ISSA: Chapter Board Meeting Minutes

February 3, 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  +  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  +  Doug Landoll, former board member
+ 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 11:39am, Jackie Wilson presiding, we have a quorum.

2. Treasurer’s report – Dave wants to verify sponsors, speakers, and any speaker expenses for the next few months

   a. April – Verizon DBIR speaker, no sponsor confirmed yet
   b. March – Kevin Dunn (local), no sponsor confirmed. **Jackie will contact Kevin Dunn re: topic**
   c. February – Rafal Los (traveling)
   d. Significant decline in bank balances over the last 4 months, all for planned reasons, but need to be aware and not continue on this trend.
   e. Norris Conf Center had a staff turnover and let our contract lapse. They have already booked events conflicting with our usual meeting dates in September and October, so the member meeting will be the 2nd week of those months. Dave Gray is working with them on a contract that is satisfactory. All contact with Norris needs to be through Dave Gray or Stephen Wolff.
   f. ISSA International is establishing a “freemium” membership for full-time students. International would waive dues, and it would be up to local chapters to decide whether or not to waive local dues. We have not yet been asked, but should expect to be asked. Some discussion among the board: students would often miss meetings during months when school is out of session,
during finals, but are more likely to make the most of membership if they have some investment. No decision made this time.

3. Forensics class – proposing the week of May 9; venue is around $500/day; hardware kit (we pay round-trip shipping only) costs $1500 for two systems that will accommodate 30 students. If we charge $1500 per student, breakeven number would be 8-9 students

4. ISSA International meeting in Dallas in November – Heather will reach out to Int’l about representing central Texas, volunteering, etc.

5. Conf call with Ben Clarke, author of Red Team Field Manual. Dir of Cyber Security for Millennium Systems. Proposes a chapter lunch talk discussing red team / pen test tools available open source, followed by a full day alternating between red team attack and blue team discussion of how to detect / forensically investigate / mitigate the attack. Bob will order enough RTFM books for each expected student.

6. Brent Conran is willing to speak. David Longenecker to ask him about May.

7. BSides Austin is the end of March; need this on the agenda for March board meeting and chapter meeting.

8. All: please send Stephen recommendations and feedback regarding the website.

9. Jackie will miss both the March board and chapter meetings; Larry will run each meeting in her stead.

10. Adjourned at 1:05.

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.
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FINANCES [Dave Gray, Treasurer Reporting]
The January 31, 2016 Chapter balance sheet, including Eventbrite, PayPal and A Plus Credit Union is below.

### Balance Sheet

**As of January 31, 2016**

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Oct 31, 15</th>
<th>Nov 30, 15</th>
<th>Dec 31, 15</th>
<th>Jan 31, 16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>A+ Conf Checking (Conference Checking)</td>
<td>25,118.80</td>
<td>25,118.80</td>
<td>5,124.10</td>
<td>19,013.62</td>
</tr>
<tr>
<td>A+ Conf. Savings (Conference Savings)</td>
<td>19,047.50</td>
<td>17,496.75</td>
<td>31,130.25</td>
<td>10,851.63</td>
</tr>
<tr>
<td>A+ Oper. Checking (Operating Account)</td>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>A+ Oper. Savings (Share savings)</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>3,424.30</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Petty CASH</td>
<td>238.00</td>
<td>268.00</td>
<td>268.00</td>
<td>268.00</td>
</tr>
<tr>
<td><strong>Total Checking/Savings</strong></td>
<td>47,424.30</td>
<td>45,903.55</td>
<td>39,966.65</td>
<td>33,153.25</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>47,424.30</td>
<td>45,903.55</td>
<td>39,966.65</td>
<td>33,153.25</td>
</tr>
</tbody>
</table>

**Notes:**
Dropping asset balances in recent months are due to
- $5,184 loss on the OSINT training class for Social Engineers
- $1,000 Scholarship to UT Center for Identity
- $1,500 budgeted donation to BSides
- $4,000 directed donation (returning funds) to BSides

January chapter meeting specific
- Higher than normal cost for lunch menu
- Lower than normal lunch fees partially due to “bring a friend”
- NetSkope sponsor pre-paid in November 2015

**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

Minutes are in draft form until approved by the Board Members

Minutes Approved as Published on:
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VICE PRESIDENT’S REPORT [Larry Moore, 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

UT Student Chapter (Dominic Pace)
1. Did not attend

Chapter Officer Communication
1. Nothing to report

Additional discussion notes:
1. None

ADJOURNMENT:
1.