



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
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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 (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 Stolar, 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

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- f. November: Innotech
 - g. December: David Longenecker
 - h. January:
 - i. February:
 - j. March:
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:

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Task	Audience / Location	Date	Day	Responsible
Publish board meeting	EventBrite	B - 7	Wednesday	President / VP
Publish monthly Treasurer report	Distro list austin-issa-officers@googlegroups.com	B - 3	Sunday*	Treasurer
Publish board meeting agenda	Distro list austin-issa-leaders@googlegroups.com	B - 2	Monday	President / VP
Publish current and future sponsor list	Distro list austin-issa-officers@googlegroups.com	B - 1	Tuesday	Sponsorship Director
Publish current and future speaker list	Distro list austin-issa-officers@googlegroups.com	B - 1	Tuesday	Education Director
Publish rolling 12 month metrics for monthly tasks	Distro list austin-issa-officers@googlegroups.com	B - 1	Tuesday	Operations Director
Publish marketing metrics (MailChimp, Twitter, etc.)	Distro list austin-issa-officers@googlegroups.com	B - 1	Tuesday	Marketing Director
Publish chapter membership metrics	Distro list austin-issa-officers@googlegroups.com	B - 1	Tuesday	Membership Director
Board meeting	Board meeting (Crowne Plaza)	B	Wednesday	All Board members
Publish chapter meeting content	EventBrite	B + 3	Saturday	Education Director
Publish chapter meeting content	Chapter website www.austinisa.org	B + 3	Saturday	Operations Director
Publish board meeting minutes	Google G Drive, Distro list austin-issa-officers@googlegroups.com	B + 4	Sunday	Recording Secretary
Publish board meeting minutes	Chapter website www.austinisa.org	B + 4	Sunday	Operations Director
Publish Newsletter	MailChimp list "Austin ISSA" 1200 plus subscribers	B + 4	Sunday	Corresponding Secretary
Publish chapter meeting reminder	MailChimp list "Austin ISSA" 1200 plus subscribers	C - 5	Friday	Corresponding Secretary
Update / notify Norris with chapter meeting headcount	Norris POC	C - 2	Monday	Treasurer
Publish chapter slide deck to board members	Distro list austin-issa-officers@googlegroups.com	C - 2	Monday	President / VP
Chapter meeting	Chapter membership, Norris conference center	C	Wednesday	Chapter members
Vote to accept current board and prior chapter minutes	Chapter membership, Norris conference center	C	Wednesday	Recording Secretary
Publish chapter meeting "presenter" feedback	Distro list austin-issa-officers@googlegroups.com	C + 4	Sunday	Education Director
Submit payment to Norris for chapter meeting	Norris POC	C + 14	Thursday	Treasurer
Refund chapter member early bird \$\$	Chapter meeting attendees	C + 3	Saturday	Treasurer
Publish final chapter attendance spreadsheet	Distro list austin-issa-officers@googlegroups.com	C + 3	Saturday	Treasurer
Publish chapter meeting minutes	Google G Drive, Distro list austin-issa-officers@googlegroups.com	C + 4	Sunday	Recording Secretary
Publish chapter meeting minutes	Chapter website www.austinisa.org	C + 4	Sunday	Recording Secretary
Publish chapter meeting slide deck	Google G Drive, Distro list austin-issa-officers@googlegroups.com	C + 4	Sunday	President / VP
Publish chapter meeting slide deck	Chapter website www.austinisa.org	C + 4	Sunday	Operations Director
Integrate (clean-up) chapter meeting email list	MailChimp list "Austin ISSA" 1200 plus subscribers	C + 4	Sunday	Education Director
Publish chapter meeting attendee certificates	Chapter meeting attendees	C + 14	Wednesday	Corresponding Secretary
* must follow end of month bank statement				

9. Bob, Dave Grey, Doug will audit our mailing lists and propose changes. Top priority is to ensure current members receive our communication.
10. Larry will collect a list of accounts and credentials, and store a backup. President, VP, and Operations Director will have access to this list.
11. 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.
12. Adjourned at 1:00pm

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SPONSORS [Nash Garrison, Sponsorship Director Reporting]

1. Upcoming sponsors:

Activity	Sponsor
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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

	Feb 29, 16	Mar 31, 16	Apr 30, 16	May 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)	19,016.34	10,018.94	10,020.43	10,021.97
A+ Oper. Checking (Operating Account)	10,655.10	12,072.52	15,364.69	14,726.917
A+ Oper. Savings (Share savings)	10.00	10.00	10.00	10.00
PayPal	2,937.89	3,000.00	2,925.62	3,000.00
Petty CASH	268.00	268.00	268.00	268.00
Total Checking/Savings	<u>32,897.33</u>	<u>25,379.46</u>	<u>28,598.74</u>	<u>28,036.88</u>
Total Current Assets	<u>32,897.33</u>	<u>25,379.46</u>	<u>28,598.74</u>	<u>28,036.88</u>
TOTAL ASSETS	<u><u>32,897.33</u></u>	<u><u>25,379.46</u></u>	<u><u>28,598.74</u></u>	<u><u>28,036.88</u></u>

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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