



# ISSA: Chapter Board Meeting Minutes

December 4, 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, 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 11:40am by Chapter President, Charisse Castagnoli.

1. We still need to find candidates for leadership roles: Recording Secretary, Marketing, and Sponsorship. Phil Beyer mentioned that no one has submitted their candidate forms for the upcoming election. Remind those who are running to do so ASAP.
2. Phil is the official Election Chair but will be out of town during the December meeting. Stephen volunteered to preside over the December meeting/Election proceedings.
3. Charisse will run for Education Director if Matt Pardo chooses not to. She will also check with her colleague at Websense (Jacquie?) to see if she would like to run for Marketing Director.
4. Write ins/last minute Candidates are legal but must be members in good standing.
5. Chuck will serve as the webmaster for now.
6. See additional discussion about Elections below.

### **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.

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2. Charisse suggested reaching out to new companies moving to Austin (e.g. Websense, Denim Group). They are currently underrepresented at our Chapter meetings.
3. Question: How does our current membership break down across Private versus Public sector?
4. Older members outnumber younger members. To target a younger demographic we need to host more technical talks (e.g. sandbox escaping, application pen testing demo).

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

1. Not able to attend.

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

1. Dave Gray was in attendance. He will be running for Treasurer.
2. **Overall, the year was good – December cash-on-hand is \$31,028 vs \$24,868 a year ago.**
3. THINGS I'D LIKE TO ADD TO THE AGENDA
  - a. December meeting food upgrade. We need to vote online. I propose the same as last year which was:  
*No cost for members, pre-registration is very important.*  
*Menu: an Enchilada Lunch with Cheese Enchiladas Texas style w/ Chili con carne topping and Chicken Enchiladas with a Tomatillo Cream Sauce, Refried Beans & Rice & Dessert*
  - b. Motion to reschedule the January 1st Board meeting to the 8th. Need votes plus reschedule with Crowne Plaza.
  - c. December 1-5 CHFIV8 Course has been rescheduled to February 9-13. Registration is open on Eventbrite with 8 registered and 2 more paying by check. Breakeven is 16. Everyone please help market this aggressively! Action item: Each board member should call/contact 10 people they know to spread the word!
    - i. Norris is booked. There will be the usual setup. We will contact registrants by email in late January to choose the menu (3 votes per person for 5 hot lunch items).
    - ii. Registration closes January 22 so the materials can be ordered January 23 (payment is due at that time).
    - iii. Pricing is \$1500 for members, \$1650 for non-members which includes a 1-year membership,
    - iv. Sponsorships: Vern is engaged in discussions with Encase about sponsoring this class and potentially a follow-on later in the year. Encase is the premier forensics utility set in the industry and they have an extensive suite of training and certifications.
4. Treasurer's Report:
  - a. BALANCES AS OF 12/4/2014
    - i. A+ FCU Operating Account = \$28,627.85
    - ii. A+ FCU Conference Account = \$111.08
    - 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.

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

1. Newsletter info needs to be given to David ASAP.

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

1. Charisse suggests Tom Bernhardt for Recording Secretary.
2. Idea for a Speaker/Topic: Visa (EMV)..can we get someone from the payment card industry to speak?
3. Charisse wants to push hard on marketing the CHFI v8 class to take advantage of year end budgets at state agencies.
4. Auston suggested inviting Mano Paul as a future technical speaker

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

1. Data Connectors Tech Security Conference – Chuck attended in Larry’s place to promote CHFIv8 class and Austin Chapter.

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

1. No separate report.

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

1. SANS is looking to establish some sort of relationship with our chapter. Perhaps we can arrange to allow them a presence on our website or a spot at our meetings in exchange for a “substantial” discount for our Chapter members.
2. Next 3 months speakers are mostly set. Charisse mentioned a member of the FBI Cyber Crime Team as a Feb 2015 speaker. Larry will supply the name. January is Jon Ramsey (CTO, Dell Secure Works). March will be M&S (November’s sponsor). Charisse will work with them to define the topic. We need ideas for an April speaker and topic.
3. We will hold the Annual Planning meeting on January 17<sup>th</sup>.
4. Heather moved that we hold a special two hour long Board Meeting at MicroAssist on January 8, 2015 for the purpose of transitioning leadership roles to new team members. Newly elected members could meet one on one with their predecessors. Larry seconded. Motion passes without opposition.

## **RECORDING SECRETARY**

1. Chuck will create a job description for the role of Webmaster and has volunteered to take over the duties for this position. He has scheduled a meeting with Matt and Janice Pardo to go over admin procedures.
2. Chuck will add a link to the EventBrite Registration page for the CHFIv8 class.
3. Survey options for the website (Phil suggested using Google Form, David suggested Survey Money, WordPress plug in?): Polling question for speakers and topics: Whom do you want to hear speak at upcoming Austin ISSA Chapter Meetings?

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4. David Gray and others discussed a “comments” section on the website dedicated to certifications, cert prep materials, books, classes, etc. David has a CEU spreadsheet that he believes is useful for tracking CEUs across multiple certs.
5. Reminder: Use the ISSA official site for password protecting materials we only want to make available to official members.

## **NEW BUSINESS**

1. Nothing further to report.

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

1. Not in attendance

## **Chapter Officer Communication**

1. Nothing further to report.

## **ADJOURNMENT:**

1. Motion to Adjourn was made by Heather
2. Seconded by Richard at 12:52pm:
3. The Meeting was adjourned at 12:52pm