David Ochel, Corresponding Secretary	Clare Nelson, Former Board Member
+ Chuck Interrante, Recording Secretary (Interim Appointee)	Michael Gough, Former ISSA Member
+ Stephen Wolff, Treasurer	+ Dominic Pace, UT Student Rep.
+ Courtney Cavness, Marketing Director	Charles Opelt, ISSA Member
+ Larry Moore, Operations Director	+ Vern Williams, Past President
+ Gene Naftulyev, Sponsorship Director	+ Brian Engle, Past President

Call to Order — Time: 11:32am, Vice-President Holt opened the meeting with the news that he is now working at The Denim Group. He thanked everyone for their patience and support.

Reading and Approval of Minutes of the Last Board Meeting:

Date of minutes read and approved

Approved? No, February's Board Meeting did not have a quorum

Minutes are in draft form until approved by the Board Members

Minutes Approved as Published on:



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OPENING COMMENTS AND DISCUSSION

1. President Charisse Castagnoli made a motion to accept ISSA Member Chuck Interrante as Recording Secretary to fill the position vacated by Bryan Brake. Marketing Director Courtney seconded the motion. The remaining Officers passed the motion without any additional discussion.
2. Charisse noted that in accordance with Chapter bylaws, we must ask the membership to vote on the appointment at the next Chapter meeting on March 19th. She will add the vote to the March Chapter Meeting Agenda.
3. Past President Phil Beyer is still working on the Annual Report. He has recently accepted a position at the Advisory Board Company.
4. DIR's 14th Annual Information Security Forum (ISF) for Texas Government is scheduled for 26 March (conference) and 27 March (workshops and meetings). Karen Robinson, CIO, State of Texas and Brian A. Engle, CISO, State of Texas will be opening the event. There will be an Information Security breakout session. We need to get this added to the schedule.

GOALS FOR 2014

1. Chuck is working on a formal version of the notes taken from the February Planning Meeting. He is integrating input from Volunteer Coordinator Matt Pardo and Corresponding Secretary David Ochel in addition to his own notes. A rough draft of the minutes was sent to Charisse immediately following the planning meeting.
2. Education Director, Heather Poggi-Mannis has created a working schedule of 2014 events (monthly and special) from the Feb Planning Meeting minutes draft.

EVENTS

1. Monthly Chapter Meetings (See Below)
2. Special Events (See Below)

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SPEAKERS

1. Discussion of Monthly Chapter Speakers (See Below in Education Director's Report).

SPONSORS *[Gene Naftulyev, Sponsorship Director Reporting]*

1. Not present
2. Treasurer Stephen Wolff informed the board that progress is being made in collecting AR from past corporate sponsors with outstanding balances.
3. Charisse announced that she has at least two prospective sponsors at the \$2,500 level.
4. We may not have a \$2,500 level sponsor for April.

MEMBERSHIP *[Richard Stephens, Membership Director Reporting]*

1. Our chapter currently has 232 members.
2. Growth seems to have slowed down a bit.
3. We do have some inactive/non-renewing members that require outreach.
4. New memberships seem to show an uptick in June and November.
5. Phil mentioned that there seems to be no particular reason for the uptick in June. He believes the uptick in November may be due to special offers or events.
6. An alternate hypothesis = It may be because other groups tend not to meet in the summer.
7. Charisse suggested we use the Forensics training event as a way to increase membership.
8. Charisse motioned that we host a "bring a friend" event to support our 2014 goal of increasing Chapter membership by 25%. Heather seconded the motion. The motion was approved by verbal vote.

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MARKETING *[Courtney Cavness, Marketing Director Reporting]*

1. We need to place a request for some ISSA Journals (not too many) to use for marketing/event swag.
2. Heather (?) suggested we create a small informational poster about our featured event speakers (e.g. photo, information).
3. Marketing Director Courtney Cavness proposed we promote a “bring a friend” event (see above) for a month with traditionally “low-attendance.” We need to make sure we have a large enough venue to accommodate the potentially larger turn out.
4. We will leverage the promotional effort for the Forensics Event to promote the benefits of membership (and thereby hopefully attract some new members).
5. Need to set Officer Goals.
6. We have B-sides swag. Courtney will give it to Richard who is attending as an event volunteer.
7. Courtney wants to conduct an inactive member survey to determine why they have left or are delaying renewal.
8. Brian suggested we put the list of inactive members in a document on the Google Drive so that Chapter Officers can approach those they know and gently remind them to re-enlist.
9. The new effort to include Member Testimonials on the website/monthly newsletter is moving forward. Two or three more are in the bag.
10. Logo discussion, should we crowd source (99 designs)? Yes, Courtney will pursue. We need to expedite so that Heather can source speaker gifts.
11. Website design: We need a responsive design. We need to get rid of old, non-renewing sponsors from the website. We need a website-designer.
12. Phil pointed out that if we stay with Square Space, the designer needs to be familiar with that CMS. We are on an older version and should upgrade anyway.
13. Courtney will follow up with Matt Pardo about using WordPress as an option. Security is a concern that was raised.
14. Each board member needs to draft a “How to” for each of their individual functions and roles. Officers should use their job/role description as a template and document the processes and procedures necessary to fulfill that role.

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15. Charisse tabled the discussion about how best to organize our document sets. We need to move forward. Larry will draft a counterproposal to David's recommendation.

FINANCES [*Stephen Wolff, Treasurer Reporting*]

1. ACCOUNT BALANCES:

- a. Checking account: \$24,356.07 as of 03/06/14
 - b. PayPal account: \$ 2,251.69 as of 03/06/14
 - c. Conference account: \$ 110.90 as of 03/06/14
 - d. Total: \$26,718.66
2. Bus for March 22 Fredericksburg is paid for, \$1200 plus mileage. Insurance is in place. Only 2 are signed up so far??
 3. Invoice is out for Websense sponsorship for March, \$2500. Stephen stated that William (Thompkins?) will chair the ISSA International Awards process. This would be a good opportunity for some from our chapter to get involved and get some attention at the national/intl level.
 4. Stephen will give Charisse the info to announce at the March Chapter meeting.

COMMUNICATION [*David Ochel, Corresponding Secretary Reporting*]

1. David continues to be diligent with respect to forwarding any inquiries made to the Chapter website.
2. Board members need to be proactive in communicating with David. They must "close the loop" on action items and let David know that they are following up on anything he forwards/delegates to them. Officers either must accept the responsibility for forwarded tasks/communications or let him know otherwise.
3. Charisse will be the POC for any complaints coming through the website.

ORGANIZATION [*Larry Moore, Operations Director Reporting*]

1. Priority number one for Larry is focusing on our 2014 Chapter goal of attracting the 2015 International Conference to Austin.

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2. Larry will take lead on booking Neville Pattinson (Gemalto) for November Chapter meeting.
3. Due to his work responsibilities and the importance of item number one, Larry gets a pass on “clean up.”

VICE PRESIDENT’S REPORT *[Auston Holt, Vice-President]*

1. We need to manage expectations around the website and our deadlines for getting informational items posted. We have been shooting for the first of the month. Sometimes we get behind but it should be no later than the first week of the month.
2. Third Friday of the prior month is the goal for getting everything posted to Event Brite so as to have time for peer review.
3. In the future, flag “editing/peer review” emails with “QA:” so that people know to expedite those emails.
4. Courtney has asked to serve as front line editor for peer review. She will delegate as necessary if she is not available.
5. Auston raised the scheduling conflict between ISSA Chapter Monthly meetings and the OWASP study group. Charisse will meet one on one with a representative to discuss. Further discussion was tabled.

EDUCATION DIRECTOR’S REPORT *[Heather Poggi-Mannis, Education Director, Reporting]*

1. Forensics Course planned for July. Two prospective instructors: Michael Gregg and Dean Bushmiller. Dean has been more forthcoming than Michael thus far (He has not responded to Heather’s requests for pricing and course description). Dean is local as well. We need dates firmed up. We will compare the two course offerings and prices once we receive info from Michael.
2. Heather moved that we move next year’s Planning Meeting to January, rather than holding it in February so we can get a jump on the coming year.
3. Heather thanked Charisse for approaching Mike Wyatt (April) and Alan Danes (July) as speakers. We need to get them locked in ASAP.
4. We need another speaker (Bob Blakely or Sam Curry) to replace Bill Burns for May.
5. If Sam Curry, then we will need to substitute Bob for June.
6. Charisse will follow up on Jon Ramsey at Dell SecureWorks.

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7. Tyler Shields is a no go.
8. Larry will take lead on Neville Pattinson (Gemalto) for November.
9. Heather is working on the dates for the half day with HIMMS.
10. We need to firm up dates and details of our C-Level events that we decided to host at the Feb Planning Meeting (half day, full day).
11. We need to make sure we have info on all of the local InfoSec-related events/conferences.
12. Larry spoke to InfraGard about hosting something around social media security and children.
13. Phil will introduce Charisse and Auston to Shawn Lowry (founder of Innotech).

RECORDING SECRETARY

1. Need to find an Understudy/Alternate in the event Chuck cannot continue in the role of Recording Secretary should he accept a position outside of Central Texas;
2. He continue to learn the Reporting Secretary role and begin the process of documenting how to perform responsibilities.

OUTREACH COMMITTEE

1. Meeting on the 27th with Bryan/College Station chapter.
2. They need a speaker. Vern will send an email to the entire Chapter Membership calling for interested speakers.

NEW BUSINESS

UT Student Chapter (Dominic Pace)

1. Dominic attended the UT information Systems Security Society ISSS. They average approx. 30 attendees.
2. Dean of Students is concerned that this might be a hacker club. The students need to make the case to the Dean that this is a positive, professionally-focused group.

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3. Charisse will write a letter supporting the student group and our interest in supporting their efforts.
4. The students need an official faculty sponsor. Auston suggested that Dr. Young has volunteered to assist. The students may, however, prefer to choose someone else.
5. The students are far more interested in “coding” and not so much in high-level talks.
6. We can leverage this relationship as an opportunity for our members to get speaking and mentoring experience.
7. We need to help the students find speakers and topics that align with their interests.
8. We need to add Dominic as a Student-Outreach coordinator.
9. Can we sponsor pizza? Charisse moved that the Treasurer investigate the cost of purchasing five pizzas once per month for their meeting. We could co-sponsor with the UT center for Identity (?, what is the real name?).
10. Brian suggested that we take a more active role in teaching security to UT students as there is currently no formal educational track there.

Miscellaneous

1. We need a sub-committee to locate a new facility. Tabled due to a lack of time.
2. Discussion of Electronic Voting – tabled.
3. Fredericksburg – we have only two people signed up.
4. Everyone needs to email friends and colleagues to promote this event.
5. Do we need to add a “bus stop” in South Austin? Heather and Stephen will work to make this happen.
6. Courtney will post the Fredericksburg Info on Linked In.
7. Charisse moved to offer 4 Fredericksburg tickets to students. Courtney seconded, motion passed.
8. Security B-Sides conference March 19 – 21st, has a Windows logging event from 2pm – 6pm that overlaps with our monthly chapter meeting.
9. Chuck will confer off line with Vern and Matt about a prior year motion to found a scholarship fund for aspiring CISSPs and military veterans interested in InfoSec careers.

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ADJOURNMENT:

Motion to Adjourn by Heather: Seconded by Courtney at 1pm: **PASSED**

The Meeting was adjourned at time on March 6 2014