



# ISSA: Chapter Board Meeting Minutes

February 01, 2017 11:30am - 1:00pm  
 Crowne Plaza - 6121 N. IH 35  
 Austin, TX 78731

<b>Presiding Officer:</b> Larry Moore, President	<b>Recorded By:</b> Mark Montgomery
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## Officers, Members, and Guests in Attendance:

+	Larry Moore, President	+	Mark Montgomery, Recording Secretary
+	Jacqueline Wilson, Vice-President		
+	Bob Cadenhead, Education Director		
+	Doug Engle, Membership Director		
+	Dave Gray, Treasurer		
	Allen Hebert, Corresponding Secretary		
+	Gary Geddes, Marketing Director		
+	Jae Shin, Sponsorship Director		
+	Vern Williams, Operations Director		

1. Called to order at 11:40am, Larry Moore presiding, we have a quorum.
2. President thanked board members for volunteering
3. CHFI Class Update
  - a. Course cost is being adjusted to be in line with 2015 offering price.
  - b. Marketing needed for Twitter, email and flyer
  - c. Course has been officially announced and set up to accept students
4. Treasurer Update
  - a. Balances are in good shape
  - b. Current Assets are 33,810.26
5. Jae requested a contacts spreadsheet to use in future marketing
6. RACI (*Responsible, Accountable, Consulted, and Informed*) Matrix for board members reviewed

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7. Recurring monthly tasks and responsibilities matrix reviewed
8. Sponsorship update
  - a. Sponsorship levels will be adjusted to Bronze, Silver, Gold, and Platinum
  - b. Vendor training added as a sponsorship option
    - i. Procedure to be announced and voted upon by members
  - c. Option to sponsor happy hour added
9. Committee update
  - a. Legislative Committee
    - i. Larry will have formal letter to assist drafted and ready to send to Texas Legislature by Feb 06.
    - ii. Dave G will contact DIR CISO to offer help
10. Mentor Program update
  - a. Two mentors and five mentees from initial offering
  - b. Possible event to introduce and break ice suggested (Speed Dating concept)
11. Canned presentations to local small/medium businesses discussed
  - a. Speakers needed and request will be added into monthly newsletter
12. Motion to donate Security Lending Library
  - a. Seconded by Doug
  - b. Motion passed
- 13. Meeting adjourned at 1:03PM.**

## **SPONSORS** [*Jae Shin, Sponsorship Director Reporting*]

1. Upcoming sponsors:

Activity	Sponsor
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## **MEMBERSHIP** *[Doug Engle, Membership Director]*

1. Nothing to report.

## **MARKETING** *[Gary Geddes, Marketing Director Reporting]*

1. See summary above.

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

1. See summary above.

## **COMMUNICATION** *[Allen Hebert, Corresponding Secretary Reporting]*

1. Nothing to report

## **LEADERSHIP** *[Larry Moore, President Reporting]*

1. Nothing to report

## **ORGANIZATION** *[Vern Williams, Operations Director Reporting]*

1. Nothing to report

## **VICE PRESIDENT'S REPORT** *[Jacqueline Wilson, 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**

### **Chapter Officer Communication**

1. Nothing to report

### **Additional discussion notes:**

1. None

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