

ASIS Calgary / Southern Alberta Chapter

Tuesday, September 2, 2008

Fifth Avenue Place
420 - 2 Street SW
Calgary, AB

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

Old Business

Sean called the meeting to order at 2:35.

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 treasurer@asis162.org)</i>		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2008-01.002	Legislative Report	Presenter:	(Gina)
Discussion:	<p>No details available.</p> <p>April: No update.</p> <p>June: Bill 10 has been released. Requested hyperlink be added to website.</p> <p>July: No feedback received as yet.</p> <p>August: 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.</p> <p>September: Comments have been received from a couple of people regarding Bill 10; mostly regarding training and the "security officer" terminology. Sean will produce and send a response within a week.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓	Review documents (Bill 10, Bill 159) and provide comments to Sean.	✓ All Executive members	✓ August 15, 2008

2008-01.003	Newsletter Report	Presenter:	
Discussion:	<p>January: Fall / Winter 2007 issue well received.</p> <p>February: Executive to provide articles for Spring issue.</p> <p>April: No update.</p>		

	<p>June: No update. James to contact Blaine regarding Fall 2008; include survey results, ASIS Atlanta.</p> <p>July: Blaine will be stepping down. Sean to send note to membership to determine if anyone is interested. Alternatively, Glen may be interested.</p> <p>August: Note not sent as yet.</p> <p>September: Gina, George Veenhuysen and Andrew Boone have expressed interested in assisting. Gina will chair the committee, with valuable assistance from George and Andrew.</p>		
Conclusions:			
Action items:	Person responsible	Deadline	
✓ Note to be sent to membership to determine if anyone is interested in filling this position.	✓ Sean	✓ September 2, 2008	

2008-01.004	Member Communications Report	Presenter:	(Kathy)
Discussion:	<p>Sean is sending information received from HQ to Kathy.</p> <p>April: No update.</p> <p>June: No update.</p> <p>July (as part of survey discussion): 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>August: 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> <p>September: Undeliverables are not automatically removed from the distribution list. The list was split amongst the Executive in attendance to confirm the current e-mail address with whatever is shown in the HQ database.</p>		
Conclusions:			
Action items:	Person responsible	Deadline	
✓ September luncheon notification to be sent.	✓ Kathy	✓	

2008-01.005	Certification / Education Report	Presenter:	
Discussion:	<p>June: No update.</p> <p>July: 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>August: 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> <p>September: Note to be sent within the next month to announce the January start of next year's sessions.</p>		
Conclusions:			

Action items:	Person responsible	Deadline
✓ Information to be sent to the Chapter membership.	✓ Glen	✓ September 20, 2008

2008-01.006	Scholarship Report	Presenter:	Sean / (Gina)
Discussion:	<p>February: Cheque to be re-issued by HQ.</p> <p>April: No update.</p> <p>June: No update.</p> <p>July: Need to contact MRC to ensure they have the correct contact name and details.</p> <p>August: Need to communicate scholarships at September luncheon. Matching of Chapter's funds by HQ is available. Presentation to be made to recipient at December luncheon.</p> <p>September: Gina will review scholarship documents. Sean and Kathy to review, then sent out to Chapter membership.</p>		
Conclusions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2008-01.007	Program Report	Presenter:	James																																				
Discussion:	<p>2008 Guest Speakers</p> <table border="0"> <tr> <td>January 17th:</td> <td>Geoff Hurly</td> <td>Convergence of IP and Physical Security</td> </tr> <tr> <td>February 21st:</td> <td>Wael Badawy</td> <td>Video Analytics</td> </tr> <tr> <td>March 20th:</td> <td>Gerry Stebnicki</td> <td>Building Lighting Products and Techniques</td> </tr> <tr> <td>April 17th:</td> <td>Kathy McDonald</td> <td>An Update on The Global Centre for Security Cyberspace Project</td> </tr> <tr> <td>May 15th:</td> <td>Grant Hardman / Don Bell</td> <td>Organized Retail Crime</td> </tr> <tr> <td>June 19th-20th:</td> <td>Tri-Lateral Conference, Deerfoot Inn and Casino</td> <td></td> </tr> <tr> <td>September 18th:</td> <td>Lee Humphrey</td> <td>International Travel</td> </tr> <tr> <td>October 16th:</td> <td>Scott Johnson</td> <td></td> </tr> <tr> <td></td> <td>(Global Phototrack)</td> <td></td> </tr> <tr> <td>November 20th:</td> <td>Rob Anderson</td> <td></td> </tr> <tr> <td></td> <td>(MLA, Airdrie-Chestermere)</td> <td></td> </tr> <tr> <td>December 11th:</td> <td>Mix-and-Mingle</td> <td></td> </tr> </table> <p>ASIS International Seminar and Exhibits: September 15th, 16th, 17th, 18th; Atlanta, GA</p> <p>January: 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>February: Attendees have made comments that they are tired of technology topics. Need something that is current event / hot topic. Need to reiterate "NO SELLING". Other suggested topics: Casino Security (Christian Stenner, John Nagy); Chief Crown Prosecutor; Coroner's Office; CBSA; Lanny Frtiz, UofC; Airlines; Organized Retail Crime (Grant Hardman); Pandemic Planning (CHR?); Alberta Sherriff - Business Plan (Al Sauve / Brian Skeet); CPS: Gangs / Business Plan / Restructuring Organization Executive to pass names / topics to James. Luncheon options will be a long-term initiative. Cheque from Brookfield has been received and deposited. Evening tour of facilities; may have higher attendance Due to other events, earliest may be September or October.</p>			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 :	Lee Humphrey	International Travel	October 16 th :	Scott Johnson			(Global Phototrack)		November 20 th :	Rob Anderson			(MLA, Airdrie-Chestermere)		December 11 th :	Mix-and-Mingle	
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	again this year; will need to be provided with audits from previous years.		
	<p>January: Sean met with Alex at Brookfield; however Michael is still getting the paperwork in order. New contact at ATB; should have re-issued statements soon.</p> <p>February: Michael is having invoices re-printed.</p> <p>April: No update.</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> <p>August: Meeting to be held before the end of August 2008.</p> <p>September: On-going.</p>		
Conclusions:			
Action items:	Person responsible	Deadline	
✓ Sean to contact Auditor and confirm meeting date with Michael.	✓ Sean / Michael	✓ August 31, 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>April: No update.</p> <p>June: Discussion regarding statements, signing authority.</p> <p>July: Signing authority to be arranged.</p> <p>August: Michael to call ATB to arrange.</p> <p>September: Pending (still). Sean suggested maintaining a \$12K float.</p>		
Conclusions:	<p>March: MOTION: Move to on-line banking. MOVED: Michael SECONDED: Sean PASSED</p>		
Action items:	Person responsible	Deadline	
✓ Meeting to update signing authority at ATB still needed. (Request sent for 08-21.)	✓ Michael / Ryan	✓ September 30, 2008	

2008-01.024	Marketing Committee	Presenter:	Vladimir
Discussion:	<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 MOTION: Create Marketing committee to promote Chapter membership and activities Sean moved, Michael seconded PASSED February: 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.</p>		

	<p>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> <p>August: Discussion regarding Spring / summer 2009 site tour. Doug had recently toured YVR (Vancouver Airport0, including airside; very interesting. Need to research other venues.</p> <p>September: Per the survey, site tour to be arranged for Spring 2009. Sean to prepare presentation (describing Top Three issues) for October 2008 luncheon. Should become part of 2009 Business Plan for Chapter.</p>		
Conclusions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

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> <p>August: Closed.</p> <p>September: Year-end report typically contained in Winter newsletter.</p>		
Conclusions:			
Action items:	Person responsible	Deadline	
✓ Learnings to be consolidated and an overview provided at an upcoming luncheon. ✓ Presentation will be pdf'd and posted on the Chapter website.	✓ Vladimir	✓ CLOSED	

2008-01.032	Video Projector at DCC	Presenter:	
Discussion:	<p>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.</p> <p>July: Discussion / decision to have an Executive member bring a video projector for each luncheon.</p> <p>August: Glen volunteered to bring projector for September luncheon.</p> <p>September: As a contingency should Glen's return from Atlanta be delayed for any reason, James will bring a projector to the September luncheon.</p>		
Conclusions:			
Action items:	Person responsible	Deadline	
✓	✓	✓ PENDING	

2008-01.033	Pioneer Award	Presenter:	
Discussion:	<p>July: Sean to nominate Dave Ray for this award.</p> <p>August: Nomination has been completed and submitted. Waiting for decision.</p> <p>September: No decision has been announced.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓ PENDING

2008-01.035	'Networking' versus 'Selling'	Presenter:	
Discussion:	<p>August: Clarification between 'Networking' versus 'Selling' for luncheons. Based on post-meeting research, suggested wording may be:</p> <p style="padding-left: 40px;">The objectives of the ASIS Calgary Chapter luncheons are two-fold:</p> <ol style="list-style-type: none"> To provide a variety of networking opportunities to assist members in resolving potential issues through discussions of peer-tested strategies and best practices; To provide professional development through presentations / demonstrations of interest to the membership. <p>Selling or soliciting products or services during the luncheons is prohibited. <i>(This last statement was adapted from https://www.asisonline.org/images/store/programs/1008cctv.pdf.)</i></p> <p>September: Information shown above to be included on Chapter communications, as well as to be mentioned at each luncheon.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓ Information to be added to luncheon communications		✓ Kathy	✓ PENDING

New Business

2008-01.037	ICA Conference	Presenter:	
Discussion:	<p>September: The International CPTED Association is a not-for-profit organization and will be hosting its international conference in Calgary on October 8, 9 and 10, 2008. Note to be sent to Kathy for distribution to ASIS Calgary membership.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓ CLOSED

2008-01.038	Recognition	Presenter:	
Discussion:	<p>September: Exemplary effort by ASIS Calgary members may be merit an acceptable level of recognition via case-by-case guidelines rather than a formal policy. Situations would be discussed / approved at an Executive meeting. Research needed to determine what other Chapters are doing, e.g. out-of-scope volunteer work. Starting point would be five (5) years unless exceptional situation / circumstances.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓ PENDING

2008-01.039	Chapter Dues	Presenter:	
Discussion:	<p>September: Some luncheon attendees are not necessarily aware of the requirement for local dues to be paid in addition to the ASIS International dues. This may result in some non-members paying only the members luncheon fee. A second person at the table for the first few months of the year may minimize this potential, as well as provide some insight to the operation of the</p>		

	Chapter.		
Conclusions:			
Action items:	Person responsible	Deadline	
✓ .	✓	✓ PENDING	

Adjourned at 4:15 PM.

Next Meeting:	Thursday, October 2, 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