



# ISSA: Chapter Board Meeting Minutes

September 7, 2016 11:30am - 1:00pm  
 Crowne Plaza - 6121 N. IH 35  
 Austin, TX 78731

<b>Presiding Officer:</b> Jacqueline Wilson, President	<b>Recorded By:</b> 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, acting operations director
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	+ Allen Hebert, visiting officer from Houston chapter
+ Heather Poggi-Mannis, Marketing Director	
Stephen Wolff, Operations Director	
Nash Garrison, Sponsorship Director	

1. Called to order at 11:40am by Larry Moore. We do have a quorum.
2. September 21 was not available at Norris Center when we scheduled a year ago, so we planned the September meeting to be September 14. However Norris had a cancellation and does have the 21<sup>st</sup> available now. We mistakenly scheduled Bob Blakely for September 21, and advertised that date. The only place that says the 14<sup>th</sup> is the calendar – it was never publicly announced. Heather will fix that. Decision made to formally move meeting to September 21.
3. Treasurer’s Report
  - a. No sponsor confirmed yet for September 21.
  - b. Corresponding Secretary has continued to not fulfill his duties. Heather, Dave Grey, and Alan Hebert will together produce the monthly newsletter.
    - i. Allen Hebert volunteered to fulfill this role. **Motion** by Dave Grey, seconded by Larry Moore, install Allen Hebert as acting Corresponding Secretary through the end of this term (ending with elections at the December meeting). The motion passes unanimously.

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- ii. Highlight schedule anomalies – The October member meeting is Oct 12 due to Norris Center availability. November board meeting is October 27 due to Innotech.
  - c. Stephen is undergoing back surgery and will be unable to fulfill his duties as Operations Director for several months. Vern Williams volunteered to fill in. Requires a vote by a quorum of the board, which we did not have when this was first brought up last month. We do have a quorum today.
    - i. **Heather moves** for Vern to serve as acting Operations Director until Steve is ready to resume his duties. Larry seconds. The motion passes unanimously.
  - d. National meeting: \$1500 budgeted, which is ordinarily sufficient because normally only 1 or 2 board members attend. This year is in Dallas so more members will attend. The meeting is in November – into next fiscal year. The board will allocate budget next year to cover board members – estimate \$6000.
  - e. Proposal: board terms to be 2 years, with staggered rollover. Allows for continuity. This would require a change in bylaws. Some concern that a longer term would discourage volunteers. Dave Grey, Larry, and Vern will work on this and come up with a few options to discuss with the board, and with the membership on Sept 21.
4. Innotech
- a. Innotech is planning a \$54/head lunch during the security track.
  - b. Board feels \$25 cost to members is reasonable, and the chapter can contribute an additional \$11 per person (the amount we would normally spend per head for chapter meetings).
  - c. If Innotech will not budge on lunch pricing, the board is in favor of moving the lunchtime speaker to a different hour and leaving lunch open.
  - d. If we participate in Innotech next year, we will require a written statement of work with committed SLAs.
5. ISSA International Conference
- a. Sponsorship opportunities available
  - b. Chapter officers meeting October 31 – any officers traveling to Dallas are encouraged to attend.
6. Vern moves to sponsor ISSS (UT student security association) at \$500/year. David L seconds. Motion carries. Sponsorship to be paid out of 2016-2017 budget.
7. Adjourned at 12:51.

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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.

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## **FINANCES** [Dave Gray, Treasurer Reporting]

The August 31, 2016 Chapter balance sheet, including Eventbrite, PayPal and A Plus Credit Union is below.

### **ISSA\_Austin**

#### **Balance Sheet**

As of August 31, 2016

	<u>May 31,</u> <u>16</u>	<u>Jun 30,</u> <u>16</u>	<u>Jul 31,</u> <u>16</u>	<u>Aug 31,</u> <u>16</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
A+ Conf Checking (Conference Checking)	10.00	10.00	10.00	10.00
A+ Conf. Savings (Conference Savings)	10,021.97	3,010.97	10,011.43	20,012.13
A+ Oper. Checking (Operating Account)	14,726.91	22,767.35	26,973.73	16,353.20
A+ Oper. Savings (Share savings)	10.00	10.00	10.00	10.00
PayPal	3,000.00	3,000.00	2,925.00	3,000.00
Petty CASH	288.00	288.00	288.00	288.00
<b>Total Checking/Savings</b>	<u>28,056.88</u>	<u>29,086.32</u>	<u>40,218.16</u>	<u>39,673.33</u>
<b>Total Current Assets</b>	<u>28,056.88</u>	<u>29,086.32</u>	<u>40,218.16</u>	<u>39,673.33</u>
<b>TOTAL ASSETS</b>	<u><u>28,056.88</u></u>	<u><u>29,086.32</u></u>	<u><u>40,218.16</u></u>	<u><u>39,673.33</u></u>

## **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

## **VICE PRESIDENT'S REPORT** [Larry Moore, Vice-President]

1. Nothing to report

## **EDUCATION DIRECTOR'S REPORT** [Bob Cadenhead, Education Director, Reporting]

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1. See summary above

## **RECORDING SECRETARY**

1. Nothing to report

## **NEW BUSINESS**