



ISSA: Chapter Board Meeting Minutes

September 4, 2014 11:30am - 1:00pm
 Crowne Plaza - 6121 N. IH 35
 Austin, TX 78731

Presiding Officer: Charisse Castagnoli, President	Recorded By: Chuck Interrante, Recording Secretary
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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
+ 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 11:35am by Chapter President, Charisse Castagnoli.

1. Opening Comments – everyone except Larry has seen the new website.
 - a. Gene is transferring the new website to the hosting company.
 - b. Hosting will be \$290/year (WP Engine, a local Austin company)
2. We have a quorum.
3. Innotech, Wednesday, October 15, 2014, any new updates?
 - a. Two volunteers have been forwarded to Heather.
 - b. Larry and Charisse will attend.
 - c. Gemalto is interested in having someone talk about EMV (Europay, Mastercard, and Visa).
 - d. Vern and Stephen may be able to attend.
 - e. Heather will be our main “Booth person” for the conference.
 - f. Our banner has the old logo. We need a new banner with our updated logo. We have the money in a line item/budget so we do not need to make a motion to spend the money for the update.
 - g. Charisse wants us to consider a box lunch for the ISSA members because it will be difficult for people to get lunch and then come back in time for the talk. Box lunches cost \$20 per for the Convention Center fee. We have to buy their offering.

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- h. We have a separate room for the ISSA lunch talk. What if we bought 50 box lunches for ISSA members. That would cost us \$1K to provide 50 lunches for ISSA members.
- i. First 50 members or first 50 people?
- j. Auston moved that we spend \$1K on box lunches for the first 50 attendees to sign up for the ISSA lunch talk at the Innotech Conference on October 15th. Heather seconded. Auston moved to close discussion, Charisse seconded. All voted in favor of ending discussion. Vote in favor of motion was approved unanimously, none opposed. The motion passes.

SPONSORS [*Gene Naftulyev, Sponsorship Director Reporting*]

- 1. Not able to attend.

MEMBERSHIP [*Richard Stephens, Membership Director Reporting*]

- 1. Nothing to report.

MARKETING [*Courtney Cavness, Marketing Director Reporting*]

- 1. We want a banner that retracts with a stand.
- 2. We need to find out how much they cost. Heather, Vistaprint has good deals
- 3. Stephen: \$350 is about the max amount we can spend. We need to vote if it exceeds that amount.
- 4. This needs to be generic enough that we can use it at any event including Norris/monthly meetings.
- 5. Courtney will not be able to attend the September meeting or Innotech. She needs someone to record the sessions, put the pens out, etc.
- 6. Courtney proposes to add a line item to the upcoming budget for a webmaster. We have not had any luck with calls for volunteers.
- 7. We need to create a job description for a webmaster. This action item is owned by Chuck.

FINANCES [*Stephen Wolff, Treasurer Reporting*]

- 1. Our new budget needs to be first approved by the officers and then the membership.
- 2. Why not consider the idea of electronic voting for the general membership to approve?
- 3. Are there privacy or security considerations that we have to consider? Can we use the authentication system of ISSA.org?
- 4. Stephen suggested that we check with ISSA international to see if we could leverage their electronic voting system. Action item for Charisse: She will coordinate with Phil and check with ISSA International to see if we can leverage their electronic voting systems.
- 5. Stephen: in addition to budget we need to vote on bylaws and officers.
- 6. Richard: We may be able to use SurveyMonkey or something similar that uses the member's UserID from AustinISSA.org.
- 7. Stephen does not plan to run for the Finance position. We need to find a Treasurer.
- 8. Stephen distributed copies of a draft budget for Fiscal Year 2015 (Oct 1, 2014 – Sep 30, 2015).

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9. Stephen proposes that we vote electronically and approve the budget by the September meeting. The membership will approve at that meeting. Charisse seconds. Richard moved, Heather seconded. All in favor. Motion passes with unanimous approvals.
10. Alternately, the board will vote to continue operating in Oct and Nov 2014 under last fiscal year's line items. The membership will need to approve the budget over at the November 2014 meeting.

COMMUNICATION [*David Ochel, Corresponding Secretary Reporting*]

1. All officers need to update their job descriptions on the Google Drive.
2. David plans to run.

LEADERSHIP [*Charisse Castagnoli, President Reporting*]

1. Chapter meeting location: Larry moves that we use Norris for 2015, David seconds.
2. Can we stick with Wednesday? Yes. Heather moves we end discussion, Larry seconds. Approved.
3. The vote is taken and the motion passes unanimously.
4. Charisse is trying to reschedule John Ramsey for January 21st. How about a very tech talk by a RapidFire tech in Feb 2015? TG will provide a speaker (Jim Bradley) on the topic of consumer protection.

ORGANIZATION [*Larry Moore, Operations Director Reporting*]

1. Larry will assist with some content management on the new website.
2. Larry will run for some board position but does not know what yet.

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

1. Auston plans on running again.

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

1. Heather has been trying to put the Forensics class together but has not had the time to devote to it.
2. She would like to hand it off to Vern. Vern agrees to take this on as an action item.
3. It would take place during the first or second week in December.
4. Heather does not plan to run.

RECORDING SECRETARY

1. Chuck will create a job description for the role of Webmaster.
2. Charisse estimates about \$2,500 if we have to pay someone.
3. Auston opposes the idea of paying for this.
4. Larry has volunteered to do some content management.
5. Gene has been having difficulty getting the new site up and running.

NEW BUSINESS

1. Vern will be teaching a CISSP class at Visa. He will proselytize.

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2. Vern suggests we “give” two annual memberships to companies that sponsor our events. This will be discussed via email as a Membership item.

UT Student Chapter (Dominic Pace)

1. Nothing to report.

Chapter Officer Communication

1. Nothing to report.

ADJOURNMENT:

1. Motion to Adjourn was made by Auston
2. Seconded by Courtney at 12:41pm:
3. The Meeting was adjourned at 12:41pm