



ISSA: Chapter Board Meeting Minutes

August 7, 2014 11:30am - 1:00pm
 Crowne Plaza - 6121 N. IH 35
 Austin, TX 78731

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|---|---|
| Presiding Officer: Auston Holt, Vice-President | Recorded By: Chuck Interrante, Recording Secretary |
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Officers, Members, and Guests in Attendance:

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|---|---|---|--|
| | 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 |
| + | Courtney Cavness, Marketing Director | + | Gene Naftulyev, Sponsorship Director |
| + | Stephen Wolff, Treasurer | | Doug Landoll, Past President |
| | Larry Moore, Operations Director | | Paul Griffin, Past Board Member |
| | Brian Engle, Past President | + | William Tompkins, Past President |

The meeting was called to order at 11:36am by Chapter Vice-President, Auston Holt. We have a quorum.

1. Opening Comments – August Speaker will be Rajneesh Chopra of Netskope, Outstanding items:
 - a. Heather will reach out to get Rajneesh’s suggestion for a book giveaway.
 - b. Gene is still working on finding a sponsor for August’s meeting.
 - c. We are not currently sourcing speakers’ gifts. We will present speakers with the new challenge coins retroactively, once we receive them.
2. Austin Security Professionals Happy Hour
 - a. Heather moved to sponsor one (1) meeting of the Austin Security Professional Happy Hour (next available opportunity starting with September 2014) up to a total amount of \$1K.
 - b. Gene seconded the motion.
 - c. David volunteered to reach out to Kyle Smith from OWASP to coordinate.
 - d. Auston moved to close discussion, Gene seconded.
 - e. The vote was taken by a show of hands: One nay, one abstention, six in favor, the motion passes.
3. The New Challenge Coins (as mentioned above) will be used as gifts for speakers and volunteers – They are expected to arrive at the end of August.
4. Website presentation and review. (see under Marketing Director’s Report)

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5. Vern – Chapter Scholarships: There are two opportunities to consider: Austin Community College CISSP Exam Prep Course or the ISSA sponsored Forensics Class to be held in December 2014.
 - a. Stephen moved to offer 1 x \$500 scholarship to ACC CISSP course held in both Fall and Spring to an Austin member in good standing who applies and is chosen by a sub-committee for a total cost of \$1K. Vern seconded the motion.
 - b. Amendments: applicants must apply for the scholarship. Stephen is the Chair of the subcommittee.
 - c. Discussion is ended. Motion passes with 7 votes in favor.

SPONSORS *[Gene Naftulyev, Sponsorship Director Reporting]*

1. We currently do not have a sponsor for August. M&S will attend to scope out our August meeting and will follow up with Gene about sponsoring in the future.
2. Gene is having discussions with several other companies. He will happily talk to anyone people can recommend.

MEMBERSHIP *[Richard Stephens, Membership Director Reporting]*

1. Not able to attend.

MARKETING *[Courtney Cavness, Marketing Director Reporting]*

1. Website presentation and review.
 - a. Overall consensus is voiced that the website design looks great!
 - b. A Calendar widget has been added.
 - c. There is a contrast issue with text – a drop shadow would help. Matt mentioned a semi-transparent box that will help increase contrast.
 - d. Phil – can we can make the scrolling text static?
 - e. Gene – Navigation menu fonts should be bigger.
 - f. Auston would like to see upcoming events prominently featured on the home page. Maybe position at the top?
 - g. Phil – has ideas about tweaking the language/content. Courtney will solicit suggestions for content tweaks via email.
 - h. Do we need permission to use the international logo? Vern says no, we are good.
 - i. Heather – on the mobile version, the text should be bigger for usability.
 - j. Auston – the calendar widget should be bigger and located at the top. Located perhaps on the navigation menu bar.
 - k. David – what about a Member Benefits column and group “Join, Newsletters, etc” under that label.
 - l. Courtney – who will be our Webmaster? Who will maintain the site and update the content?
 - i. Phil will help with the DNS.

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- ii. Matt recommends WordPressEngine as the hosting platform. Cost is \$100/month or \$1,200/year.
- iii. Do we have a budget for a webmaster? That is a separate discussion.
- iv. Volunteers have been requested via our chapter meetings.
- v. Courtney is very satisfied with the design work performed by Matt and Janice. She does not want to ask them to make too many more additional design changes.
- vi. Gene volunteered to serve as the “interim” Webmaster. Content management is the primary role.
- m. Stephen – we should allow Matt’s company to have a “designed by” credit on the website.
- n. Gene – the current month’s sponsor should be on the home page for maximum visibility. By decorating the web pages with the current sponsor’s logo, we are providing the good exposure/value for their money.
- o. What other options are there for hosting beyond WPENGINE? Gene, they may have non-profit pricing. David will follow up with Matt and do some research on hosting options.
- p. Courtney, we can vote on hosting options and budget electronically.
- q. Gene estimated the value of the design work at \$500 based on his personal experience sourcing websites.
- r. Auston led a discussion about whether we should compensate Matt \$2K for the website (as had been discussed with him).
- s. Gene has a governance question: is Matt as Volunteer Coordinator an official member of the leadership team? If he is then he probably cannot accept money for volunteer work.
- t. Gene moved to authorize a \$500 gift to Matt Pardo in appreciation of his volunteer effort to re-design the Austin ISSA chapter website. Heather seconds, Open for discussion. Concern is that two officers, Larry and Charisse, are not able to attend today’s meeting. Heather moves to close discussion. Stephen amends the motion to allow Matt to add a designed by credit on the website. Discussion is closed.
- u. Motion: We authorize \$500 to Matt Pardo as a gift. Additionally, we want him to add a designed by credit for his company, VelocityStorm. The vote was taken by a show of hands. Vote: 7 in favor. No one is opposed, no abstentions, the motion passes.

FINANCES *[Stephen Wolff, Treasurer Reporting]*

1. Stephen assured the board that the chapter’s finances remain healthy.
2. The official Finance report has been emailed to the chapter leadership.
3. We need to negotiate meeting location and dates for 2015. Stephen still likes Norris.
4. Fiscal year ends September 30th. We typically discuss the coming year’s budget at that meeting. Board members need to think of ideas and prepare for that meeting
5. Netskope sponsorship check for \$2,500 is in.

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6. The unsolicited Proofpoint check for \$5,000 was determined to be intended for ISSA International as sponsorship for the annual conference and not for us. Because it was made out to our chapter name with our address and our vendor ID, Stephen shredded it and requested that the ISSA sponsorship person have Proofpoint re-issue it.

Balances as of 8/7/2014:

A+ FCU Operating Account = \$23,611.54
A+ FCU Conference Account = \$111.00
PayPal Account = \$2,289.33

Outstanding Deposit to Operating Account:

| | |
|------------|--|
| \$2,500.00 | Sponsorship, Netskope |
| \$265.86 | Eventbrite, June 18 Chapter Meeting |
| \$505.86 | Eventbrite, July 16 Chapter Meeting |
| \$40.00 | Cash at the door from July Chapter Meeting |
| ===== | |
| \$3,311.72 | |

COMMUNICATION [David Ochel, Corresponding Secretary Reporting]

1. See website discussion

LEADERSHIP [Charisse Castagnoli, President Reporting]

1. Not able to attend due to Black Hat Conference.

ORGANIZATION [Larry Moore, Operations Director Reporting]

1. Not able to attend.

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

1. Presiding Chair in Charisse's absence.
2. Board members should start cultivating "shadows" so as to foster a follow-on leadership team.
3. Heather and Courtney stated they do not plan on running for reelection in December
4. We must continue to send out regular reminders to the membership?

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

1. Forensics class: Micro Assist has open classrooms the first two weeks of December. 1 classroom has 16 systems/seats and costs around \$700/day.
2. Innotech Conference will take place on Wednesday, October 15, 2014. Updates?
 - a. Heather will run the Data Everywhere panel.

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- b. Voter fraud will be the topic of our October meeting held in conjunction with Innotech at the Austin Convention Center location.
- c. Charisse asked that we consider compensating ISSA member attendees for parking (\$7 each). Discussion – most seem opposed to this idea. Tabled.
- d. What about providing lunch for ISSA Chapter members?
 - i. Phil noted that we have never sponsored lunch for ISSA attendees in the past. There is a lunch for all Innotech attendees. Lunch is a first come, first serve affair. David noted that we would need a process to prevent random conference attendees from eating ISSA-provided food if we provide lunch?
- e. Phil recommended that we try to make our October meeting at Innotech as similar as possible to a normal ISSA chapter meeting to give prospective members an idea of what we do.
- f. Courtney will not be able to attend so someone else will need to record and upload the presentations.
- g. Chuck will also not attend as he is on his honeymoon during the October meeting.
- h. How do local members find the discount code for those attending the meeting? Innotech registration is \$30.

RECORDING SECRETARY

- 1. Nothing to report.

NEW BUSINESS

UT Student Chapter (Dominic Pace)

- 1. Not able to attend

Chapter Officer Communication

- 1. Nothing to report.

ADJOURNMENT:

- 1. Motion to Adjourn was made by Auston
- 2. Seconded by Vern at 13:05pm: **PASSED**
- 3. The Meeting was adjourned at 13:05pm