



# ISSA: Chapter Board Meeting Minutes

September 3, 2015 11:30am - 1:00pm  
 Crowne Plaza - 6121 N. IH 35  
 Austin, TX 78731

<b>Presiding Officer:</b> Jacqueline Wilson, President	<b>Recorded By:</b> David Longenecker
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## 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	Paul Jauregui, Innotech committee chair
+ Paul Griffiths, Marketing Director	Phil Beyer, Past Board Member
+ Vern Williams, Operations Director	Michael Gough
Charisse Castagnoli, Sponsorship Director	

1. The meeting was called to order at 11:40 am by Jackie. We do have a quorum.
2. About \$50k in bank, but \$10k allocated to anticipated expenses.
3. We currently have 4 “years” to track: tax year (March), fiscal year (October), officer year (variable, meeting date in December), and calendar year. Dave is working to align our fiscal year and tax year as the difference is a huge headache for the treasurer.
4. Membership: down slightly to 238, still in line with the trend of fluctuating between 230-250
  - a. Larry will work on a post-chapter-meeting resume and career workshop
  - b. Vern moved that we establish a planning committee to plan two ISSA social events per year, seconded by Jackie. The motion carried. Stephen Wolff volunteered to chair the committee.
5. Larry will deliver remaining brochures and business cards to CIO tech summit
6. Paul will purchase brochures and business cards to be on hand for Innotech.
7. Larry moves that each ISSA member may bring up to two (non-member) guests, at no cost, which must be registered prior to Sunday midnight before each meeting. This is to be a trial for September and November meetings. Motion carries.
8. Board elections in 3 months ... need to start nominating and recruiting. Every officer is to look at their own job descriptions for accuracy and completion.
9. Vern moves, David O seconds, that we sponsor food (pizza) for campus organization meetings as student members of Cap of TX chapter for students enrolled in degree programs at up to 6 area

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universities, for 3 events each during fall 2015 semester. Limit to \$3,600 this semester. Vern will coordinate. Motion carries.

10. Coming events:
  - LASCON, October 22-23
  - OWASP
  - D/FW B-Sides
  - Houston B-Sides
  - Hou.Sec.Con October 15
  - SxSW panels open for public vote
11. Vern moves, David L seconds, meeting adjourned at 1:08.

## SPONSORS [Charisse Castagnoli, Sponsorship Director Reporting]

1. Upcoming sponsors:

Activity	Sponsor
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## MEMBERSHIP [Larry Moore, Membership Director Reporting]

1. 5 new, 14 renewing members
2. 238 current members

**MEMBERSHIP REPORT**  
August 2015

**ACTIVE MEMBERS**  
238

**MEMBERS**

**New Members**

Name	Company	Position
Kirby Katsen		
James Medlock	National Qwest Varco	Satellite Network Manager
Michelle Merrick	NCC Group	Strategic Account Manager
Stephen Opiari	Check Point Software	Security Engineer
Santiago Zepeda	Avant Technology	IT Systems Administrator

**Renewing Members**

Name	Company	Position
Clarence Campbell		
Tayin De-Silva	Texas Health and Human Services	Senior Information Security Analyst
Lance Hayden	Berkeley Research Group	Managing Director
Louisa Hoberman	(ISC) <sup>2</sup>	Information Security Analyst
Kirby Katsen		

ISSA, Capitol of Texas Chapter  
 1101 Lavaca St, Suite 110-404, Austin, TX 78701-2172  
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Name	Company	Position
Gary Larson		
Ryan LeVineur	Austin Energy	Information Security Analyst
Gua Lott	VarCom, Inc.	Principal Engineer
Richard Morse		
Anthony Nelson	Integrated Care Collaboration	Director Operations/ISO
Fiona Pattinson	Abses, Information Security	Consultant
Merk Peits	Blackbaud	Information Security Analyst
Chris Schullger		
Santiago Zepeda	Avant Technology	IT Systems Administrator

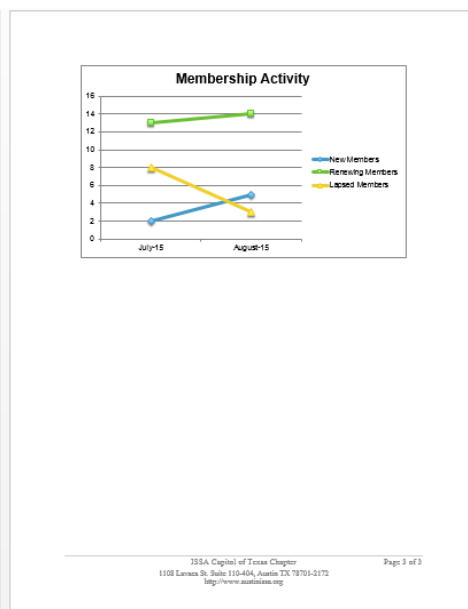
**POTENTIAL MEMBERS**  
None

**INACTIVE MEMBERS**

**RECENTLY LAPSED**

Name	Company	Position
Cliff Dean	Quest Technology Management	Regional Director
Tracy Hart	Hewlett Packard	Information Security Officer
Baretha Mort		

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## **MARKETING** *[Paul Griffiths, Marketing Director Reporting]*

1. See summary above.

## **FINANCES** *[Dave Gray, Treasurer Reporting]*

The August 31, 2015 Chapter balance sheet, including Eventbrite, PayPal and A Plus Credit Union is below.

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Budget - Annual to Date - Current Year  
10/1/2014 through 9/30/2015 Using 2015 Budget

9/1/2015

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Category	Actual	2015 Budget	Difference
<b>INCOME</b>	<b>80,743.11</b>	<b>55,100.04</b>	<b>25,643.07</b>
Chapter Sponsors (Inc)	13,000.00	9,999.96	3,000.04
Edu Rev	<b>54,571.58</b>	<b>35,500.08</b>	<b>19,071.50</b>
Hosted Training Events	<b>50,970.00</b>	<b>32,000.04</b>	<b>18,969.96</b>
20150202 - CHFIV8	39,345.00	0.00	39,345.00
20150713 - Intro to Malware	11,625.00	0.00	11,625.00
Other Hosted Training Events	0.00	32,000.04	-32,000.04
Member Meetings	3,601.58	3,500.04	101.54
Interest (Inc)	64.53	99.96	-35.43
Member Dues (Inc)	8,400.00	8,000.04	399.96
Other Income	<b>4,707.00</b>	<b>1,500.00</b>	<b>3,207.00</b>
Assoc-Branded Items	307.00	0.00	307.00
Misc (Inc)	4,400.00	0.00	4,400.00
Other Other Income	0.00	1,500.00	-1,500.00
<b>EXPENSES</b>	<b>61,632.70</b>	<b>61,050.00</b>	<b>-582.70</b>
Conferences (Exp)	<b>5,500.00</b>	<b>2,250.00</b>	<b>-3,250.00</b>
Bsides	1,500.00	1,500.00	0.00
Innotech	4,000.00	249.96	-3,750.04
Misc Conf Exp	0.00	500.04	500.04
Edu Costs	<b>39,324.96</b>	<b>33,000.00</b>	<b>-6,324.96</b>
Edu Promo Items	134.34	500.04	365.70
Hosted Training Events	<b>37,554.52</b>	<b>27,000.00</b>	<b>-10,554.52</b>
20150202 - CHFIV8	31,998.52	0.00	-31,998.52
20150713 - Intro to Malware	5,556.00	0.00	-5,556.00
Other Hosted Training Events	0.00	27,000.00	27,000.00
Misc	263.10	0.00	-263.10
Other Conferences & Training	354.00	1,500.00	1,146.00
Speaker Appreciation Awards	512.00	500.04	-11.96
Speaker Expenses & Fees	507.00	2,499.96	1,992.96
Training Scholarships & subsidies	0.00	999.96	999.96
General Expenses	<b>6,769.43</b>	<b>9,599.88</b>	<b>2,830.45</b>
Accounting & Banking Fees	2,526.04	2,499.96	-26.08
Advertising & Marketing	233.10	500.04	266.94
Association Branded Items	1,839.10	1,500.00	-339.10
Equipment & Software Purchases	198.10	249.96	51.86
Office Supplies	58.99	200.04	141.05
Other	400.00	0.00	-400.00
Postal Box Rental	384.00	399.96	15.96
Printing Costs	13.10	249.96	236.86
Recognition Awards	107.00	500.04	393.04
Records Storage	720.00	999.96	279.96
Website & Email expenses	290.00	2,499.96	2,209.96
Meetings	<b>10,038.31</b>	<b>16,200.12</b>	<b>6,161.81</b>
Board	1,671.39	3,500.04	1,828.65
ISSA-Annual	<b>0.00</b>	<b>1,200.00</b>	<b>1,200.00</b>
Other ISSA-Annual	0.00	1,200.00	1,200.00
Members	8,165.26	11,000.04	2,834.78
Planning	201.66	500.04	298.38
<b>Net Difference:</b>	<b>19,110.41</b>	<b>-5,949.96</b>	<b>25,060.37</b>

Notes:

1.

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## Balances

<u>Account</u>	<u>5/31/2015</u>	<u>6/30/2015</u>	<u>7/31/2015</u>	<u>8/31/2015</u>
<b>ASSETS</b>				
<b>Cash and Bank Accounts</b>				
A+ Conf Checking	\$10.00	\$10.00	\$10.00	\$10.00
A+ Conf. Savings	\$101.20	\$25,103.56	\$25,107.40	\$25,111.24
A+ Oper. Checking	\$37,448.04	\$12,451.10	\$21,067.66	\$22,492.15
A+ Oper. Savings	\$10.00	\$10.00	\$10.00	\$10.00
PayPal	\$3,142.95	\$3,095.60	\$3,459.42	\$3,000.00
Petty CASH	\$145.00	\$178.00	\$218.00	\$238.00
<b>TOTAL Cash and Bank Accounts</b>	<b>\$40,857.19</b>	<b>\$40,848.26</b>	<b>\$49,872.48</b>	<b>\$50,841.39</b>
<b>TOTAL ASSETS</b>	<b>\$40,857.19</b>	<b>\$40,848.26</b>	<b>\$49,872.48</b>	<b>\$50,841.39</b>
<b>LIABILITIES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>OVERALL TOTAL</b>	<b>\$40,857.19</b>	<b>\$40,848.26</b>	<b>\$49,872.48</b>	<b>\$50,841.39</b>

## Notes:

Expect a \$4,000 expense to support InnoTech in October.

Expect up to \$6,000 to support OSINT For Social Engineers with Chris Hadnagy in December.

Expect \$300 to purchase QuickBooks Premiere (includes Non-Profit tax modules)

Expect \$ for CPA, tax filing, and resetting the tax year

FYI, this is final month of the fiscal year

## **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]

1. See summary above

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## **RECORDING SECRETARY**

1. Nothing to report

## **NEW BUSINESS**

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

1. Did not attend

### **Chapter Officer Communication**

1. Nothing to report

### **Additional discussion notes:**

1. None

## **ADJOURNMENT:**

- 1.