



# ISSA: Chapter Board Meeting Minutes

November 6, 2014 11:30am - 1:00pm  
 Crowne Plaza - 6121 N. IH 35  
 Austin, TX 78731

<b>Presiding Officer:</b> Stephen Wolff, Treasurer	<b>Recorded By:</b> 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	+	David Gray, Member/ACC Instructor

The meeting was called to order at 11:44am by Chapter Treasurer, Stephen Wolff.

1. We have a quorum.
2. We did not have a quorum last month and could not approve the budget.
3. We have speakers scheduled through Feb 2015. We need to recruit more ASAP.
4. We need to schedule our Planning Meeting for early January? Typically, this is held on the first Saturday of the New Year. We need to find a location and date and get that info out via email and the website. The President typically coordinates this event. **Action item for Charisse.**
5. We had no representative present at the ISSA International annual meeting. Not good. Could hurt our chances to host the annual ISSA meeting in the future.
6. We at need to find candidates for leadership roles: Recording Secretary, Marketing, and Sponsorship.

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

1. Not able to attend.

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

1. 225 members. Last year at this time it was 226.
2. Membership is stable but stagnant.

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3. Technical talks tend to do well in terms of member feedback. We should have more technical talks to address the interests of more “hands on” members. Proposal to shift the current mix of presentations to include more technical topics.
4. Suggestion - we include a “five minute” white board mini tech talk. It could be at the beginning or end.
5. David suggests we should wait and let the next board address efforts to boost membership numbers.
6. Richard requests we conduct a membership poll to assess the topics that chapter members are interested. This could be done via email or on the website.
7. Stephen and David ask that we table discussion due to time constraints.

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

1. Not able to attend.

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

1. Our new budget needs to be first approved by the officers and then the membership.
2. Our new budget is going to draw down our reserves in a fairly significant way, but we currently have more money than we have in the past.
3. Vern moves that we accept the budget with amendments discussed during the October meeting. Heather seconds. Open for discussion. The forensics class is an important component of our next year’s budget; it needs to break even at 17 seats. Our new price is \$1,500 per seat for an ISSA member. Encase is interested in sponsoring the CHFI class at the \$2,5K level.
4. Encase has expressed interest in conducting a follow on class. Heather makes the point that we need to be careful about how we proceed in a relationship with a vendor.
5. Heather moves that we close discussion, David seconds. Unanimously approved. Stephen moves to accept budget as amended in prior board meetings. We must still present the budget to the chapter membership at the December meeting. The motion passes with six votes (unanimous).
6. Heather: Are there tax implications from us having \$25K in reserves? No, according to Stephen. The amount has been raised to \$50K.
7. Outstanding expenses: Courtney ordered pens with the new ISSA logo. David will be reimbursed for expenses.
8. We are booked at Norris Conference Center for every month in 2015 with the exception of October. 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,

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2015, June 17, 2015, July 15, 2015, August 19, 2015, September 16, 2015, <no October booking>, November 18, 2015, December 16, 2015.

9. Treasurer's Report:
  - a. BALANCES AS OF 11/5/2014
    - i. A+ FCU Operating Account = \$27,254.79
    - ii. A+ FCU Conference Account = \$111.06
    - iii. PayPal Account = \$2,289.33
  - b. There are some outstanding expenses to be paid (get me your expense reports!) Overall, we are in very good standing with significantly higher reserves than last year.
10. David Gray attended the Board Meeting. He is planning to run for Treasurer for 2015.

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

1. All officers need to update their job descriptions on the Google Drive ASAP.
2. David has done an excellent job in this role. He has put all of the necessary processes and place and it is pretty much a turn key role. He is happy to continue in this role but would prefer to hand it off to another person for 2015.
3. Officer job descriptions and election info need to be added to the website ASAP.
4. Managing accounts for Google Drive needs to be handled by Operations.
5. **Action Item: Richard will work on a process for confirming meeting attendance for members (who need it for Continuing Professional Education).**

## **LEADERSHIP** [*Charisse Castagnoli, President Reporting*]

1. Not able to Attend
2. **Action Item: Set up Yearly Planning Meeting early in January 2015.**

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

1. Data Connectors Tech Security Conference – they don't have time to let us present to their attendees.
2. Initially, there was a quid pro quo. We would sponsor their event in exchange for an opportunity to present.
3. Larry will run for Operations Director again. He and David will meet offline to discuss items Larry can take over.
4. Larry approached Cindy Tudorovich of Dept of Homeland Security about holding a future Critical Infrastructure Cybersecurity event in Austin. Idea - We could ask energy companies and organizations to sponsor (e.g. Austin Energy, LCRA, Pedernales Energy coop, etc.).

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

1. Not able to attend.

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

1. Speaker for Nov is Jay Gore. All info has been sent to David and Auston
2. We don't have a webmaster. Chuck has volunteered to be the Webmaster going forward since he isn't running for Recording Secretary. He will work with Matt to take over future content updates.
3. Eventbrite updates need to be sorted out as well. No single person owns this at the current time.
4. Webmaster would be an "industry rep" which is a non-voting position on the board. Chuck can attend board meetings but no longer vote.
5. Heather is asking for authorization to spend \$160 for engraving the challenge coins for the board. There is a line item we can use. Recognition Awards presented by the Chapter is budgeted for \$500.  
**Action item - Heather. Engraving will include: First initial, Last Name and year only.**
6. We typically don't have a speaker lined up for December. Elections for board positions take place at our year end meeting. We need to announce to the membership at the November meeting that anyone interested in running needs to step up. David needs any candidate statements.
7. **Action item: Chuck needs to follow up to find out if the new website has info about the board positions and how to run for those positions. If not, these need to be added ASAP.**

## **RECORDING SECRETARY**

1. Chuck will create a job description for the role of Webmaster and has volunteered for this position.
2. Chuck will not run for Recording Secretary.

## **NEW BUSINESS**

1. Vern Williams: Conference formerly known as TRISC will be SWISC, looking to reinvigorate and held in Dallas. Target Date is September 2015.

## **UT Student Chapter (Dominic Pace)**

1. Nothing to report.
2. Needs to talk to the student chapter to find out when they will be meeting again.
3. Vern will work with Dominic to come up with Speakers.

## **Chapter Officer Communication**

1. Nothing to report.

## **ADJOURNMENT:**

1. Motion to Adjourn was made by David
2. Seconded by Heather at 12:59pm:
3. The Meeting was adjourned at 12:59pm