

ASIS Calgary / Southern Alberta Chapter

Thursday, July 3, 2008

Fifth Avenue Place
420 - 2 Street SW
Calgary, AB

Attendees:	Manuel Avila Vladimir Batinić Sean Bolli Doug Durant	Glen Kitteringham Roger Maslen Michael Nagina Ryan Petersen	Apologies:	Gina Arbeau Blaine Gillam Kathy Macdonald James Sanford
Please read:				
Please bring:				

Old Business

Sean called the meeting to order at 14:30.

Committee Reports:

2008-01.001	Treasurer's Report	Presenter:	Michael
Discussion:	<i>For information about the Treasurer's Report or any other financial information, please contact: Michael Nagina, current Chapter's Treasurer (Ph: 403-291.6006 or michaelnagina@cokecee.com)</i>		
Conclusions:			
Action items:		Person responsible	Deadline
✓ Meeting with Ryan to update signing authority at ATB still needed.		✓ Michael / Ryan	✓

2008-01.002	Legislative Report	Presenter:	(Gina)
Discussion:	No details available. <i>April:</i> No update. <i>June:</i> Bill 10 has been released. Requested hyperlink be added to website. <i>July:</i> No feedback received as yet.		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2008-01.003	Newsletter Report	Presenter:	(Blaine)
Discussion:	<i>January:</i> Fall / Winter 2007 issue well received. <i>February:</i> Executive to provide articles for Spring issue. <i>April:</i> No update. <i>June:</i> No update. James to contact Blaine regarding Fall 2008; include survey results, ASIS Atlanta. <i>July:</i> Blaine will be stepping down. Sean to send note to membership to determine if anyone is interested. Alternatively, Glen may be interested.		
Conclusions:			
Action items:		Person responsible	Deadline

✓	✓	✓ PENDING
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2008-01.004	Member Communications Report	Presenter:	(Kathy)
Discussion:	Sean is sending information received from HQ to Kathy. <i>April:</i> No update. <i>June:</i> No update. <i>July (as part of survey discussion):</i> E-mail distribution list may have some gaps (e.g. people who are no longer members of ASIS International or whose addresses have changed, etc.) based on survey comments. Consider doing a semi-annual e-mail list purge and re-population of the list based on HQ information. One or two weeks prior to date of purge, e-mail would be sent out advising / explaining the purge and encourage everyone to update their contact information on the HQ website. An updated list will be subsequently requested from HQ, which will be forwarded to Kathy to upload as the complete new mailing list. <i>(Significant content of this item provided by the always-on-top-of-everything Sean Bolli.)</i>		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2008-01.005	Certification / Education Report	Presenter:	
Discussion:	<i>June:</i> No update. <i>July:</i> Glen is building a list of people interested in attending the 2009 session. Terrance Zeniuk is interested in assisting with the session presentations.		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2008-01.006	Scholarship Report	Presenter:	Sean / (Gina)
Discussion:	<i>February:</i> Cheque to be re-issued by HQ. <i>April:</i> No update. <i>June:</i> No update. <i>July:</i> Need to contact MRC to ensure they have the correct contact name and details.		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2008-01.007	Program Report	Presenter:	James
Discussion:	<u>2008 Guest Speakers</u> January 17 th : Geoff Hurly Convergence of IP and Physical Security February 21 st : Wael Badawy Video Analytics March 20 th : Gerry Stebnicki Building Lighting Products and Techniques April 17 th : Kathy McDonald An Update on The Global Centre for Security Cyberspace Project May 15 th : Grant Hardman / Don Bell Organized Retail Crime June 19 th -20 th : Tri-Lateral Conference, Deerfoot Inn and Casino September 18 th : Rob Anderson (MLA, Airdrie-Chestermere) October 16 th : Scott Johnson (Tentative) (Global Phototrack)		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓

	<p>Launch in June timeframe.</p> <p>February: Speaker and topic to be provided to Manuel as soon as confirmed. Still require passport photo for Executive members. Also need short bio / profile. 806 hits on website between mid-February and month end. New service provider appears to be faster (currently set up as asis162.org)</p> <p><u>MOTION:</u> Chapter to pay for the new domain and hosting. The old domain will be pointed to new ISP once current contract expires. Sean moved; Doug seconded PASSED</p> <p>April: No update.</p> <p>June: 600 hits per month. Pending photographs: Michael, Doug, James Functions Chapter Goals webpage to be removed; should not be significantly different than ASIS International, Pacific Chapter, Edmonton / Northern Alberta Chapter, etc. Feedback requested regarding latency, broken hyperlinks Private section could be set up; \$6 per month with password protection.</p> <p>July: Slightly less hits during June Chinook web hosting expiring Continuing domain registration would cost ~\$37.00; redirection would cost ~\$5-\$15 per month</p>
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Discussion:

Conclusions:	<p>Moved by James, Seconded by Michael: Webmaster to post Executive Meeting Minutes on the Chapter website.</p> <p>June: MOTION: Chapter to reimburse Manuel's expenses of \$110.78 related to the ISP change. Old service (asiscalgary.org) to be discontinued. MOVED: James SECONDED: Vladimir PASSED</p> <p>July: MOTION: Manuel to be reimbursed up to \$50 for the parking of the old domain name. He will investigate the cost of redirection and report back at the next Executive meeting. MOVED: Glen SECONDED: Doug PASSED</p>
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Action items:	Person responsible	Deadline
✓ Submit passport-sized photographs	✓ Michael, Doug, James	✓

2008-01.010	Community Liaison Report	Presenter:	
Discussion:	June: No update.		
Conclusions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2008-01.011	2008 Tri-Lateral Security Conference	Presenter:	Glen and Kathy
Discussion:	<p>Tri-Lateral Security Conference proceeds still retained by SPIE. First organizational meeting to be held November 29th; potential theme may be terrorism related; guests speakers could include Stewart Bell, Brian Speak, Jane's, Dan Chervanka, George Aklequist. UofC is interested in partnership for two-day conference, with "Privacy" as theme (albeit somewhat unrelated to terrorism). CyberPol → Critical Infrastructure</p> <p>January: Two confirmed speakers Broken out into sub-groups Still looking for venue</p>		

	<p>June: Michael still working on putting the paperwork together; to be completed soon.</p> <p>July: Information will be ready to forward to auditor by July 21. (Alternate meeting date would be July 28.)</p>		
Conclusions:			
Action items:	Person responsible	Deadline	
✓ Sean to contact Auditor and confirm meeting date with Michael.	✓ Sean / Michael	✓ August 3, 2008	

2008-01.020	Banking	Presenter:	Michael
Discussion:	<p>Has requested information from ATB regarding on-line banking (i.e. 'view only' for Executive members); all transactions would still require signed documentation.</p> <p>MOTION: Move to on-line banking. Michael moved, Sean seconded Passed</p> <p>April: No update.</p> <p>June: Discussion regarding statements, signing authority.</p> <p>July: Signing authority to be arranged.</p>		
Conclusions:			
Action items:	Person responsible	Deadline	
✓ Michael to confirm date during week of July 7 to meet with Ryan at the bank to complete signing authority.	✓ Michael / Ryan	✓ July 12, 2008	

2008-01.021	Chapter Meeting Time (Luncheon vs. Evening)	Presenter:	Vladimir
Discussion:	<p>Diversified meeting times as discussed at strategy session; may have better turnout; may infringe on personal time</p> <p>May be hard to communicate changes to membership</p> <p>Try one in Spring, one in Fall (due to weather)</p> <p>February: Evening tour of facilities; may have higher attendance</p> <p>Due to other events, earliest may be September or October.</p> <p>April: No update.</p> <p>June: See 2008-01.007.</p> <p>July: See 2008-01.24.</p>		
Conclusions:	To be discussed further.		
Action items:	Person responsible	Deadline	
✓	✓	✓ PENDING	

2008-01.024	Marketing Committee	Presenter:	
Discussion:	<p>Outcome of strategy session</p> <p>Member survey</p> <p>Booth at BOMA / BOMEX</p> <p>Glossy brochure; Chapter specific</p> <p>Vladimir and Michael willing to be on committee</p> <p>Ties to George's item above</p> <p>MOTION: Create Marketing committee to promote Chapter membership and activities</p> <p>Sean moved, Michael seconded PASSED</p> <p>February: Encourage employers to do newspaper advertisement. Also, arrange for letter to recipient's manager.</p> <p>Letter promoting Chapter to hiring managers when vacancies are filled.</p> <p>Re-occurring theme</p>		

	<p>Afternoon event. Raise awareness of ASIS. Tony Headley interested in assisting.</p> <p>April: No update.</p> <p>June: Draft Satisfaction Survey questions discussed; some revisions to be made, then to survey to be released on June 15 with a two-week return. Discussion of sponsorship webpage.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2008-01.025	Additional Volunteer Opportunities	Presenter:	Sean
Discussion:	<p>Sean explained potential functions, e.g. front table for luncheons to assist Michael. Discussed progression of people through Committee and Executive positions. February: No updates.</p> <p>April: No update.</p> <p>June: No update.</p> <p>July: Ron Stewart (G4S) and Parnell Lea (Brookfield) may be available to assist.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓ PENDING

2008-01.026	Member Survey	Presenter:	Glen
Discussion:	<p>Marketing committee Edmonton Chapter paying for Zoomerang</p> <p>April: Agreed that a draw should be made from the members who participate.</p> <p>July: Vladimir reviewed the results from List A (Regular attendees) and List B (Random attendees / never attended). Geoff Frisby (ASIS Edmonton) was very helpful in setting up the survey via Survey Monkey. HQ e-mail list should be used as the master list for Chapter communications. Executive to be aware of sitting at different tables at each luncheon. Winner of Survey Participation Contest (Paid 2009 Luncheons) Lee Humphrey.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓	Learnings to be consolidated and an overview provided at an upcoming luncheon.	✓ Vladimir	✓
✓	Presentation will be pdf'd and posted on the Chapter website.		

2008-01.028	ASIS Seminar Registration	Presenter:	
Discussion:	<p>Ryan has requested registration awarded to Chapter. MOTION: In recognition of years of volunteer service, that Ryan be awarded one of the four-day registrations provided to the Chapter by HQ. Sean moved; Doug seconded. PASSED</p>		
Conclusions:	<p>April: MOTION: In recognition of years of volunteer service, that Ryan be awarded one of the four-day registrations provided to the Chapter by HQ. MOVED: Sean SECONDED: Doug PASSED</p> <p>July: MOTION: In recognition of his participation at many levels of ASIS over the past years, that Roger be awarded the second four-day registration provided to the Chapter by HQ. MOVED: Sean SECONDED: Doug PASSED</p>		
Action items:		Person responsible	Deadline

✓	✓	✓
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2008-01.029	E. J. Criscuoli Volunteer Leadership Award	Presenter:	
Discussion:	Glen provided information regarding the award which is for continuous, dedicated service in leading their chapter, region, and the Society. <i>July:</i> No submission provided to HQ.		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓ CLOSED

2008-01.030	ASIS Seminar and Exhibits, Atlanta, GA	Presenter:	
Discussion:	Discussion was held regarding ASIS Calgary's support for Canada Night in Atlanta. <i>July:</i> Average contribution by Chapters is \$500.		
Conclusions:	<i>June (via e-mail):</i> MOTION: ASIS Calgary to provide \$1,000 as a contribution to Canada Night. MOVED: Sean SECONDED: James PASSED		
Action items:		Person responsible	Deadline
✓		✓	✓ PENDING

2008-01.032	Video Projector at DCC	Presenter:	
Discussion:	Discussed potential purchase of projector, then donating it to DCC; cost would be \$1,600-\$2,600. Suggestion made to approach membership to determine if a member's company is purchasing a new projector, old projector could be donated to Calgary Chapter. Needs to be included in next newsletter issue. <i>July:</i> Discussion / decision to have an Executive member bring a video projector for each luncheon.		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓ PENDING

New Business

2008-01.033	Pioneer Award	Presenter:	
Discussion:	<i>July:</i> Sean to nominate Dave Ray for this award.		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓ PENDING

Adjourned at 4:26 PM.

Next Meeting:	Thursday, August 7, 2008 at 2:30 PM.
Location:	Fifth Avenue Place, 420 - 2 Street SW, Calgary

The above minutes serve to record the discussions and action items of the meeting.

Please advise the writer of any discrepancies or omissions immediately.

Respectfully submitted,

Ryan Petersen
Secretary
ASIS Calgary / Southern Alberta Chapter