



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
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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	+ 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, or

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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:


Activity	Sponsor
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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

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MEMBERSHIP REPORT
December 2015

MEMBERSHIP SUMMARY

General Membership	
One Year (including contestant winners who joined)	G1 208
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
CISO Executive	C 1
Emeritus	E 1
Lifetime	L 2
Student	S 7
TOTAL (including lapsed members)	270
TOTAL (ignoring lapsed members)	264

ISSA Capital of Texas Chapter Page 1 of 10
 1108 Lavaca St, Suite 110-404, Austin TX 78701-2172
<http://www.austintiss.org>

ISSA Capital of Texas Membership Report October, 2015

NEW MEMBERS

Name	Company	Position	Cat.
Robert Galenhead	Delta, LLC		G1
Nathan Castillo	VA		G1
Marcelo Mansur	BojiTap Security		G1
Karen Miller			G1
Celeste Rudd	Director of Sales - Mahanet		G1
Ray YBick	ATS Forensics LLC	Security Analyst	G1
Dore Zoran	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
Valdo Aratza	Bring a Friend, 9/2015	Joined	Joined 9/2015
Daniel Boushara	Bringing, 10/2015	Joined	Joined November 2015

ISSA Capital of Texas Chapter Page 2 of 10
 1108 Lavaca St, Suite 110-404, Austin TX 78701-2172
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ISSA Capital 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	G1
Shirley Eub	HISC	IT Security Architect	G1
Michael Gough	Malware Archaeology LLC	Founder	G2
Anti Greene			G1
David Depewald	IBM	Sr. Technical Staff Member	G1
Jay McLaughlin	Q2banking	CSO	G1
Jose Moya	Attorney General's Office	IT Security Analyst	G1

ISSA Capital of Texas Chapter Page 3 of 10
 1108 Lavaca St, Suite 110-404, Austin TX 78701-2172
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MARKETING [Heather Poggi-Mannis, Marketing Director Reporting]

1. See summary above.

ISSA: Chapter Board Meeting Minutes

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FINANCES [Dave Gray, Treasurer Reporting]

ISSA_Austin
 FY2016 Budget vs. Actual
 As of January 31, 2016

02/01/2016
 Cash Basis

	Oct '15 - Jan 16	Budget	\$ Over Budget
Income			
01 Contributions, Gifts, Grants	0.00		
02. Program Service Revenue			
Chapter Sponsors (Inc)	5,500.00	3,200.00	2,300.00
Edu Rev			
Conference (Inc) (Revenue from ConSec Conference)	0.00		
Hosted Training Events			
Annual Large Training Event	0.00	0.00	0.00
Annual Medium Training Event	13,467.00	0.00	13,467.00
Annual Small Training Event	0.00	0.00	0.00
Hosted Training Events - Other	0.00	0.00	0.00
Total Hosted Training Events	13,467.00	0.00	13,467.00
Member Meetings (From non-refunded registrations)	395.00	1,200.00	(805.00)
Edu Rev - Other	0.00		
Total Edu Rev	13,622.00	1,200.00	12,622.00
Other Income	0.00	0.00	0.00
02. Program Service Revenue - Other	0.00		
Total 02. Program Service Revenue	16,322.00	4,400.00	14,922.00
03. Membership Dues (Inc)	3,125.29	3,000.00	125.29
04. Investment Income (Inc)	24.23	28.00	(3.77)
07a. Gross Sales of Inventory	10.00	20.00	(10.00)
Uncategorized Income (Income not categorized elsewhere)	0.00		
Total Income	22,481.62	7,448.00	15,033.62
Expense			
07b. COGS	0.00	0.00	0.00
15. Printing, postage (Printing, publications, postage, and shipping)			
PO Box, postage, shipping	0.00	0.00	0.00
Printing and Publications	645.87	625.00	(78.13)
15. Printing, postage (Printing, publications, postage, and shipping) - Other	0.00		

Page 1 of 4

	Oct '15 - Jan 16	Budget	\$ Over Budget
Total 15. Printing, postage (Printing, publications, postage, and shipping)	545.67	825.00	(79.13)
16. Other Expenses			
Chapter Sponsors (Exp)	0.00		
Conferences (Exp)			
BSides	1,500.00	1,500.00	0.00
Conference (Other Exp)	0.00	0.00	0.00
Innotech	0.00	0.00	0.00
Conferences (Exp) - Other	0.00		
Total Conferences (Exp)	1,500.00	1,500.00	0.00
Edu Costs			
Edu Promo Items	57.88	100.00	(42.12)
Gift Cards	0.00		
Hosted Training Events			
Annual Large Training Event	0.00	0.00	0.00
Annual Medium Training Event	16,219.33	0.00	16,219.33
Annual Small Training Event	0.00	0.00	0.00
Hosted Training Events - Other	0.00	0.00	0.00
Total Hosted Training Events	16,219.33	0.00	16,219.33
Other Conference & Training	0.00		
Scholarships	1,999.00	2,000.00	(1.00)
Speaker Appreciation Awards (Appreciation plaques & recognitions)	32.00	200.00	(168.00)
Speaker Expenses & Fees (Speaker honorariums & travel expenses)	0.00	840.00	(840.00)
Student Outreach Program	0.00	0.00	0.00
Support Non-Profits	2,000.00		
Edu Costs - Other	0.00		
Total Edu Costs	20,308.21	3,140.00	17,168.21
General Expenses			
Accounting & Banking Fees			
Accountant / CPA	250.00	1,000.00	(750.00)
Bank Fees	0.00	40.00	(40.00)
Credit Card Fees	354.12	560.00	(205.88)
Event Management Fees	156.11	300.00	(143.89)

Page 2 of 4

	Oct '15 - Jan 16	Budget	\$ Over Budget
Accounting & Banking Fees - Other	0.00	2,000.00	(2,000.00)
Total Accounting & Banking Fees	780.23	3,000.00	(2,219.77)
Advertising & Marketing	0.00	360.00	(360.00)
Association Branded Items (ISSA branded items for members)	161.00	160.00	(19.00)
Equipment & Software Purchases	27.04	68.00	(40.96)
Filing Fees (State corporate filing fees)	25.21		
Insurance (Insurance)	0.00		
Miscellaneous Other	0.00	20.00	(20.00)
Office Supplies	30.05	20.00	10.05
Payroll Expenses (Payroll expenses)	0.00		
Recognition - Board Members	474.00	175.00	299.00
Recognition - Chapter Members (Member recognition awards)	209.90	0.00	209.90
Records Storage (Storage unit rental)	272.00	260.00	(8.00)
Support Non-Profits (Support Information Security Focused Non-Profits)	4,000.00	4,000.00	0.00
Uncategorized Expenses (Expenses not categorized elsewhere)	0.00		
Website & Email (Domain, website, & e-mail expenses)	21.79	0.00	21.79
General Expenses - Other	0.00		
Total General Expenses	5,981.21	8,003.00	(3,021.79)
Meetings			
Board	795.54	800.00	(4.46)
Facility Rental & Expenses	0.00	0.00	0.00
Holiday Dinner Party	0.00	4,000.00	(4,000.00)
Holiday Social	799.69	1,500.00	(700.01)
ISSA Annual			
Fees	0.00	100.00	(100.00)
Hotel	921.05	950.00	(28.95)
Meals	177.43	200.00	(22.57)
Travel	163.00	500.00	(347.00)
ISSA Annual - Other	0.00	0.00	0.00
Total ISSA Annual	1,261.48	1,750.00	(488.52)
Members	3,346.27	3,200.00	146.27
Planning	114.30	250.00	(135.64)

Page 3 of 4

Page 4 of 4

	Oct '15 - Jan 16	Budget	\$ Over Budget
Meetings - Other	0.00		
Total Meetings	9,307.94	11,500.00	(5,192.38)
16. Other Expenses - Other	0.00		
Total 16. Other Expenses	34,067.06	25,140.00	8,954.06
Total Expense	34,042.93	25,768.00	8,874.83
Net Income	(12,161.41)	(18,309.98)	6,148.58

ISSA: Chapter Board Meeting Minutes

February 3, 2016 11:30am - 1:00pm
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The January 31, 2016 Chapter balance sheet, including Eventbrite, PayPal and A Plus Credit Union is below.

ISSA_Austin

Balance Sheet As of January 31, 2016

	Oct 31, 15	Nov 30, 15	Dec 31, 15	Jan 31, 16
ASSETS				
Current Assets				
Checking/Savings				
A+ Conf Checking (Conference Checking)	10.00	10.00	10.00	10.00
A+ Conf. Savings (Conference Savings)	25,118.80	25,118.80	5,124.10	19,013.62
A+ Oper. Checking (Operating Account)	19,047.50	17,496.76	31,130.25	10,851.63
A+ Oper. Savings (Share savings)	10.00	10.00	10.00	10.00
PayPal	3,000.00	3,000.00	3,424.30	3,000.00
Petty CASH	238.00	268.00	268.00	268.00
Total Checking/Savings	<u>47,424.30</u>	<u>45,903.56</u>	<u>39,966.65</u>	<u>33,153.25</u>
Total Current Assets	<u>47,424.30</u>	<u>45,903.56</u>	<u>39,966.65</u>	<u>33,153.25</u>
TOTAL ASSETS	<u><u>47,424.30</u></u>	<u><u>45,903.56</u></u>	<u><u>39,966.65</u></u>	<u><u>33,153.25</u></u>

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 Stolar, 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

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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.