



ISSA: Chapter Board Meeting Minutes

March 2, 2016 11:30am - 1:00pm
 Crowne Plaza - 6121 N. IH 35
 Austin, TX 78731

Presiding Officer: Larry Moore, Vice 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 11:45am, Larry Moore presiding, we DO NOT have a quorum. Anything requiring a vote will be sent by email for a vote.
2. Last year the board established a guideline for handling cases where the board meeting is rescheduled due to inclement weather. We will add to that guideline, that we may also change dates if a major conference or event interferes with having a quorum.
3. Larry and Stephen are working on a RACI chart covering roles and responsibilities for every office. This specifically will include recurring activities (newsletter, Eventbrite, due dates for content submittal, etc.)
4. The Treasurer sent Austin BSides a sponsorship check of \$1500 on January 31. There is a line item in the budget for supporting local non-profit and security-related events.
5. Treasurer's report – Dave wants to verify sponsors, speakers, and any speaker expenses for the next few months
 - a. May 18 – Brent Conran tentative, **David L contacting.**

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- b. May 2-6 – Forensics class, suggested pricing \$1200 member, \$1350 non-member (with membership included). Breakeven point is 11 students; max capacity is 28 students.
 - i. Reach out to ISSA, ISACA, Infragard, LinkedIn group, our calendar, presidents of other Texas chapters.
 - ii. Cancellation policy: 100% refund up to 14 days, after that substitution only.
 - iii. Vern and Dave G are working out logistics with the Pickle Center and the instructor's "flyaway kits"
 - iv. Can Eventbrite send registrants a parking pass to print?
 - v. **Dave G to set up Eventbrite registration link.**
 - c. April 20 – Scott Parker (Symantec), speaker confirmed (Jackie following up), no sponsor confirmed yet.
 - d. March – Kevin Dunn (local), no sponsor confirmed. **Jackie will contact Kevin Dunn re: topic**
 - e. No sponsorship year-to-date. Need to consider whether our budget is sustainable without sponsorship income. Can others on the board help with introductions to potential sponsors?
 - f. ISSA International "freemium" membership for full-time students mentioned last month is currently being test-marketed in a few locations pending feedback. It is not widely in effect. There is nothing for us to decide at this point.
- 6. HIMSS Regional conference (Houston) May 13-14, to put on the calendar.
 - 7. Austin IT Symposium May 19. Not security-specific but ISSA may want to have a presence.
 - 8. Website needs to be updated, both for content and for structure.
 - 9. ISSA Int'l meeting in Dallas in November. CFP is open – Larry suggests we submit a panel session
 - 10. Adjourned at 12:57.

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SPONSORS [*Nash Garrison, Sponsorship Director Reporting*]

1. Upcoming sponsors:

Activity	Sponsor
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MEMBERSHIP [*Doug Engle, Membership Director*]

1. No update

MARKETING [*Heather Poggi-Mannis, Marketing Director Reporting*]

1. See summary above.

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FINANCES [Dave Gray, Treasurer Reporting]

ISSA_Austin
 FY2016 Budget vs. Actual
 As of February 29, 2016

		630122016		
		Cash Basis		
		Oct 15 - Feb 16	Budget	\$ Over Budget
Income				
01 Contributions, Gifts, Grants		0.00		
02 Program Service Revenue				
Chapter Sponsors (Inv)		5,000.00	4,000.00	1,500.00
Edu Rev				
Conference (Inc) (Revenue from Con/Sec Conference)		0.00		
Hosted Training Events				
Annual Large Training Event		0.00	35,000.00	(35,000.00)
Annual Medium Training Event		13,487.00	0.00	13,487.00
Annual Small Training Event		0.00	0.00	0.00
Hosted Training Events - Other		0.00	0.00	0.00
Total Hosted Training Events		13,487.00	35,000.00	(21,513.00)
Member Meetings (From non-refunded registrations)		1,000.00	1,500.00	(440.00)
Edu Rev - Other		0.00		
Total Edu Rev		14,547.00	36,500.00	(21,953.00)
Other Income		0.00	0.00	0.00
03 Program Service Revenue - Other		0.00		
Total 02 Program Service Revenue		20,347.00	40,000.00	(20,433.00)
03 Membership Dues (Inc)		2,935.00	3,750.00	(215.00)
04 Investment Income (Inc)		28.15	35.00	(6.85)
07A Gross Sales of Inventory		10.00	25.00	(15.00)
Uncategorized Income (Income not categorized elsewhere)		0.00		
Total Income		23,020.15	44,310.00	(20,889.85)
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		545.87	650.00	(104.13)
15. Printing, postage (Printing, publications, postage, and ship)		0.00		
Total 15. Printing, postage (Printing, publications, postage, and sh)		545.87	650.00	(104.13)
16 Other Expenses				
Chapter Sponsors (Exp)		0.00		
Conferences (Exp)				
BSides		1,000.00	1,000.00	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)		1,000.00	1,000.00	0.00
Edu Costs				
Edu Promo Items		57.88	125.00	(67.12)
Gift Cards		0.00		

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		Oct 15 - Feb 16	Budget	\$ Over Budget
Hosted Training Events				
Annual Large Training Event		0.00	32,000.00	(32,000.00)
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	32,000.00	(15,780.67)
Other Conference & Training		0.00		
Scholarships		1,999.00	2,000.00	(1.00)
Speaker Appreciation Awards (Appreciation plaques & rec)		48.00	250.00	(202.00)
Speaker Expenses & Fees (Speaker honorariums & travel e		0.00	1,000.00	(1,000.00)
Student Outreach Program		0.00	1,200.00	(1,200.00)
Support Non-Profits		2,000.00		
Edu Costs - Other		0.00		
Total Edu Costs		20,324.21	36,250.00	(16,300.79)
General Expenses				
Accounting & Banking Fees				
Accountant / CPA		250.00	1,000.00	(750.00)
Bank Fees		0.00	50.00	(50.00)
Credit Card Fees		375.87	700.00	(324.13)
Event Management Fees		258.76	375.00	(116.24)
Accounting & Banking Fees - Other		0.00	2,250.00	(2,250.00)
Total Accounting & Banking Fees		884.63	4,375.00	(3,490.37)
Advertising & Marketing		0.00	450.00	(450.00)
Association Branded Items (ISSA-branded items for memb		161.00	225.00	(64.00)
Equipment & Software Purchases		27.04	85.00	(57.96)
Filing Fees (State corporate filing fees)		25.21		
Insurance (Insurance)		0.00		
Miscellaneous Other		0.00	25.00	(25.00)
Office Supplies		30.05	25.00	5.05
Payroll Expenses (Payroll expenses)		0.00		
Recognition - Board Members		474.00	175.00	299.00
Recognition - Chapter Members (Member recognition awar		209.00	0.00	209.00
Records Storage (Storage unit rental)		340.00	350.00	(10.00)
Support Non-Profits (Support Information Security Focus)		4,000.00	4,000.00	0.00
Uncategorized Expenses (Expenses not categorized elsew		0.00		
Website & Email (Domain, website, & e-mail expenses)		21.78	0.00	21.78
General Expenses - Other		0.00		
Total General Expenses		6,173.61	9,710.00	(3,536.39)
Meetings				
Event		1,015.87	1,000.00	15.87
Facility Rental & Expenses		0.00	0.00	0.00
Holiday Dinner Party		0.00	4,000.00	(4,000.00)
Holiday Social		799.99	1,500.00	(700.01)
ISSA-Annual				
Fees		0.00	100.00	(100.00)

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		Oct 15 - Feb 16	Budget	\$ Over Budget
Hotel		921.05	950.00	(28.95)
Meals		177.43	200.00	(22.57)
Travel		153.00	500.00	(347.00)
ISSA-Annual - Other		0.00	0.00	0.00
Total ISSA-Annual		1,251.48	1,750.00	(498.52)
Members		4,171.27	4,000.00	171.27
Planning		114.36	250.00	(135.64)
Meetings - Other		0.00		
Total Meetings		7,232.97	12,000.00	(4,767.03)
16 Other Expenses - Other		0.00		
Total 16 Other Expenses		35,305.79	40,330.00	(24,984.21)
Total Expense		38,895.96	60,680.00	(21,888.04)
Net Income		(14,276.91)	(16,370.00)	4,398.09

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The February 29, 2016 Chapter balance sheet, including Eventbrite, PayPal and A Plus Credit Union is below.

Balance Sheet As of February 29, 2016

	<u>Nov 30,</u> <u>15</u>	<u>Dec 31,</u> <u>15</u>	<u>Jan 31,</u> <u>16</u>	<u>Feb 29,</u> <u>16</u>
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	5,124.10	19,013.62	19,016.34
A+ Oper. Checking (Operating Account)	17,496.76	31,130.25	10,851.63	10,733.81
A+ Oper. Savings (Share savings)	10.00	10.00	10.00	10.00
PayPal	3,000.00	3,424.30	3,000.00	3,000.00
Petty CASH	268.00	268.00	268.00	268.00
Total Checking/Savings	<u>45,903.56</u>	<u>39,966.65</u>	<u>33,153.25</u>	<u>33,038.15</u>
Total Current Assets	<u>45,903.56</u>	<u>39,966.65</u>	<u>33,153.25</u>	<u>33,038.15</u>
TOTAL ASSETS	<u><u>45,903.56</u></u>	<u><u>39,966.65</u></u>	<u><u>33,153.25</u></u>	<u><u>33,038.15</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]

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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]*

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.