



ISSA: Chapter Board Meeting Minutes

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

Presiding Officer: Jacqueline 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, 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, acting Corresponding Secretary
+ Heather Poggi-Mannis, Marketing Director	
Stephen Wolff, Operations Director	
Nash Garrison, Sponsorship Director	

1. Called to order at 11:40am by Jackie Wilson. We do have a quorum.
2. We have enough speaker coins for the current fiscal year, but will need to place an order next year. Minimum order is 50 coins, in any combination of silver and bronze. Plan on up to 6 months lead time.
3. Reviewed the proposed FY 2016-2017 budget
 - a. We need to keep \$35,000 in the bank for working capital. We plan events that take \$25,000 to pull off, and need another \$10,000 for normal operating expenses.
 - b. Reduce support non-profits from \$2k to \$1k
 - c. Increase student outreach from \$0 to \$1k
 - d. **Larry moves to approve the proposed budget with the above 2 modifications, seconded by Vern. Passes unanimously.**
4. Planning meeting topics
 - a. 9-1 Sat Jan 7
 - b. Need to update the website
 - c. Add SSL to website
5. Proposed bylaw amendment: All terms become 2 years except
 - a. VP is one year, then becomes 2 years to alternate with President
 - b. Treasurer is one year, then becomes 2 years to alternate with Corresponding secretary

ISSA: Chapter Board Meeting Minutes

November 30, 2016 11:30am - 1:00pm

Crowne Plaza - 6121 N. IH 35

Austin, TX 78731

- c. Jackie to finish final wording with Jeff Reich, board will approve the verbiage by email ahead of the chapter meeting, where members will vote.
 - d. Present to chapter first, before elections, so incoming board is under the new rule.
6. December meal
 - a. Mixed field greens
 - b. Turkey
 - c. Garlic mashed potatoes
 - d. Green beans
 7. December meeting agenda
 - a. Vote on bylaw change (2-year terms)
 - b. Heather to debrief Innotech
 - c. Jackie to debrief ISSA Int'l
 - d. Dave Grey treasurer report
 - e. Present speaker of the year, \$100 gift card
 - f. Election
 8. 1-day security class at ACC Highland campus, Vern to give details to Heather for newsletter
 9. Jackie to ask Jae Shin (nominee for sponsorship director) for possible sponsors for Monday of Michael Gough's malware class Dec 12
 10. Board to send Jackie any recommendations for members to recognize (volunteers, etc.)
 11. Adjourned at 1:06

ISSA: Chapter Board Meeting Minutes

November 30, 2016 11:30am - 1:00pm

Crowne Plaza - 6121 N. IH 35

Austin, TX 78731

SPONSORS [*Nash Garrison, Sponsorship Director Reporting*]

1. Upcoming sponsors:

Activity	Sponsor
----------	---------

MEMBERSHIP [*Doug Engle, Membership Director*]

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

1. See summary above.

ISSA: Chapter Board Meeting Minutes

November 30, 2016 11:30am - 1:00pm

Crowne Plaza - 6121 N. IH 35

Austin, TX 78731

FINANCES *[Dave Gray, Treasurer Reporting]*

ISSA: Chapter Board Meeting Minutes

November 30, 2016 11:30am - 1:00pm

Crowne Plaza - 6121 N. IH 35

Austin, TX 78731

1. Fiscal Year 2017 proposed budget:

ISSA Austin FY2017 Annual Budget October 2015 through September 2017			
	FY16 Actual	FY16 Budget	FY17 Budget
Income			
02. Program Service Revenue			
Chapter Sponsors (Inc)	12,500.00	9,600.00	12,000.00
Edu Rev			
Hosted Training Events	27,932.00	65,000.00	53,000.00
Member Meetings (From non-refunded registrations)	3,520.00	3,600.00	3,600.00
Total Edu Rev	31,452.00	68,600.00	56,600.00
Other Income	0.00	0.00	
Total 02. Program Service Revenue	43,952.00	78,200.00	68,600.00
03. Membership Dues (Inc)	8,478.75	9,000.00	9,000.00
04. Investment Income (Inc)	57.77	84.00	84.00
07a. Gross Sales of Inventory	10.00	60.00	60.00
Total Income	52,498.52	87,344.00	77,744.00
Gross Profit	52,498.52	87,344.00	77,744.00
Expense			
07b. COGS	0.00	500.00	400.00
15. Printing, postage (Printing, publications, postage, and shipping)			
PO Box, postage, shipping	337.57	400.00	400.00
Printing and Publications	827.44	825.00	625.00
Total 15. Printing, postage (Printing, publications, postage, and shipping)	1,165.01	1,225.00	1,025.00
16. Other Expenses			
Conferences (Exp)			
BSides	1,500.00	1,500.00	1,500.00
Conference (Other Exp)	0.00	0.00	
Innotech	0.00	4,000.00	4,000.00
Total Conferences (Exp)	1,500.00	5,500.00	5,500.00
Edu Costs			
Edu Promo Items	84.93	300.00	120.00
Gift Cards	245.00	0.00	420.00
Hosted Training Events	28,978.46	50,000.00	39,500.00
Scholarships	1,999.00	2,000.00	2,000.00
Speaker Appreciation Awards (Appreciation plaques & recognitions)	455.00	600.00	600.00
Speaker Expenses & Fees (Speaker honorariums & travel expenses)	0.00	2,520.00	2,520.00
Student Outreach Program	0.00	3,600.00	1,000.00
Support Non-Profits	2,000.00	0.00	1,000.00
Total Edu Costs	33,762.39	59,020.00	47,160.00
General Expenses			
Accounting & Banking Fees			
Accountant / CPA	250.00	1,000.00	250.00
Bank Fees	0.00	120.00	60.00
Credit Card Fees	651.68	1,680.00	900.00
Event Management Fees	756.04	900.00	900.00
Accounting & Banking Fees - Other	0.00	4,000.00	0.00
Total Accounting & Banking Fees	1,657.72	7,700.00	2,110.00
Advertising & Marketing	0.00	1,080.00	300.00
Association Branded Items (ISSA-branded items for members)	184.00	540.00	300.00
Equipment & Software Purchases	27.04	204.00	120.00
Filing Fees (State corporate filing fees)	25.21		
Miscellaneous Other	52.00	60.00	60.00
Office Supplies	30.05	60.00	60.00
Recognition - Board Members	474.00	175.00	500.00
Recognition - Chapter Members (Member recognition awards)	209.90	200.00	300.00
Records Storage (Storage unit rental)	836.00	840.00	900.00
Support Non-Profits (Support Information Security Focused Non-Profits)	4,000.00	4,000.00	0.00
Website & Email (Domain, website, & e-mail expenses)	330.92	320.00	360.00
Total General Expenses	7,826.84	15,179.00	5,010.00
Meetings			
Board	2,364.11	2,400.00	2,400.00
Facility Rental & Expenses	0.00	0.00	
Holiday Dinner Party	0.00	4,000.00	0.00
Holiday Social	799.99	1,500.00	2,000.00
ISSA-Annual			
Fees	0.00	100.00	0.00
Hotel	921.05	950.00	3,000.00
Meals	177.43	200.00	750.00
Travel	153.00	500.00	250.00
ISSA-Annual - Other	0.00	0.00	
Total ISSA-Annual	1,251.48	1,750.00	4,000.00
Members	9,894.91	9,600.00	10,010.00
Planning	114.36	250.00	250.00
Total Meetings	14,424.85	19,500.00	18,660.00
Total 16. Other Expenses	57,514.08	99,199.00	76,330.00
Total Expense	58,679.09	100,324.00	77,755.00
Net Income	(6,180.57)	(13,580.00)	(11.00)

Minutes are in draft form until approved by the Board Members

Minutes Approved as Published on:

ISSA: Chapter Board Meeting Minutes

November 30, 2016 11:30am - 1:00pm

Crowne Plaza - 6121 N. IH 35

Austin, TX 78731

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]*

1. See summary above

RECORDING SECRETARY

1. Nothing to report

NEW BUSINESS