ISSA: Chapter Board Meeting Minutes

February 5, 2015 11:30am - 1:00pm
Crowne Plaza - 6121 N. IH 35
Austin, TX 78731

Presiding Officer: Auston Holt, Vice President
Recorded By: David Longenecker

Officers, Members, and Guests in Attendance:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacqueline Wilson, President</td>
<td>+  David Longenecker, Recording Secretary</td>
</tr>
<tr>
<td>+ Auston Holt, Vice-President</td>
<td>Richard Stephens, Past Board Member</td>
</tr>
<tr>
<td>+ Matt Pardo, Education Director</td>
<td>Stephen Wolff, Past Board Member</td>
</tr>
<tr>
<td>+ Larry Moore, Membership Director</td>
<td>Courtney Cavness, Past Board Member</td>
</tr>
<tr>
<td>+ Dave Gray, Treasurer</td>
<td>+  Heather Poggi-Mannis, Past Board Member</td>
</tr>
<tr>
<td>+ David Ochel, Corresponding Secretary</td>
<td>+ William Tompkins, Past Board Member</td>
</tr>
<tr>
<td>+ Paul Griffiths, Marketing Director</td>
<td></td>
</tr>
<tr>
<td>+ Vern Williams, Operations Director</td>
<td></td>
</tr>
<tr>
<td>Charisse Castagnoli, Sponsorship Director</td>
<td></td>
</tr>
</tbody>
</table>

The meeting was called to order at 11:36 am by Auston. We do have a quorum.

1. Upcoming meetings
   February: Ralph Poore is confirmed as the speaker, Rapid7 as the sponsor. 17 signed up so far. We will give a $500 check to Ralph for travel expenses.
   
   March: Ron Frederick is confirmed as the speaker; there is no sponsor.

2. Tax law changes
   Tax law changes: if we give anyone greater than $600, we have to have an accountable system, that documents travel expense or reimbursement versus “stipend” or income, and give them a 1099, which means we have to get a W-9 from them. Proposal – consult with an accountant to give us specific guidance for process. Dave Grey moves Engage a CPA for up to 1 day consulting for

   Motion by David Gray to spend up to $1,200 to engage with a CPA knowledgeable in non-profits, to consult on our responsibilities to the IRS regarding tax law. Seconded by Matt Pardo. The motion passed unanimously.
3. “Free Attender” policy
   We are NOT providing free tickets to all first-timers. We will do that on an occasional basis as a “bring a friend” event. As a professional courtesy we invite the president or vice president of peer organizations.

4. Potential sponsor
   Dave Grey will make an email introduction between a person from Tech Systems and Charisse

5. BSides
   March 12-13. A discount code is listed on the members-only section of the chapter website, but appears not to work at the purchase site. David Ochel will check on that.

   Paul Griffiths will set up an ISSA presence at the event (banner, pens, magazines, etc.)

6. Innotech
   Pete Jauregui volunteered to head up this effort. Bob Cadenhead also volunteered. Matt Pardo and Griff will represent the officers. We will not provide lunch. October 21.

7. Eventbrite
   Per bylaws the Treasurer, President, Vice President, Corresponding Secretary are the only officers allowed to have access to financial accounts. Since Eventbrite is used for ticketing, and pays out after the event rather than in real time, there are times when it contains a material balance and thus it needs to be managed like a financial account. Access has been restricted accordingly.

8. Shirts / Swag
   At the planning meeting, an idea came up of making chapter-branded shirts, hats, or other merchandise. Paul Griffiths and David Gray have some pricing information, but it does not mean much without an idea of quantity.

   Jackie will take a poll at the next membership meeting, asking for interest in purchasing such merchandise at cost. If sufficient interest, Paul and David will put together information for a pre-order drive.

9. William Thompkins has a variety of security books to donate to a chapter “lenders library.” He will coordinate with Matt Pardo.
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10. D&O insurance
ISSA International used to arrange for D&O insurance that covered chapter officers. We believe that is still the case, but Vern Williams will check on the current state.

SPONSORS [Charisse Castagnoli, Sponsorship Director Reporting]
1. Did not attend; via email communicated the following (also stored on the Google Drive):

<table>
<thead>
<tr>
<th>Activity</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>February forensics class</td>
<td>AlienVault</td>
</tr>
<tr>
<td>February ISSA lunch</td>
<td>Rapid 7</td>
</tr>
<tr>
<td>March ISSA lunch</td>
<td>None</td>
</tr>
<tr>
<td>April ISSA lunch</td>
<td>Qualys</td>
</tr>
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MEMBERSHIP [Larry Moore, Membership Director Reporting]

MARKETING [Paul Griffiths, Marketing Director Reporting]
1. See BSides and Shirts / Swag items at beginning of minutes.

FINANCES [Dave Gray, Treasurer Reporting]

The February 1, 2015 Chapter balance sheet, including Eventbrite, PayPal and A Plus Credit Union is below.

<table>
<thead>
<tr>
<th>Account</th>
<th>10/01/14</th>
<th>11/01/14</th>
<th>12/01/14</th>
<th>01/01/15</th>
<th>02/01/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSETS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Bank Accounts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PayPal</td>
<td>$2,289.33</td>
<td>$2,289.33</td>
<td>$2,289.33</td>
<td>$2,289.33</td>
<td>$2,289.33</td>
</tr>
<tr>
<td>Eventbrite</td>
<td></td>
<td></td>
<td></td>
<td>$35,113.53</td>
<td></td>
</tr>
<tr>
<td>A+ Operations - Checking</td>
<td>$25,340.61</td>
<td>$25,987.46</td>
<td>$28,617.85</td>
<td>$27,545.61</td>
<td>$29,468.94</td>
</tr>
<tr>
<td>A+ Operations - Savings</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>A+ Conference - Checking</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>A+ Conference - Savings</td>
<td>$101.04</td>
<td>$101.06</td>
<td>$101.10</td>
<td>$101.12</td>
<td>$101.12</td>
</tr>
</tbody>
</table>

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Petty Cash $0.00 $0.00 $0.00 $0.00 $60.00

Total Cash and Bank Accounts $27,750.98 $28,397.85 $31,028.28 $29,956.06 $67,052.92

TOTAL ASSETS $27,750.9 $28,397.8 $31,028.2 $29,956.0 $67,052.92

LIABILITIES $0.00 $0.00 $0.00 $0.00 ($18,837.62) *

OVERALL TOTAL $27,750.9 $28,397.8 $31,028.2 $29,956.0 $48,215.30

Note: the liability in February is for the Computer Hacking Forensic Investigator (CHFIv8) class materials. They had to be charged to a personal credit card. Additional charges will come from Norris Conference center after the class.

COMMUNICATION [David Ochel, Corresponding Secretary Reporting]
1. Nothing to report

LEADERSHIP [Jacqueline Wilson, President Reporting]
1. Nothing to report

ORGANIZATION [Vern Williams, Operations Director Reporting]
1. Nothing to report

VICE PRESIDENT’S REPORT [Auston Holt, Vice-President]
1. Nothing to report

EDUCATION DIRECTOR’S REPORT [Matt Pardo, Education Director, Reporting]
Tyler Hudak (@SecShoggoth) is interested in doing an Intro to Malware Analysis class, and has offered a cost of $2k including travel, books, total. Matt will work with him on details.

RECORDING SECRETARY
1. Nothing to report

NEW BUSINESS

UT Student Chapter (Dominic Pace)

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1. Did not attend

Chapter Officer Communication
   1. Nothing to report

Additional discussion notes:
   1. None

ADJOURNMENT:
   1. @12:57 Vern moved to adjourn, seconded by Matt, motion passed.