

ASIS Calgary / Southern Alberta Chapter

Monday, November 3, 2008

Fifth Avenue Place
420 - 2 Street SW
Calgary, AB

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

Old Business

(Details show current plus two months)

Sean called the meeting to order at 2:35.

Committee Reports:

2008-01.001	Treasurer's Report	Presenter:	Michael
Discussion:	For information about the Treasurer's Report or any other financial information, please contact: Michael Nagina, current Chapter's Treasurer at Ph: 403-291.6006 or treasurer@asis162.org		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2008-01.002	Legislative Report	Presenter:	(Gina)
Discussion:	<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> <p>October: No update available.</p> <p>November: Canadian safety standards discussed regarding new security guard training.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2008-01.003	Newsletter Report	Presenter:	(Gina)
Discussion:	<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> <p>October: Need deadline / target for next issue (Late November?). Include Lee Humphrey as winner of survey participation prize of 2009 luncheons.</p> <p>November: Deadline for submissions is November 19. Glen will provide article for 2009 Tri-lateral Conference.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓ Next newsletter issued.		✓ Gina	✓ November 30, 2008

2008-01.004	Member Communications Report	Presenter:	(Kathy)
Discussion:	<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> <p>October: Latest membership listing received from HQ; Sean has distributed same to the Executive members.</p> <p>November: Member Communications Plan has been drafted and distributed to Executive members in attendance.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓	Distribute an electronic copy of Member Communications Plan.	✓ Sean	✓

2008-01.005	Certification / Education Report	Presenter:	
Discussion:	<p>September: Note to be sent within the next month to announce the January start of next year's sessions.</p> <p>October: Terrance Zeniuk will be leading four of the upcoming sessions. Glen has received e-mails from two more people, bringing the total to four (4) attendees; need ten (10) attendees minimum.</p> <p>November: Nine (9) attendees have expressed interest in attending; cheques have been requested. Discussion regarding partial refund to those who successfully complete the CPP exam before the end of 2009; however, there may be one or more people whose attendance is paid for by their employer, thus making it potentially complicated. Glen, Sean and Terrance are scheduled to meet on Thursday to discuss this item further.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2008-01.006	Scholarship Report	Presenter:	Sean / (Gina)
Discussion:	<p>September: Gina will review scholarship documents. Sean and Kathy to review, then sent out to Chapter membership.</p> <p>October: Gina is still reviewing the applications; no decision as yet.</p> <p>November: No applications received as yet.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓		✓ Gina	✓

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> </table>			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	
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✓	✓	✓ PENDING
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2008-01.035	'Networking' versus 'Selling'	Presenter:	
Discussion:	<p>September: Information shown above to be included on Chapter communications, as well as to be mentioned at each luncheon.</p> <p>October: Announcement was made at September luncheon; will be made at November luncheon also.</p> <p>November: Discussion regarding luncheon sponsorship versus hosting.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓ Information to be added to luncheon communications	✓ Kathy	✓ PENDING	

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> <p>October: Further discussion at November Executive meeting.</p> <p>November: Standard needs to be developed, specifically related to 'exemplary' effort / service.</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 Chapter.</p> <p>October: Discussed sending reminder to members in October / November. Other alternatives include sending a note with an invoice to each Chapter member.</p> <p>November: Will be included in the next newsletter.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓	✓	✓ PENDING	

2008-01.040	Member Identification Badges	Presenter:	
Discussion:	<p>October: Discussed a few alternatives to storing / efficiently displaying badges at each luncheon.</p> <p>November: Carried over.</p>		
Conclusions:	James to research alternatives.		
Action items:		Person responsible	Deadline
✓	✓	✓ PENDING	

2008-01.041	Sponsorship	Presenter:	Vladimir
Discussion:	<p>October: Wording for policy will be adapted from recent newsletter. Photographs and/or signage to be included in newsletter.</p>		

<p>November: Looking to accommodate smaller companies. Potential for 'host table' up to 'host luncheon'.</p> <p>Levels of support Bronze (\$?), Silver (\$), Gold (\$).(please contact the Chapter's Treasurer Michael Nagina at treasurer@asis612.org or 493- 291.6006 for details).</p> <p>Draft document presented as follows:</p> <p>Chapter Support</p> <ul style="list-style-type: none"> • Through monthly luncheon support, companies reach many Calgary-based security professionals and be so doing advertise their organization which ultimately leads to a heightened awareness about their services and products. • At the same time, the organization's contributions support the Chapter's important activity of providing a forum and an opportunity to learn, exchange ideas, establish new and strengthen old connections. <p>Support Benefits</p> <ul style="list-style-type: none"> • Support benefits are available at each event, including supporter logo on the Chapter website announcing the monthly luncheon and recognition made by the Chapter Chair during the opening remarks. <p>Support Contribution</p> <ul style="list-style-type: none"> • \$__ for one luncheon • \$__ for two luncheons • \$__ for three luncheons <p>Contact Us</p> <ul style="list-style-type: none"> • For additional information, please e-mail _____. <p>Discussion included the potential for the supporter's logo being on the Chapter website for a 12-month period.</p>		
Conclusions:		
Action items:	Person responsible	Deadline
✓ .	✓	✓ PENDING

2008-01.042	New Members	Presenter:	Vladimir
Discussion:	<p>October: Will e-mail and/or call new members shown on recent ASIS HQ list. Executive to sit at tables where new members are seated.</p> <p>November:</p>		
Conclusions:			
Action items:	Person responsible	Deadline	
✓ .	✓	✓ PENDING	

2008-01.043	Payment Options	Presenter:	Glen
Discussion:	<p>October: Member of Toronto Chapter to be contacted to discuss potential RBC system for credit / debit card payments. Need to determine what fees are involved.</p> <p>November: No reply as yet from ASIS Toronto member. Will research alternate / local options.</p>		
Conclusions:			
Action items:	Person responsible	Deadline	
✓ .	✓	✓ PENDING	

2008-01.045	Business Sponsored Luncheons	Presenter:	Glen
Discussion:	<p>October: Need policy drafted, reviewed, approved.</p> <p>November: Discussion to be included in Marketing (2008-01.024). (To be removed for December minutes.)</p>		
Conclusions:			
Action items:	Person responsible	Deadline	
✓ .	✓ Vladimir	✓ CLOSED	

2008-01.046	Chapter Elections	Presenter:	Glen / Sean
Discussion:	<p>October: Discussed potential movement of elections to October luncheon for future years to accommodate potential training session in November for incoming Executive members. (see <i>Chapter Officer Terms and Responsibilities - Policy 4006</i> - www.asisonline.org/membership/volunteer-secure/policyguide/chapters.pdf; and <i>Chapter Officers and Terms - Procedure 4006</i> - www.asisonline.org/membership/volunteer-secure/policyguide/chapters_pro.pdf.)</p> <p>Glen to chair nominating / election committee. All incumbents willing to stand for re-election.</p> <p>November: Glen to send e-mail.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓ Glen to draft note seeking nominations for 2009 elections.		✓	✓ PENDING

2008-01.047	Chapter Banner	Presenter:	Glen
Discussion:	<p>October: Need banner to be displayed at each luncheon. Sean to confirm storage location.</p> <p>November: Chair to bring to each luncheon.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓ .		✓ Vladimir	✓ PENDING

2008-01.048	Joint Luncheons	Presenter:	Sean
Discussion:	<p>October: Sean will be meeting with Dan Chervenka (SPIE) to discuss potential joint luncheon events, resource sharing, and other opportunities. Annual membership dues for SPIE is \$125 and includes all luncheon costs.</p> <p>November: Pending.</p>		
Conclusions:			
Action items:		Person responsible	Deadline
✓ .		✓ Vladimir	✓ PENDING

New Business

2008-01.050	Annual Report	Presenter:	
Discussion:	<p>November:</p> <ul style="list-style-type: none"> • Donations • Scholarship • Networking • Community • Need to market better, show value-add • Outsource production of report; Glen to contact Nancy for discuss and request proposal with price. • Motion will be conducted by e-mail (see Appendix A - Process to Use Voting Buttons). 		
Conclusions:			
Action items:		Person responsible	Deadline
✓ .		✓ Vladimir	✓ PENDING

2008-01.051	Strategy Session	Presenter:	Glen
Discussion:	<p>November: Discussion regarding January 2009 session with Chapter representatives to examine where the Chapter's direction. Facilitator / lead would be required.</p>		

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

2008-01.052	Executive Director	Presenter:	Glen
Discussion:	November: Suggestion put forward for a full-time Executive Director for the Security industry in Canada. The person would be a legislative contact.		
Conclusions:			
Action items:		Person responsible	Deadline
✓ Draft a job description.		✓ Glen	✓ PENDING
✓ Discuss further with Paul Stanley and Bill Bradshaw.			

2008-01.053	Paid Luncheon Speakers	Presenter:	James
Discussion:	November: Suggestion put forward that consideration be given to arrange for a paid guest speaker, potentially in conjunction with a one-hour workshop. Only expenses would be paid, i.e. no hourly billing rates.		
Conclusions:			
Action items:		Person responsible	Deadline
✓ .		✓ James	✓ PENDING

2008-01.054	Website - Photo Album Section	Presenter:	Manuel
Discussion:	November: Discussion regarding the expansion of the Chapter website to include an album of photographs from Chapter events.		
Conclusions:			
Action items:		Person responsible	Deadline
✓ .		✓ Manuel	✓ PENDING

2008-01.055	Account Balances	Presenter:	Michael
Discussion:	November: Consideration of transferring some of the current account balance into a GIC or similar.		
Conclusions:			
Action items:		Person responsible	Deadline
✓ Additional research required.		✓ Michael	✓ PENDING

2008-01.056	December Meet-and-Greet	Presenter:	
Discussion:	November: Discussion regarding providing beverage tickets to each attendee. Tickets for alcoholic beverages may attract a liability.		
Conclusions:	November: MOTION: Provide two (2) non-alcoholic beverage tickets to each December luncheon attendee MOVED: Michael SECONDED: James PASSED (unanimous)		
Action items:		Person responsible	Deadline
✓ .		✓ Vladimir	✓ PENDING

Adjourned at 4:45 PM.

Next Meetings:	Monday, December 1, 2008 at 2:30 PM.	Tuesday, January 6, 2008
Location:	Fifth Avenue Place, 420 - 2 Street SW, Calgary	

The above minutes serve to record the discussions and action items of the meeting. (Note: In an effort to limit the length of printed copies of these minutes and thus be more environmentally aware, only the current and two (2) previous months of minutes are shown within this document.)

Please advise the writer of any discrepancies or omissions immediately.

Respectfully submitted,

Ryan Petersen
Secretary
ASIS Calgary / Southern Alberta Chapter