



ISSA: Chapter Board Meeting Minutes

October 2, 2014 11:30am - 1:00pm
 Crowne Plaza - 6121 N. IH 35
 Austin, TX 78731

Presiding Officer: Charisse Castagnoli, President	Recorded By: Matt Pardo
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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 11:43 am by Auston. We do not have a quorum yet, but may when Charisse calls in. Charisse was not able to call in and no quorum was reached.

1. Opening Comments – Outstanding items:
 - a.

SPONSORS *[Gene Naftulyev, Sponsorship Director Reporting]*

1. Did not attend

MEMBERSHIP *[Richard Stephens, Membership Director Reporting]*

1. Did not get to this

MARKETING *[Courtney Cavness, Marketing Director Reporting]*

- a. Did not discuss

FINANCES *[Stephen Wolff, Treasurer Reporting]*

1. Started with discussion of the budget.

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2. Talked about notes on each line.
3. Many items remain the same.
4. Line by line review of budget
 - a. Training – is there a drop dead date for cancelling if we don't get enough people
 - b. Instructor cancel penalty – contract?
 - c. Penalty in place for Norris
 - d. **Action item: Marketing plan needs to be developed with Vern (Courtney will work with him) – create a 1 page slide and verbiage for other avenues.**
 - e. Sales of association branded item – leave on budget – SWAG? Where would it be used and who given to – leave item in
 - f. Expenses
 - i. Bsides – propose increase to 1500
 1. Action: Richard will outline what is received from the sponsorship – maybe a sign up booth at the event
 2. Is there an incremental gain from this?
 3. Booth, CPE reporting?
 4. Is there access to a mailing list?
 5. Proposed leaving it at 1500
 6. Straw poll: all voted for it
 - ii. Misc conf expenses = innotech
 - iii. Educational promo items – was books
 1. Heather mentioned she isn't getting feedback on it
 2. Microassist has been covering these
 3. Heather will not be running next year
 4. Can poll leaders for list of books
 - iv. Other conferences & training – was 3000 but spent 523 proposed dropping to 1500
 1. Heather proposed dropping to \$750
 2. Non-revenue event are not cheap – 750 would be too little
 3. Where are ½ days?
 4. William: Line item if we want to try and host ISSA national will need line item for this – 2-3K for this
 5. Propose put Innotech line item and also have Misc conference expenses as an additional line item
 6. Leave at 1500
 - v. Speaker appreciation awards
 1. Heather suggests going to \$250 for engraving
 2. Add some for volunteer challenge coins
 - vi. Accounting & Banking Fees - \$2500 – reduced from prior year
 - vii. Website & e-mail expenses – big delta \$500 to \$3500

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1. Put to vote
- 2.
- viii. Board meeting –
- ix. Meeting members –
- x. Planning meeting
- xi. Phil mentioned electronic voting
 1. Simplyvoting.com or simplyevoting.com – OWASP uses for their voting and they promote security – it is \$300 per event or vote – we would only need one
 2. Action: Stephen will look into this
- xii.

BALANCES AS OF 10/1/2014

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A+ FCU Operating Account = \$25,350.61
Outstanding Deposit: \$1,606.23
A+ FCU Conference Account = \$111.04
PayPal Account = \$2,289.33

- 1) Norris dates for 2015 are booked. They did not ask for a deposit this year. Terms are the same as 2014 - \$11 per head, 55 minimum.
All are 3rd Wednesdays:
January 21, 2015
February 18, 2015
March 18, 2015
April 15, 2015
May 20, 2015
June 17, 2015
July 15, 2015
August 19, 2015
September 16, 2015
<no October booking>
November 18, 2015
December 16, 2015
- 2) Budget discussion: See Charisse's comments, it's attached here, and I'll have a few copies.
- 3) October, 2014 ACC CISSP Course Scholarships: NO APPLICATIONS RECEIVED.
- 4) December 1-5 CHFE Course:

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- 1) Norris is booked. There will be the usual setup. We will contact registrants by email in November to choose the menu (3 votes per person for 5 hot lunch items),
- 2) What are the equipment requirements (laptop to access virtual lab environment?),
- 3) Pricing is \$1150 for members, \$1300 for non-members which includes a 1-year membership,
- 4) Sponsorships: \$500 per day (I think this might be too low) gets opportunity to present over lunch, distribute swag, take business cards for a drawing.

COMMUNICATION [*David Ochel, Corresponding Secretary Reporting*]

1. Not able to attend

LEADERSHIP [*Charisse Castagnoli, President Reporting*]

1. Not able to attend

ORGANIZATION [*Larry Moore, Operations Director Reporting*]

1. Not able to attend.

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

1. Did not have time to cover this.

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

- a. Engraver found who is local to Austin (no shipping)
- b. Cost is \$17.37 + tax per coin – must be diamond engraved
- c. No setup fee
- d. Need a week out to get done
- e. Need to talk about speakers coming up (including Elizabeth)
- f. Also volunteers for Innotech

RECORDING SECRETARY

1. Not able to attend.

NEW BUSINESS

UT Student Chapter (Dominic Pace)

1. Did attend

Chapter Officer Communication

1. Nothing to report

ADJOURNMENT:

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1. No quorum so did not do.

Additional discussion notes:

Innotech discussion after budget

Charrisse driving it with Sean

Have room and speakers

How many officers will be there: Heather, Stephen, probably Charisse?

Lunch is covered for 1st 50 sign ups

David is working on Eventbrite

Action item: Need proctors – another 2-4 volunteers

Phil has the process for what is done in the booth

Booth prep – Phil can provide this

ISSA journals, pens, applications

Action: interview Phil about Booth setup – Matt will do this and document

UT Student chapter

Andy Pennington – will talk at the chapter

Dominic thinks we should pitch them topics

Action: Auston will have Andy email topic suggestions to Dominic

Other speakers: Michael Gough

Phil said we could provide a speaker's bureau for the group

1 per month buy pizza and soda with ISSA speaker

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Action item: Richard suggested that we add speaker recruitment to meeting slides Owner: Dominic – will email Charisse

Action item: Dominic will bring next four meeting dates

Officers and candidates

Charrise -president

Auston – VP

Richard – membership – probably will

Stephen – David G. is being groomed

Chuck - Recording – probably

David – operations probably

Larry – running for something

Open roles:

Marketing –

Correspondence secretary -

Sponsorship –

Education

Meeting called to close at 12:53 pm by Auston