



ISSA: Chapter Board Meeting Minutes

January 13, 2016 11:30am - 1:00pm
 Crowne Plaza - 6121 N. IH 35
 Austin, TX 78731

Presiding Officer: Jacqueline Wilson, President	Recorded By: David Longenecker
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Officers, Members, and Guests in Attendance:

+ Jacqueline Wilson, President	+ David Longenecker, Recording Secretary
Larry Moore, Vice-President	+ Vern Williams, former board member
+ Bob Cadenhead, Education Director	+ Paul Griffiths, former board member
+ Doug Engle, Membership Director	
Dave Gray, Treasurer	
+ George Stolard, Corresponding Secretary	
+ Heather Poggi-Mannis, Marketing Director	
+ Stephen Wolff, Operations Director	
+ Nash Garrison, Sponsorship Director	

1. Called to order at 11:45am, Jackie Wilson presiding, we have a quorum.

2. Agenda:

1. Welcome to new officers
2. Review of Planning Meeting discussions/decisions
3. Action items from planning board meeting
4. Discussion of roles for new officers
5. Prep for first chapter meeting
6. Forensics class
7. Discussion - review of last year, pros/cons/improvements

All officers in new positions, please read the procedures in the G drive for your position prior to the meeting if possible.

3. January members meeting: the speaker is confirmed (Mike Howard); Bob will get the coin engraved, get a book appropriate to SDLC for the raffle, print speaker intro form and survey form. Bob will ask Dave Gray about the slide clicker. Heather has the raffle tickets, will get them to Doug.

4. Vern is working on a 5-day forensics course – the potential instructor is Jim Martin with a Houston company that does FTK training, need to suggest a few weeks to work with. Suggest middle of April.

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5. Who notifies ISSA International of the new slate of officers? That is the President's role.
6. David Longenecker will update the website with latest meeting minutes.
7. Who has access to and controls access to Google Calendar? Is it tied to Google Drive? Steve to talk with David Ochel.
8. Need to define backups for each office. This is something the Vice President should take charge of.
9. Who is responsible for social media? VP had been doing it, but it should be a part of the marketing role.
10. What are our guidelines for posting job openings? Larry had some guidelines. Heather and Larry will talk and propose something.
11. Bring a friend proposal: typical low-attendance months, such as January, March, July.
Steve moves that each ISSA member may bring up to two (non-member) guests to the January meeting, at no cost, which must be registered prior to Sunday midnight before the meeting. Seconded by Jackie. The motion carries.
12. Nash will reach out to St. Edwards University to gauge interest in ISSA involvement. Karthik will do the same for UT.
13. Jackie suggests an officers and spouses social event, to be coordinated by Vern.
14. Membership referral program? No decision reached.
15. What about a coordinated road trip to ISSA conference in Dallas Nov 4? Possibly subsidize hotel rates? No decision reached.
16. Jackie will contact Susan Barber at UT, see if we can have the scholarship winner come to the January chapter meeting so we can recognize them.
17. **Motion by Heather, seconded by Steve, to adjourn at 12:56.**

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SPONSORS [Nash Garrison, Sponsorship Director Reporting]

- Upcoming sponsors:

Activity	Sponsor
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MEMBERSHIP [update provided by Larry Moore, former Membership Director]

- 7 new paid, 8 renewing members
- 264 current members, with 6 more recently lapsed



MEMBERSHIP SUMMARY

General Membership		
One Year (including contestant winners who joined)	G1	200
Two Years	G2	13
Three Years	G3	8
Five Years	G5	1
TOTAL		222
Government Membership		
One Year	G1	33
Two Years	G2	0
Three Years	G3	3
Five Years	G5	1
TOTAL		37
CISD Executive	C	1
Emeritus	E	1
Lifetime	L	2
Student	S	7
TOTAL (including lapsed members)		270
TOTAL (excluding lapsed members)		264

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 1108 Larcosa St. Suite 110-404, Austin, TX 78701-2172
<http://www.austintexas.org>

ISSA Capitol of Texas Membership Report October, 2015

NEW MEMBERS

Name	Company	Position	Cat.
Robert Gadenhead	delta, LLC		G1
Nathan Castillo	VA		G1
Marcelo Mansour	RedEye Security		G1
Karen Miller			G1
Celeste Radd	delta	Director of Sales - Midwest	G1
Ray Yipes	ATS Forensics LLC	Security Analyst	G1
Doo Yooan	ThreatGRID	CEO	G1

CONTESTANT WINNERS
 Winners are not automatically included in this roster until they join. They are counted in the General Membership - One Year Summary.

Name	Summary	Status	Notes
Yalda Aratza	Briana Friend, 9/2015	joined	joined 9/2015
Daniel Roberts	topology drawing, 10/2015	joined	joined November 2015

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ISSA Capitol of Texas Membership Report October, 2015

RENEWING MEMBERS

Name	Company	Position	Cat.
Melissa Anderson	M&S Technologies	Sr. Security Engineer	G1
Jeff Conn	State of Texas, OAG	Information Security Analyst	O1
Shirley Ego	HHSC	IT Security Architect	O1
Michael Gough	Mahyare Archaeology LLC	Founder	G2
Anil Greene			G1
David Hoggard	IBM	Sr. Technical Staff Member	G1
Jay McLaughlin	Q2banking	CSO	G1
Jose Montiel	Attorney General's Office	IT Security Analyst	G1

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MARKETING [Heather Poggi-Mannis, Marketing Director Reporting]

- See summary above.

FINANCES [Dave Gray, Treasurer Reporting]

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

ISSA_Austin Balance Sheet As of December 31, 2015

	Sep 30, 15	Oct 31, 15	Nov 30, 15	Dec 31, 15
ASSETS				
Current Assets				
Checking/Savings				
A+ Conf Checking (Conference Checking)	10.00	10.00	10.00	10.00
A+ Conf. Savings (Conference Savings)	25,114.96	25,118.80	25,118.80	5,124.10
A+ Oper. Checking (Operating Account)	16,941.70	19,047.50	17,496.76	31,130.25
A+ Oper. Savings (Share savings)	10.00	10.00	10.00	10.00
PayPal	3,000.00	3,000.00	3,000.00	3,424.30
Petty CASH	238.00	238.00	268.00	268.00
Total Checking/Savings	<u>45,314.66</u>	<u>47,424.30</u>	<u>45,903.56</u>	<u>39,966.65</u>
Total Current Assets	<u>45,314.66</u>	<u>47,424.30</u>	<u>45,903.56</u>	<u>39,966.65</u>
TOTAL ASSETS	<u>45,314.66</u>	<u>47,424.30</u>	<u>45,903.56</u>	<u>39,966.65</u>

Notes:

- The key driver for the asset balance drop in December was a \$5,184 loss on the OSINT training class for Social Engineers.
- We need to ensure we don't do that very often or we'll risk having insufficient capital to run additional classes.
- Other reasons for the drop include a higher than normal cost for the chapter meeting meal (due to the holiday) and the distribution of recognition awards for officers and chapter members.

COMMUNICATION [George Stolard, Corresponding Secretary Reporting]

1. Nothing to report

LEADERSHIP [Jacqueline Wilson, President Reporting]

1. Nothing to report

ORGANIZATION [Stephen Wolff, Operations Director Reporting]

1. Nothing to report

VICE PRESIDENT'S REPORT [Larry Moore, Vice-President]

1. Nothing to report

EDUCATION DIRECTOR'S REPORT [Bob Cadenhead, Education Director, Reporting]

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1. See summary above

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.