

# ASIS Calgary / Southern Alberta Chapter

Thursday, August 7, 2008

Fifth Avenue Place  
420 - 2 Street SW  
Calgary, AB

<b>Attendees:</b>	Manuel Avila Sean Bolli Doug Durant Glen Kitteringham	Roger Maslen Michael Nagina Ryan Petersen	<b>Apologies:</b>	Gina Arbeau Vladimir Batinić Kathy Macdonald James Sanford Christian Stenner
<b>Please read:</b>				
<b>Please bring:</b>				

## Old Business

Sean called the meeting to order at 2:30.

### Committee Reports:

<b>2008-01.001</b>	Treasurer's Report	<b>Presenter:</b>	Michael
<b>Discussion:</b>	<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 <a href="mailto:michaelnagina@cokecee.com">michaelnagina@cokecee.com</a>)</i>		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓		✓	✓

<b>2008-01.002</b>	Legislative Report	<b>Presenter:</b>	(Gina)
<b>Discussion:</b>	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.  <i>August:</i> Doug has forwarded copies of Bill 10 (AB) and Bill 159 (ON) to all Executive members. Written submission for the standing committee is required by August 28.		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓	Review documents (Bill 10, Bill 159) and provide comments to Sean.	✓ All Executive members	✓ August 15, 2008

<b>2008-01.003</b>	Newsletter Report	<b>Presenter:</b>	
<b>Discussion:</b>	<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.		

	<p><b>July:</b> Blaine will be stepping down. Sean to send note to membership to determine if anyone is interested. Alternatively, Glen may be interested.</p> <p><b>August:</b> Note not sent as yet.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ Note to be sent to membership to determine if anyone is interested in filling this position.	✓ Sean	✓ September 2, 2008	

<b>2008-01.004</b>	Member Communications Report	<b>Presenter:</b>	(Kathy)
<b>Discussion:</b>	<p>Sean is sending information received from HQ to Kathy.</p> <p><b>April:</b> No update.</p> <p><b>June:</b> No update.</p> <p><b>July (as part of survey discussion):</b> 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></p> <p><b>August:</b> Kathy believes her distribution list is complete. Sean will forward updates from HQ as they are received. Notification for September luncheon should be sent soon as it is scheduled for immediately after the ASIS Conference.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ September luncheon notification to be sent.	✓ Kathy	✓	

<b>2008-01.005</b>	Certification / Education Report	<b>Presenter:</b>	
<b>Discussion:</b>	<p><b>June:</b> No update.</p> <p><b>July:</b> Glen is building a list of people interested in attending the 2009 session. Terrance Zeniuk is interested in assisting with the session presentations.</p> <p><b>August:</b> One person from City has expressed interest in the January 2009 sessions thus far. Terrance Zeniuk may be assisting with the sessions. Sessions will be held on Wednesdays, and will begin on January 9 and end on April 8.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ Information to be sent to the Chapter membership.	✓ Glen	✓ September 20, 2008	

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





Old service (asiscalgary.org) to be discontinued. MOVED: James      SECONDED: Vladimir	PASSED
<b>July:</b> 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	

Action items:	Person responsible	Deadline
✓ Submit passport-sized photographs	✓ Doug	✓
✓ E-mail to be sent to Chinook Webs advising that the hosting account for domain www.asiscalgary.org will not be renewed	✓ Manuel	

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

<b>2008-01.011</b>	2008 Tri-Lateral Security Conference	<b>Presenter:</b>	Glen and Kathy
<b>Discussion:</b>	<p>Tri-Lateral Security Conference proceeds of approximately \$4,700 still retained by SPIE. First organizational meeting to be held November 29<sup>th</sup>; potential theme may be terrorism related; guests speakers could include Stewart Bell, Brian Speak, Jane's, Dan Chervanka, George Aklequist.</p> <p>UofC is interested in partnership for two-day conference, with "Privacy" as theme (albeit somewhat unrelated to terrorism). CyberPol → Critical Infrastructure</p> <p><b>January:</b> Two confirmed speakers Broken out into sub-groups Still looking for venue</p> <p><b>February:</b> Deerfoot Inn and Casino confirmed as venue. Tri-lateral website operational Planned for 250 attendees. Confirmed / potential speakers include: Denis Huet (ASSIST); GoC; Jane's; Tom Keenan (UofC); Stewart Bell (National Post); Ron Plesco (Information Security and Privacy Attorney); Margaret Bloodsworth. Sponsors still needed (\$80,000 event cost); Bronze: \$2,500; Silver: \$3,500; Gold: \$5,000.</p> <p><b>June:</b> 167 registrants.</p> <p><b>July:</b> Final accounting not completed as yet; proceeds may be in the range of \$12K-\$18K (which would be split three ways). Further to the Global Centre for Securing Cyberspace approaching the Committee in February 2008 regarding joining as a sponsoring organization, CANASA (Ken Mitchell, Executive Director) is also looking to join. CANASA are suggesting they would do all of the organizing, with the existing sponsoring organizations be the steering committee. Should any other organizations join the conference sponsorship, the conference proceeds would be split amongst all groups. Concern was expressed that the level of participation on the organizing committee did not support the equal distribution of the proceeds. Discussion around a proportionate distribution based on the attendee's organization shown on their registration. For registrants who do not specify an organization, their proceeds could be split amongst the sponsoring organizations. A formal business plan will be required for the 2009 conference. Sean will produce a letter to officially recognize the ASIS Calgary members who worked on the Trilateral committee.</p>		



	<p><b>June:</b> Discussion regarding statements, signing authority.</p> <p><b>July:</b> Signing authority to be arranged.</p> <p><b>August:</b> Michael to call ATB to arrange</p>		
<b>Conclusions:</b>			
<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ Meeting to update signing authority at ATB still needed. (Request sent for 08-21.)	✓ Michael / Ryan	✓ August 31, 2008	

<b>2008-01.021</b>	Chapter Meeting Time (Luncheon vs. Evening)	<b>Presenter:</b>	Vladimir
<b>Discussion:</b>	<p>Diversified meeting times as discussed at strategy session; may have better turnout; may infringe on personal time          May be hard to communicate changes to membership          Try one in Spring, one in Fall (due to weather)</p> <p><b>February:</b> Evening tour of facilities; may have higher attendance          Due to other events, earliest may be September or October.</p> <p><b>April:</b> No update.</p> <p><b>June:</b> See 2008-01.007.</p> <p><b>July:</b> See 2008-01.024.</p> <p><b>August:</b> No updates.</p>		
<b>Conclusions:</b>	To be discussed further.		
<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓ PENDING	

<b>2008-01.024</b>	Marketing Committee	<b>Presenter:</b>	Vladimir
<b>Discussion:</b>	<p>Outcome of strategy session          Member survey          Booth at BOMA / BOMEX          Glossy brochure; Chapter specific          Vladimir and Michael willing to be on committee          Ties to George's item above  <u>MOTION:</u> Create Marketing committee to promote Chapter membership and activities          Sean moved, Michael seconded PASSED</p> <p><b>February:</b> Encourage employers to do newspaper advertisement. Also, arrange for letter to recipient's manager.          Letter promoting Chapter to hiring managers when vacancies are filled.          Re-occurring theme          Afternoon event.          Raise awareness of ASIS.          Tony Headley interested in assisting.</p> <p><b>April:</b> No update.</p> <p><b>June:</b> 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> <p><b>August:</b> Discussion regarding Spring / summer 2009 site tour. Doug had recently toured YVR (Vancouver Airport, including airside; very interesting. Need to research other venues.</p>		

<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓		✓	✓

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

<b>2008-01.026</b>	Member Survey	<b>Presenter:</b>	Glen
<b>Discussion:</b>	<p>Marketing committee Edmonton Chapter paying for Zoomerang</p> <p><b>April:</b> Agreed that a draw should be made from the members who participate.</p> <p><b>July:</b> 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> <p><b>August:</b> Closed.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓	Learnings to be consolidated and an overview provided at an upcoming luncheon.	✓ Vladimir	✓ CLOSED
✓	Presentation will be pdf'd and posted on the Chapter website.		

<b>2008-01.028</b>	ASIS Seminar Registration	<b>Presenter:</b>	
<b>Discussion:</b>	<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>		
<b>Conclusions:</b>	<p><b>April:</b> MOTION: In recognition of years of volunteer service, that Ryan be awarded one of the four-day registrations provided to the Chapter by HQ. PASSED MOVED: Sean SECONDED: Doug</p> <p><b>July:</b> 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. PASSED MOVED: Sean SECONDED: Doug</p>		
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓		✓	✓

<b>2008-01.030</b>	ASIS Seminar and Exhibits, Atlanta, GA	<b>Presenter:</b>	
<b>Discussion:</b>	Discussion was held regarding ASIS Calgary's support for Canada Night in Atlanta.		



<a href="https://www.asisonline.org/images/store/programs/1008cctv.pdf">https://www.asisonline.org/images/store/programs/1008cctv.pdf</a>		
<b>Conclusions:</b>		
<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Information to be added to luncheon communications	✓	✓ PENDING

<b>2008-01.036</b>	ASIS HQ Staffing	<b>Presenter:</b>	
<b>Discussion:</b>	<b>August:</b> Keith Goins has left ASIS; Matt Mantione will be handling member services inquiries.		
<b>Conclusions:</b>			
<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ .	✓	✓ CLOSED	

Adjourned at 4:30 PM.

<b>Next Meeting:</b>	Thursday, September 2, 2008 at 2:30 PM.
<b>Location:</b>	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