



# ISSA: Chapter Board Meeting Minutes

April 3, 2014 11:30am - 1:00pm  
 Crowne Plaza - 6121 N. IH 35  
 Austin, TX 78731

<b>Presiding Officer:</b> Charisse Castagnoli, President	<b>Recorded By:</b> Chuck Interrante, Member
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## Officers, Members, and Guests in Attendance:

+ Charisse Castagnoli, President	+ Philip J Breyer, Past President
+ Auston Holt, Vice-President	+ Matt Pardo, Volunteer Coordinator
+ Heather Poggi-Mannis, Education Director	+ Vern Williams, Past President
+ Richard Stephens, Membership Director	+ Dominic Pace, UT Student Rep.
+ David Ochel, Corresponding Secretary	+ Chuck Interrante, Recording Secretary (Interim Appointee)
+ Courtney Cavness, Marketing Director	+ Gene Naftulyev, Sponsorship Director
+ Stephen Wolff, Treasurer	
+ Larry Moore, Operations Director	

- Call to Order — Time:** 11:34am, Opening Comments – Action Item: Charisse will approach Kate Brew about replacing Chuck as Recording Secretary, Pro Tem.
- Reading and Approval of Minutes of the Last Board Meeting:**  
*Date of minutes read and approved*

Approved? The minutes of last month’s meeting were neither read nor approved

### **SPONSORS** [*Gene Naftulyev, Sponsorship Director Reporting*]

- Securis is sponsoring the April Chapter Meeting. \$2,500.
- PhishMe is a prospective sponsor for May.
- Rapid7 and Alien Vault are prospects (Charisse).
- Heather asked about HIMMS conference sponsors. Can we have sponsors if we use a State facility?
- Gene has joined the “Austin Club” and mentioned this as a prospective venue for future “upscale” events.



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## **MEMBERSHIP** [*Richard Stephens, Membership Director Reporting*]

1. 237 members. Lots of renewals.
2. Richard will draw 5 winners from the 25+ business cards that Heather collected from the Info Sec Forum.
3. Gene suggested that we make the reimbursement of the attendance fee for monthly Chapter meetings “optional.” This would be a way for us to potentially generate additional revenue. A motion and vote was not deemed necessary to make this change.
4. David will work with Gene and Courtney to implement this change on EventBrite.
5. Richard will work on a “benefits of membership” overview based on the ISSA top ten reasons why InfoSec Pros join ISSA.
6. Question: How should we handle vendor discounts for members? We need to place this on our website behind the “paywall” so that only our Chapter members have access to the discount code.
7. Stephen suggested creating a “form letter” to send to all guests who attend our Chapter meetings as a way to possibly recruit them as new members.
8. Our “Bring a Friend” meeting will be held in June 2014 (this will be a technical talk).
9. We need at least two people checking in attendees at the door (Check In folks need access to EventBrite). Someone at the door needs to be authorized to handle money for those wishing to pay cash. Stephen will have a receipt book and can handle the money. Someone else will be needed to hand out tickets for the monthly drawing.

## **MARKETING** [*Courtney Cavness, Marketing Director Reporting*]

1. Logo Discussion – Phil Beyer commented that the new logo with the ISSA font looks the best. Stephen Wolff concurred.
2. Discussion about spelling of Capitol versus Capital. Changing the spelling is not “cost free.”
3. Auston moved to close discussion, Vern seconded. Majority approved.
4. Courtney moved that we accept the version of the logo she presented during the meeting, amended with the spelling “Capitol.” Courtney will create a specification for colors, etc. Stephen seconded the motion. Nine voted in favor.
5. Charisse raised the issue of filing a formal trademark to protect our design. Discussion was tabled for now.

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## **FINANCES** [Stephen Wolff, Treasurer Reporting]

### ACCOUNT BALANCE:

1. Checking account: \$23,906.27 as of 04/03/14
2. Paypal account: \$2,251.69 as of 04/03/14
3. Conference account: \$110.92 as of 04/03/14
4. Total: \$26,268.88
5. Stephen will pursue reimbursement (\$275) with International for the rebranding effort/cost of the logo redesign.
6. The March meeting cost us \$600.
7. Fredericksburg trip cost us \$1,001

## **COMMUNICATION** [David Ochel, Corresponding Secretary Reporting]

1. David had asked people for input for the Newsletter and got no responses.
2. He wants to send out the newsletter on the first week of the month.
3. In the future he wants input/newsletter items submitted in the last week of the prior month.
4. Auston gathers info about the Chapter Meeting each month.
5. In the future, Articles should be short (1 or 2 paragraphs).
6. It would be nice to add info about "events" we sponsor or attend.
7. Matt recommends we break out non-actionable items into a blog.
8. What about ISSA and Chapter of Texas ISSA groups on Linked In?
9. David wants/need more feedback on the newsletter.

## **ORGANIZATION** [Larry Moore, Operations Director Reporting]

1. Nothing to Report

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

1. Nothing to Report

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

1. Speaker Gifts – Heather has suggested we replace "steins" with either Challenge Coins or pocket knives.
2. We can have the Challenge Coins engraved/customized. One side could have our logo and the other side would be customizable with the date or speaker's name.
3. There is a onetime set up fee of \$1,500 (\$750 per side), then we would order the coins in bulk at a cost of \$3-4 per coin. There would be an additional engraving and shipping fee.
4. What if the speaker cancels? Perhaps we should just have the date engraved and we could the coin to a "stand in" speaker if necessary

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5. People like the pocket knife but it might be difficult for speakers to travel with on the plane.
6. Charisse moved that we go for the Challenge Coins as speaker gifts to replace “steins.” Vern seconded the motion. However, the motion was amended to request a mockup and review the costs before moving forward. Motion was approved by a vote of ten in favor and Courtney abstained.
7. How many coins will we order? (25 – 50).
8. We need the new logo before we can move forward with the mockup.
9. Auston moved to close discussion, Gene seconded.
10. Speakers:
  - a. Mike Wyatt is all set for April;
  - b. Securis has promised a speaker (TBD) for May;
  - c. Dan Teal from Lumensioa in June;
  - d. Alan Danes from Dell will speak in July (Data Loss Prevention);
  - e. August and September are both currently open;
  - f. October’s meeting conflicts with Innotech (Dan Wallach is the speaker);
  - g. November’s speaker will be Neville Patterson (Gemalto);
  - h. December is reserved for elections and holiday party;
  - i. Jan and Feb 2015 are both open;
11. Innotech Discussion:
  - a. Phil – we have done different things for Innotech in the past
  - b. Heather will need to follow up about our plan for October
  - c. Phil will introduce Heather to Sean Lowry (action item from March meeting)
12. May 1<sup>st</sup> – “Simple Risk” Class (open source risk management) with Josh Sokol, will be held in the afternoon from 1-4pm. This is an ISSA event. We are running it and paying for it.
  - a. We need to add this to the website and announce it at the Chapter meeting.
  - b. Venue is tentatively Norris, no lunch, snacks only. Stephen will work with Heather on this event.
  - c. Stephen recommends that we charge \$10 on EventBrite and reimburse attendees.
13. HIMSS (I missed most of this) I need to follow up on this half day (June 26): Access Control for Patient Information.
14. September – Charisse proposed a keynote speaker (Elizabeth Rogers) for September followed by a half day event on privacy featuring a panel to include Allison Brunell from Deloitte.
15. Heather is working on the Forensics Class. Matt recommended that we “poll” the membership to ensure that we can fill the Forensics class. How many people are interested and have budget to attend? Heather will set this as a polling question for next chapter meeting.
16. Information Security Forum – ~25 business cards were collected for a free lunch/meeting attendance for 5 “winners.” The cards were given to Richard.

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## RECORDING SECRETARY

1. Nothing to report

## NEW BUSINESS

### UT Student Chapter (Dominic Pace)

1. Dominic suggested creating some form of incentive for the UT students to attend, (e.g comp the cost of them attending the meetings).
2. David will set up an account for Dominic to use on EventBrite.
3. Discussion of student membership was tabled.
4. Perhaps we can afford to sponsor one meeting a month (e.g. buy food)?
5. Courtney wants to create a banner for the Student Meetings that we sponsor.
6. Stephen suggests we should always have an officer attend when we sponsor these events to answer questions.
7. Charisse made a motion to create an ISSA banner and sponsor food for one UT student meeting per month (up to \$150). The student meetings are only held for 9 months when classes are in session, (9 x \$150 = \$1,350 for food), Gene seconds the motion, Unanimous approval. The motion passes.

### Chapter Officer Communication

1. Phil – is working on the Chapter of the Year submission. He needs input from Chapter Officers by April 24<sup>th</sup>.
2. Charisse designated Larry and Chuck as “assigned Admins” for the website and are now responsible for future updates. Auston and David have been doing it but David is too busy to do this.

## ADJOURNMENT:

Motion to Adjourn was made by Gene: Seconded by Auston at 1:03pm: **PASSED**

The Meeting was adjourned at 1:03pm, on April 3, 2014