

# ASIS Calgary / Southern Alberta Chapter

Monday, December 1, 2008

Fifth Avenue Place  
420 - 2 Street SW  
Calgary, AB

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

## Old Business

(Details show current plus two months)

Sean called the meeting to order at 2:35.

### Committee Reports:

<b>2008-01.001</b>	Treasurer's Report	<b>Presenter:</b>	Michael
<b>Discussion:</b>	<p><b>October:</b> Disbursement from Tri-Lateral Conference has been received and deposited.</p> <p>Inquiry received regarding purchase of corporate membership; reply provided stating it was not. (Chapter and International memberships are on an individual basis.)</p> <p><i>For detailed information about the Treasurer's Report or any other financial information, please contact: Michael Nagina, current Chapter's Treasurer at <a href="mailto:treasurer@asis162.org">treasurer@asis162.org</a></i></p>		
<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>	<p><b>October:</b> No update available.</p> <p><b>November:</b> Canadian safety standards discussed regarding new security guard training.</p> <p><b>December:</b> No updates.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓		✓	✓

<b>2008-01.003</b>	Newsletter Report	<b>Presenter:</b>	(Gina)
<b>Discussion:</b>	<p><b>October:</b> Need deadline / target for next issue (Late November?). Include Lee Humphrey as winner of survey participation prize of 2009 luncheons.</p> <p><b>November:</b> Deadline for submissions is November 19. Glen will provide article for 2009 Tri-lateral Conference.</p> <p><b>December:</b> Andrew Boone and Gina are in the final stages of the newsletter and it will be sent out to the membership by the end of the week.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>

✓ Next newsletter issued.	✓ Gina	✓ November 30, 2008
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<b>2008-01.004</b>	Member Communications Report	<b>Presenter:</b>	(Kathy)
<b>Discussion:</b>	<p><b>October:</b> Latest membership listing received from HQ; Sean has distributed same to the Executive members.</p> <p><b>November:</b> Member Communications Plan has been drafted and distributed to Executive members in attendance.</p> <p><b>December:</b> Nil.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ Distribute an electronic copy of Member Communications Plan.	✓ Sean	✓	

<b>2008-01.005</b>	Certification / Education Report	<b>Presenter:</b>	
<b>Discussion:</b>	<p><b>October:</b> 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><b>November:</b> 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> <p><b>December:</b> Seventeen (17) scheduled attendees. Twenty-two (22) copies of Dave Ray's book (A Security Practitioner's Practical Guide to the Law) have been ordered. Twenty (20) copies of the CPP Study Guide (13<sup>th</sup> Edition) have also been ordered. Sean, Terrance and Glen to meet again.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓	

<b>2008-01.006</b>	Scholarship Report	<b>Presenter:</b>	Sean / (Gina)
<b>Discussion:</b>	<p><b>October:</b> Gina is still reviewing the applications; no decision as yet.</p> <p><b>November:</b> No applications received as yet.</p> <p><b>December:</b> No applications received for 2008.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓ Gina	✓	

<b>2008-01.007</b>	Program Report	<b>Presenter:</b>	James
<b>Discussion:</b>	<p><b>2009 Guest Speakers</b></p> <p>January 15<sup>th</sup>: Dan Chervenka</p> <p>February 19<sup>th</sup>:</p> <p>March 19<sup>th</sup>:</p> <p>April 16<sup>th</sup>:</p> <p>May 21<sup>st</sup>:</p> <p>June 18<sup>th</sup>-19<sup>th</sup>: Tri-Lateral Conference, Deerfoot Inn and Casino</p> <p>September 17<sup>th</sup>:</p> <p>October 15<sup>th</sup>:</p> <p>November 19<sup>th</sup>:</p> <p>December 10<sup>th</sup>: Mix-and-Mingle</p> <p>ASIS International Seminar and Exhibits: September 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>; Anaheim, CA</p> <p><b>October:</b> James has left two (2) v-mails for Jim Edwards (Calgary International Airport) regarding</p>		





✓ Meeting to update signing authority at ATB still needed.	✓ Michael / Ryan	✓
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<b>2008-01.024</b>	Marketing Committee	<b>Presenter:</b>	Vladimir
<b>Discussion:</b>	<p><b>October:</b> Brief presentation at November luncheon will include top three issues identified in the membership survey. Looking to have Winter newsletter sent out by end of November. Feedback provided regarding 2008 ASIS Canada Night.</p> <p><b>November:</b> Vladimir provided information; will include screen print of the website (i.e. where the Survey Results can be found).</p> <p><b>December:</b> On behalf of Vladimir, Doug distributed a revised Chapter Support document. Discussion regarding levels, names, orders.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓		✓	✓

<b>2008-01.032</b>	Video Projector at DCC	<b>Presenter:</b>	
<b>Discussion:</b>	<p><b>October:</b> Sean / Glen to bring video project to November October luncheon. <b>November:</b> Sean / Glen will bring a video projector to the November luncheon.</p> <p><b>December:</b> James will arrange for a projector for the December luncheon if needed.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓		✓	✓ PENDING

<b>2008-01.033</b>	Pioneer Award	<b>Presenter:</b>	
<b>Discussion:</b>	<p><b>October:</b> Recipient is an ASIS Pacific Chapter member. <b>November:</b> Glen will follow up with RVP regarding the evaluation process.</p> <p><b>December:</b> Glen will be discussing details of this award with Paul Stanley and Bill Bradshaw.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓		✓	✓ PENDING

<b>2008-01.038</b>	Recognition	<b>Presenter:</b>	
<b>Discussion:</b>	<p><b>October:</b> Further discussion at November Executive meeting. <b>November:</b> Standard needs to be developed, specifically related to 'exemplary' effort / service.</p> <p><b>December:</b> Will revisit this item in 2009.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓		✓	✓ PENDING

<b>2008-01.039</b>	Chapter Dues	<b>Presenter:</b>	
<b>Discussion:</b>	<p><b>October:</b> Discussed sending reminder to members in October / November. Other alternatives include sending a note with an invoice to each Chapter member. <b>November:</b> Will be included in the next newsletter.</p> <p><b>December:</b> Annual invoices need to include Chapter dues and option to pay for the ten (10) monthly luncheons.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓ Send 2009 invoices to the Chapter members.		✓ Michael	✓ PENDING

<b>2008-01.040</b>	Member Identification Badges	<b>Presenter:</b>	James
<b>Discussion:</b>	<p><b>October:</b> Discussed a few alternatives to storing / efficiently displaying badges at each luncheon.</p> <p><b>November:</b> Carried over.</p> <p><b>December:</b> Two (20 cases with foam inserts will be purchased to store the member ID cards. Option of storing the cases at the DCC to be followed up.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓		✓	✓ PENDING

<b>2008-01.041</b>	Sponsorship	<b>Presenter:</b>	Vladimir
<b>Discussion:</b>	<p><b>October:</b> Wording for policy will be adapted from recent newsletter. Photographs and/or signage to be included in newsletter.</p> <p><b>November:</b> 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 <a href="mailto:treasurer@asis612.org">treasurer@asis612.org</a> for details).</p> <p>Draft document presented as follows:</p> <p><i>Chapter Support</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> <p><i>Support Benefits</i></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><i>Support Contribution</i></p> <ul style="list-style-type: none"> <li>• \$__ for one luncheon</li> <li>• \$__ for two luncheons</li> <li>• \$__ for three luncheons</li> </ul> <p><i>Contact Us</i></p> <ul style="list-style-type: none"> <li>• For additional information, please e-mail _____.</li> </ul> <p>Discussion included the potential for the supporter's logo being on the Chapter website for a 12-month period.</p> <p><b>December:</b> Options to be communicated to membership via e-mail.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓		✓	✓ PENDING

<b>2008-01.043</b>	Payment Options	<b>Presenter:</b>	Glen
<b>Discussion:</b>	<p><b>October:</b> 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><b>November:</b> No reply as yet from ASIS Toronto member. Will research alternate / local options.</p> <p><b>December:</b> Jason Casio (Toronto Chapter) has provided information. Sean and Michael to meet to discuss same.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓		✓	✓ PENDING

<b>2008-01.046</b>	Chapter Elections	<b>Presenter:</b>	Glen / Sean
<b>Discussion:</b>	<p><b>October:</b> 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> - <a href="http://www.asisonline.org/membership/volunteer-secure/policyguide/chapters.pdf">www.asisonline.org/membership/volunteer-secure/policyguide/chapters.pdf</a>; and <i>Chapter Officers and Terms - Procedure 4006</i> - <a href="http://www.asisonline.org/membership/volunteer-secure/policyguide/chapters_pro.pdf">www.asisonline.org/membership/volunteer-secure/policyguide/chapters_pro.pdf</a>.)</p> <p>Glen to chair nominating / election committee. All incumbents willing to stand for re-election. <b>November:</b> Glen to send e-mail.</p> <p><b>December:</b> Incumbents were re-elected.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓		✓	✓ PENDING

<b>2008-01.047</b>	Chapter Banner	<b>Presenter:</b>	Sean
<b>Discussion:</b>	<p><b>October:</b> Need banner to be displayed at each luncheon. Sean to confirm storage location. <b>November:</b> Chair to bring to each luncheon.</p> <p><b>December:</b> Need stand to display the banner..</p>		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓ Investigate options and costs for a stand.		✓ James	✓ PENDING

<b>2008-01.048</b>	Joint Luncheons	<b>Presenter:</b>	Sean
<b>Discussion:</b>	<p><b>October:</b> 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. <b>November:</b> Pending.</p> <p><b>December:</b> Sean will call Dan Chervenka to discuss further.</p>		
<b>Conclusions:</b>			
<b>Action items:</b>		<b>Person responsible</b>	<b>Deadline</b>
✓		✓ Vladimir	✓ PENDING

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

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

<b>2008-01.053</b>	Paid Luncheon Speakers	<b>Presenter:</b>	James
<b>Discussion:</b>	<b>November:</b> 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.		
	<b>December:</b> No progress to report.		
<b>Conclusions:</b>			
<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓ PENDING	

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

<b>2008-01.055</b>	Account Balances	<b>Presenter:</b>	Michael
<b>Discussion:</b>	<b>November:</b> Consideration of transferring some of the current account balance into a GIC or similar.		
	<b>December:</b> No update.		
<b>Conclusions:</b>			
<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ Additional research required.	✓ Michael	✓ PENDING	

<b>2008-01.056</b>	December Meet-and-Greet	<b>Presenter:</b>	
<b>Discussion:</b>	<b>November:</b> Discussion regarding providing beverage tickets to each attendee. Tickets for alcoholic beverages may attract a liability.		
	<b>December:</b> Need to purchase a roll of 500 drink tickets.		
<b>Conclusions:</b>	<b>November:</b> MOTION: Provide two (2) non-alcoholic beverage tickets to each December luncheon attendee MOVED: Michael      SECONDED: James      PASSED (unanimous)		
<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓ Vladimir	✓ PENDING	

## New Business

<b>2008-01.057</b>	Name Tags	<b>Presenter:</b>	
<b>Discussion:</b>	<b>December:</b> As some members have misplaced their ID cards and new members have not received one, Glen recommended the membership be canvassed to see who needs a new name		

	tag.		
<b>Conclusions:</b>			
<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ Note to be sent to the Chapter membership to determine who needs / wants a new name tag.	✓ Kathy	✓ PENDING	

<b>2008-01.058</b>	Alberta Crime Prevention Practitioner's (ACPP) Training Program	<b>Presenter:</b>	
<b>Discussion:</b>	<p><b>December:</b> Alberta Community Crime Prevention Association (ACCPA; <a href="http://www.accpa.org">www.accpa.org</a>) will be holding this training program on February 17<sup>th</sup> through 19<sup>th</sup> at McDougall Centre. Dr. Stephen Schneider of St. Mary's University will be the instructor. This course meets the ASIS criteria for re-certification credits.</p> <p><i>Editorial comment: Interesting payment choices / amounts.</i></p> <ul style="list-style-type: none"> <li>○ I am an ACCPA member already. Please register me for \$295.00.</li> <li>○ I am not an ACCPA member yet, but would like to be. Please register me for \$335.00 (includes membership in ACCPA until December 31, 2009).</li> <li>○ I am not an ACCPA member and do not want to be. Please register me for \$375.00.</li> </ul>		
<b>Conclusions:</b>			
<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ .	✓	✓ PENDING	

Adjourned at 3:56 PM.

<b>Next Meetings:</b>	Tuesday, January 6, 2009 at 2:30 PM.	Monday, February 2, 2009
<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. (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