ISSA: Chapter Board Meeting Minutes

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

<table>
<thead>
<tr>
<th>Presiding Officer: Jacqueline Wilson, President</th>
<th>Recorded By: David Longenecker</th>
</tr>
</thead>
</table>

**Officers, Members, and Guests in Attendance:**

<table>
<thead>
<tr>
<th>+ Jacqueline Wilson, President</th>
<th>+ David Longenecker, Recording Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Larry Moore, Vice-President</td>
<td>+ Vern Williams, acting operations director</td>
</tr>
<tr>
<td>Bob Cadenhead, Education Director</td>
<td>Paul Griffiths, former board member</td>
</tr>
<tr>
<td>+ Doug Engle, Membership Director</td>
<td>Doug Landoll, former board member</td>
</tr>
<tr>
<td>+ Dave Gray, Treasurer</td>
<td>Karthik (chapter member, Innotech committee chair)</td>
</tr>
<tr>
<td>+ George Stolard, Corresponding Secretary</td>
<td>+ Allen Hebert, visiting officer from Houston chapter</td>
</tr>
<tr>
<td>+ Heather Poggi-Mannis, Marketing Director</td>
<td></td>
</tr>
<tr>
<td>Stephen Wolff, Operations Director</td>
<td></td>
</tr>
<tr>
<td>Nash Garrison, Sponsorship Director</td>
<td></td>
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</table>

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 21st available now. We mistakenly scheduled Bob Blakely for September 21, and advertised that date. The only place that says the 14th 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 if 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.


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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.
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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**

<table>
<thead>
<tr>
<th></th>
<th>May 31, 16</th>
<th>Jun 30, 16</th>
<th>Jul 31, 16</th>
<th>Aug 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>10,021.97</td>
<td>3,010.97</td>
<td>10,011.43</td>
<td>20,012.13</td>
</tr>
<tr>
<td>A+ Oper. Checking (Operating Account)</td>
<td>14,726.91</td>
<td>22,767.35</td>
<td>26,973.73</td>
<td>16,353.20</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>3,000.00</td>
<td>3,000.00</td>
<td>2,925.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Petty CASH</td>
<td>288.00</td>
<td>288.00</td>
<td>288.00</td>
<td>288.00</td>
</tr>
<tr>
<td><strong>Total Checking/Savings</strong></td>
<td>28,656.88</td>
<td>28,086.32</td>
<td>40,218.16</td>
<td>39,673.33</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>28,656.88</td>
<td>28,086.32</td>
<td>40,218.16</td>
<td>39,673.33</td>
</tr>
</tbody>
</table>

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