ISSA: Chapter Board Meeting Minutes

February 01, 2017 11:30am - 1:00pm
Crowne Plaza - 6121 N. IH 35
Austin, TX 78731

Presiding Officer: Larry Moore, President  Recorded By: Mark Montgomery

Officers, Members, and Guests in Attendance:

<table>
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<tr>
<th>+ Larry Moore, President</th>
<th>+ Mark Montgomery, Recording Secretary</th>
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<tbody>
<tr>
<td>+ Jacqueline Wilson, Vice-President</td>
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<tr>
<td>+ Bob Cadenhead, Education Director</td>
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<tr>
<td>+ Doug Engle, Membership Director</td>
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<td>+ Dave Gray, Treasurer</td>
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<tr>
<td>Allen Hebert, Corresponding Secretary</td>
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<td>+ Gary Geddes, Marketing Director</td>
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<tr>
<td>+ Jae Shin, Sponsorship Director</td>
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<tr>
<td>+ Vern Williams, Operations Director</td>
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1. Called to order at 11:40am, Larry Moore presiding, we have a quorum.

2. President thanked board members for volunteering

3. CHFI Class Update

   a. Course cost is being adjusted to be in line with 2015 offering price.
   b. Marketing needed for Twitter, email and flyer
   c. Course has been officially announced and set up to accept students

4. Treasurer Update

   a. Balances are in good shape
   b. Current Assets are 33,810.26

5. Jae requested a contacts spreadsheet to use in future marketing

6. RACI (Responsible, Accountable, Consulted, and Informed) Matrix for board members reviewed

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7. Recurring monthly tasks and responsibilities matrix reviewed

8. Sponsorship update
   a. Sponsorship levels will be adjusted to Bronze, Silver, Gold, and Platinum
   b. Vendor training added as a sponsorship option
      i. Procedure to be announced and voted upon by members
   c. Option to sponsor happy hour added

9. Committee update
   a. Legislative Committee
      i. Larry will have formal letter to assist drafted and ready to send to Texas Legislature by Feb 06.
      ii. Dave G will contact DIR CISO to offer help

10. Mentor Program update
    a. Two mentors and five mentees from initial offering
    b. Possible event to introduce and break ice suggested (Speed Dating concept)

11. Canned presentations to local small/medium businesses discussed
    a. Speakers needed and request will be added into monthly newsletter

12. Motion to donate Security Lending Library
    a. Seconded by Doug
    b. Motion passed

13. Meeting adjourned at 1:03PM.

SPONSORS [Jae Shin, Sponsorship Director Reporting]
1. Upcoming sponsors:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Sponsor</th>
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Minutes Approved as Published on:
MEMBERSHIP [Doug Engle, Membership Director]
  1. Nothing to report.

MARKETING [Gary Geddes, Marketing Director Reporting]
  1. See summary above.

FINANCES [Dave Gray, Treasurer Reporting]
  1. See summary above.

COMMUNICATION [Allen Hebert, Corresponding Secretary Reporting]
  1. Nothing to report

LEADERSHIP [Larry Moore, President Reporting]
  1. Nothing to report

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

VICE PRESIDENT'S REPORT [Jacqueline Wilson, Vice-President]
  1. Nothing to report

EDUCATION DIRECTOR'S REPORT [Bob Cadenhead, Education Director, Reporting]
  1. See summary above

RECORDING SECRETARY
  1. Nothing to report

NEW BUSINESS

Chapter Officer Communication
  1. Nothing to report

Additional discussion notes:
  1. None
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