ISSA: Chapter Board Meeting Minutes

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

Presiding Officer: Jackie 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 (attending by telephone) |
| + Bob Cadenhead, Education Director | Paul Griffiths, former board member |
| + Doug Engle, Membership Director | Doug Landoll, former board member |
| + Dave Gray, Treasurer | Karthik (chapter member, Innotech committee chair) |
| George Stolard, Corresponding Secretary |
| + Heather Poggi-Mannis, Marketing Director |
| + Stephen Wolff, Operations Director |
| Nash Garrison, Sponsorship Director |

1. Called to order at 11:35am by Larry Moore. We do have a quorum. Jackie arrived shortly afterward to preside over the meeting.

2. RTFM Readiness, Thursday June 16.
   a. Ben Clark is bringing a wireless network.
   b. 28 enrolled, 7 waitlisted. Ben has Friday obligations so cannot repeat the class.
   c. Need to give students an explicit prerequisite list, and a parking pass.

3. Speakers
   a. June: Ben Clark. Cyberreason will sponsor this meeting.
   b. July: Bob Blakely
   c. August: VMWare TBD
   d. September
   e. October
4. Treasurer’s notes
   a. FTK class cancelled, $7,500 refund requested, acknowledged but not yet received
   b. Norris Center 2017 contract signed
   c. Innotech Thursday November 17
   d. Sales tax permit received, requires quarterly reporting
   e. IRS audit triggered by our fiscal year date change. Dave resubmitted 3 years of returns.

5. **Steve moves to schedule a CHFI class for February 2017, with potential instructor James Michael Stewart, seconded by Heather. The motion carries.** Steve will give Heather details from the previous class, Heather will prepare a marketing campaign. Steve and Dave Grey will work out how to handle advance expenses.

6. Innotech – **Heather** has a possible contact “Melissa” that would make a good lunch keynote speaker.

7. October malware analysis training with Michael Gough. Need dates and venue. **Bob** will take the lead on this.

8. Dave Grey and Larry Moore presented a RASI chart and recurring tasks list, to document activities that need to be done consistently. A draft copy follows:
Bob, Dave Grey, Doug will audit our mailing lists and propose changes. Top priority is to ensure current members receive our communication.

Larry will collect a list of accounts and credentials, and store a backup. President, VP, and Operations Director will have access to this list.

Jackie suggests modifying the bylaws such that outgoing officer remains in office through January, to orient the incoming officer. Larry suggests if we adequately document roles and have a transition plan, we don’t need to modify the bylaws. Discussion did not lead to a decision.

Adjourned at 1:00pm
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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 [Doug Engle, Membership Director]

MARKETING [Heather Poggi-Mannis, Marketing Director Reporting]
1. See summary above.

FINANCES [Dave Gray, Treasurer Reporting]

The April 30, 2016 Chapter balance sheet, including Eventbrite, PayPal and A Plus Credit Union is below.

# ISSA_Austin

## Balance Sheet

**As of May 31, 2016**

<table>
<thead>
<tr>
<th></th>
<th>Feb 29, 16</th>
<th>Mar 31, 16</th>
<th>Apr 30, 16</th>
<th>May 31, 16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT ASSETS</strong></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>19,016.34</td>
<td>10,018.94</td>
<td>10,020.43</td>
<td>10,021.97</td>
</tr>
<tr>
<td>A+ Oper. Checking (Operating Account)</td>
<td>10,655.10</td>
<td>12,072.52</td>
<td>15,364.69</td>
<td>14,726917</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>2,937.89</td>
<td>3,000.00</td>
<td>2,925.62</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Petty CASH</td>
<td>268.00</td>
<td>268.00</td>
<td>268.00</td>
<td>268.00</td>
</tr>
<tr>
<td><strong>Total Checking/Savings</strong></td>
<td>32,897.33</td>
<td>25,379.46</td>
<td>28,598.74</td>
<td>28,036.88</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>32,897.33</td>
<td>25,379.46</td>
<td>28,598.74</td>
<td>28,036.88</td>
</tr>
</tbody>
</table>

Minutes are in draft form until approved by the Board Members
Minutes Approved as Published on:
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]
   1. See summary above

RECORDING SECRETARY
   1. Nothing to report

NEW BUSINESS