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

Officers, Members, and Guests in Attendance:

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

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.
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.


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]

1. Upcoming sponsors:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Sponsor</th>
</tr>
</thead>
</table>

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

1. 7 new paid, 8 renewing members
2. 264 current members, with 6 more recently lapsed

MARKETING [Heather Poggi-Mannis, Marketing Director Reporting]

1. See summary above.

FINANCES [Dave Gray, Treasurer Reporting]
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**

<table>
<thead>
<tr>
<th></th>
<th>Sep 30, 15</th>
<th>Oct 31, 15</th>
<th>Nov 30, 15</th>
<th>Dec 31, 15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A+ Conf Checking (Conference Checking)</td>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>A+ Conf. Savings (Conference Savings)</td>
<td>25,114.08</td>
<td>25,118.80</td>
<td>25,118.80</td>
<td>6,124.10</td>
</tr>
<tr>
<td>A+ Oper. Checking (Operating Account)</td>
<td>10,441.70</td>
<td>19,047.50</td>
<td>17,496.75</td>
<td>31,130.25</td>
</tr>
<tr>
<td>A+ Oper. Savings (Share savings)</td>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>PayPal</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>3,424.30</td>
</tr>
<tr>
<td>Petty CASH</td>
<td>238.00</td>
<td>238.00</td>
<td>288.00</td>
<td>288.00</td>
</tr>
<tr>
<td><strong>Total Checking/Savings</strong></td>
<td><strong>45,314.66</strong></td>
<td><strong>47,424.30</strong></td>
<td><strong>45,903.56</strong></td>
<td><strong>39,966.65</strong></td>
</tr>
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<td><strong>39,966.65</strong></td>
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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]

Minutes are in draft form until approved by the Board Members. Minutes Approved as Published on: [Date]
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.