



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:

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

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.

ISSA: Chapter Board Meeting Minutes

February 5, 2015 11:30am - 1:00pm

Crowne Plaza - 6121 N. IH 35

Austin, TX 78731

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.

ISSA: Chapter Board Meeting Minutes

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

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):

Activity	Sponsor
February forensics class	AlienVault
February ISSA lunch	Rapid 7
March ISSA lunch	None
April ISSA lunch	Qualys

ISSA: Chapter Board Meeting Minutes

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

MEMBERSHIP [Larry Moore, Membership Director Reporting]



MEMBERSHIP REPORT
 JANUARY 2015 – REVISED

ACTIVE MEMBERS

220

NEW MEMBERS

Name	Company	Position
Steve Feibus	Dell SecureWorks	Sr Solutions Architect
Christopher Long	Tangoe, Inc.	Sr. Manager, Information Security
Patrick Peace	CSI Managed Services	Security Analyst
Randolph Quiroz	STATE OF TEXAS	IAM Project Manager
Marcelo Sacchetin	Schneider Electric	Software Developer
Ramon San Luis	MegaPath	Principal Engineer
Amy Wayt	NORTHROP GRUMMAN IS	Technology Architect

RENEWING MEMBERS

Name	Company	Position
Brian Boettcher		
Kim Bookout	ForeScout Technologies	Manager
Guy Daubenspsek	CLEAResult	Information Security Manager
Nathan Glover		
Barbara Hewitt	Texas AM University -- San Anton	Assistant Professor
Doug Landoll	Lantego	Director - Risk Compliance
Mac Morales	Dell, Inc.	
Henry Moreno	DELL INC	E-DiscoveryManager
Patrick Peace	CSI Managed Services	Security Analyst
Randolph Quiroz	STATE OF TEXAS	IAM Project Manager

ISSA Capitol of Texas Chapter
 1108 Lavaca St. Suite 110-404, Austin TX 78701-2172
<http://www.austintissa.org>

Page 1 of 4

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.

Account	10/01/14	11/01/14	12/01/14	01/01/15	02/01/15
ASSETS					
Cash and Bank Accounts					
PayPal	\$2,289.33	\$2,289.33	\$2,289.33	\$2,289.33	\$2,289.33
EventBrite					\$35,113.53
A+ Operations - Checking	\$25,340.61	\$25,987.46	\$28,617.85	\$27,545.61	\$29,468.94
A+ Operations - Savings	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
A+ Conference - Checking	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
A+ Conference - Savings	\$101.04	\$101.06	\$101.10	\$101.12	\$101.12

Minutes are in draft form until approved by the Board Members

Minutes Approved as Published on:

ISSA: Chapter Board Meeting Minutes

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

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	\$27,750.98	\$28,397.85	\$31,028.28	\$29,956.06	\$67,052.92
	8	5	8	6	
LIABILITIES	\$0.00	\$0.00	\$0.00	\$0.00	(\$18,837.62) *
OVERALL TOTAL	\$27,750.98	\$28,397.85	\$31,028.28	\$29,956.06	\$48,215.30
	8	5	8	6	

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)

ISSA: Chapter Board Meeting Minutes

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

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.