

ASIS Calgary / Southern Alberta Chapter

Monday, November 2nd, 2009

Fifth Avenue Place
420 - 2 Street SW
Calgary, AB

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

Old Business

(Details show current plus two months)

James called the meeting to order at 14:30.


Approval of Last Month's Minutes

MOTION:	<i>Delayed due to quorum of Executive not met at the beginning of the meeting.</i>		
MOVED:	SECONDED:		

Committee Reports:

2009-01.001	Treasurer's Report	Presenter:	Michael
Discussion:	<i>For detailed information about the Treasurer's Report or any other financial information, please contact: Michael Nagina, current Chapter's Treasurer at treasurer@asis162.org</i>		
Motions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2009-01.002	Legislative Report	Presenter:	Gina / Glen
Discussion:	<p>September: Position paper had addressed many - but not all - concerns brought forward during the hearing process.</p> <p>October: Glenn provided copies of pamphlets distributed by the GOA in reference to the Security Services and Investigators Act. Open houses to be held November 3 and 4 from 09:00-12:00 and 14:00-17:00 at the Delta Calgary Airport.</p> <p>November: Open houses to be held Tuesday, November 3, and Wednesday, November 4 from 09:00-12:00 and 14:00-17:00 at the Delta Calgary Airport. Glen (and ?) are planning to attend.</p>		
Motions:			
Action items:		Person responsible	Deadline
✓		✓	✓






2009-01.003	Newsletter Report	Presenter:	Gina
Discussion:	<p>September: Newsletter was sent out in July.</p> <p> ASIS Summer Edition Newsletter.msg</p>		

	<p>October: Fall newsletter to be issued in late November. Gina will send out an e-mail requesting ideas with respect to theme and topics. Ideas included 2010 CPP, Website statistics.</p> <p>November: Have received Glen's submission. Submissions needed from James, Manuel, Michael, and Kathy.</p>				
Action items:	<table border="1"> <thead> <tr> <th>Person responsible</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>✓</td> <td>✓</td> </tr> </tbody> </table>	Person responsible	Deadline	✓	✓
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✓	✓				

2009-01.006	Scholarship Report	Presenter:	Sean / (Gina)				
Discussion:	<p>September: No applications received as yet.</p> <p>October: No applications received as yet.</p> <p>November: Gina will include information in next newsletter.</p>						
Motions:							
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✓ Gina	✓						

2009-01.007	Program Report	Presenter:	James																																							
Discussion:	<p>Upcoming Guest Speakers</p> <table border="0"> <tr> <td>November 19th:</td> <td>Matthew Barker</td> <td>Update on Private Security Legislation</td> </tr> <tr> <td>December 10th:</td> <td>Mix-and-Mingle</td> <td></td> </tr> <tr> <td>January 21st:</td> <td></td> <td>Pandemic Planning - Legal Obligations?</td> </tr> <tr> <td>February 18th:</td> <td></td> <td>On-line Safety?</td> </tr> <tr> <td>March 18th:</td> <td></td> <td>Fraud Awareness?</td> </tr> <tr> <td>April 15th:</td> <td></td> <td>Fire Safety (Building Code Changes?)</td> </tr> <tr> <td>May 12th-13th:</td> <td>Tri-Lateral Conference, Deerfoot Inn and Casino</td> <td></td> </tr> <tr> <td>May 20th:</td> <td></td> <td>Crime Prevention Week?</td> </tr> <tr> <td>June 17th:</td> <td></td> <td></td> </tr> <tr> <td>September 16th:</td> <td></td> <td></td> </tr> <tr> <td>October 21st:</td> <td></td> <td>National Cyber Security?</td> </tr> <tr> <td>November 18th:</td> <td></td> <td></td> </tr> <tr> <td>December 9th:</td> <td>Mix-and-Mingle</td> <td></td> </tr> </table> <p>ASIS International Seminar and Exhibits: October 12th to 15th; Dallas, TX</p> <p>September: Carl Jorgensen will not be assisting James. He is trying to re-vitalize CANASA in Calgary. Suggestions for future speakers: Scott Johnson (Global Phototrack), Glen - Olympics, Grey Cup.</p> <p>October: James has confirmed Mathew BARKER has taken over from Rob ANDERSON and has confirmed to speak in November. James spoke with Ron COLLINS last week and was still confirmed to present. James to follow up with COLLINS on a weekly basis.</p> <p>November: Mike Gervais and Gord Erickson (Gang Presentation) were mentioned as possible guest speakers for May 2010. Menu choices will be a repeat of last year's; cost was a little higher for steak and salmon. Need to ensure confirmed numbers are accurate.</p>			November 19 th :	Matthew Barker	Update on Private Security Legislation	December 10 th :	Mix-and-Mingle		January 21 st :		Pandemic Planning - Legal Obligations?	February 18 th :		On-line Safety?	March 18 th :		Fraud Awareness?	April 15 th :		Fire Safety (Building Code Changes?)	May 12 th -13 th :	Tri-Lateral Conference, Deerfoot Inn and Casino		May 20 th :		Crime Prevention Week?	June 17 th :			September 16 th :			October 21 st :		National Cyber Security?	November 18 th :			December 9 th :	Mix-and-Mingle	
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2009-01.009	Webmaster Report	Presenter:	(Manuel)
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Discussion:	<p>September: No statistics available. Posted CITIG Flyer:  CITIG #3 Flyer E.pdf</p> <p>Outstanding expenses:  ASIS 162_Hosting_2009_0  Outstanding Balance.pdf</p> <p>October:</p> <ul style="list-style-type: none"> • Website had 376 unique visitors during September with a total of 626 page visits. • Manuel to create a LinkedIn profile for ASIS 162. <p><u>MOTION</u> raised by Michael NAGINA to reimburse Manuel AVILA for the difference in hosting fees minus the monies paid in advance, due to exchange rate fluctuations. In addition, to reimburse Manuel AVILA for hosting fees for the months of July, August and September. The total being \$77.24.</p> <p>MOVED: Michael SECONDED: Kathy PASSED (Manuel abstained)</p> <p>November: As attached.  ASIS 162_Hosting_Billing H Report_200910.pdf  Webmaster</p>				
Motions:	<p>October: Reimburse Manuel AVILA for the difference in hosting fees minus the monies paid in advance, due to exchange rate fluctuations. In addition, to reimburse Manuel AVILA for hosting fees for the months of July, August and September. The total being \$77.24. MOVED: Michael SECONDED: Kathy PASSED (Manuel abstained)</p>				
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✓	✓				


2009-01.011	Tri-Lateral Security Conference	Presenter:	Glen and Kathy		
Discussion:	<p>September: Debrief to be held. Each of the organizing groups will receive proceeds from the conference. Change from a dinner to a mix-and-mingle seemed to work well.</p> <p>October: Glen provided information about the net proceeds to ASIS Chapter 162. Discussion on the MOU between CANASA and Tri-Lateral "Hosts" occurred and feedback was provided to Glen. Glen will speak to Dave RAY to gain his input. Concerns raised and general discussion included:</p> <ul style="list-style-type: none"> - Audit Capability. - One Year Commitment. - Ability to Approve / Decline Vendors for Trade Show. - Verification of Booth Contracts (Vendors to pay full rate for attend conference and to be included in any meals provided). - Should the "Hosts" trademark the "Tri-Lateral" name, logo and brand. - Creation of a separate entity. <p>November: Conference to be held on May 12-13 at the Deerfoot Inn and Casino. Maximum of eighteen (18) booths. No free tickets. CANASA will manage and market the conference. All suggestions have been included in the revised MoU. Committee members will still be responsible for theme, speakers, outline, and pricing.</p>				
Motions:	<p>November: Executive authorizes the Chapter Chair to sign the MoU as presented (October 2009). MOVED: Ryan SECONDED: Michael PASSED</p>				
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Discussion:	<p>September: Great weather. Fifty (50) people attended; approximately half of previous years, but attendance at all tournaments is down. Many participants were paying their own fees, rather than their employers. Hole sponsorship was only four (4), compared to previous years when all holes were sponsored. Revenue amount to be finalized. Roger will continue as Chair, but needs an alternate / assistant.</p> <p>October: Nothing carried forward. Closed.</p> <p>November: The profit amount was determined after reconciliation. Roger explained that there was a small difference, which could have been inadvertently included in the revenue from other activities (e.g. Mulligans, Putting competition, 50/50 Draw). Sean to send an invitation to Roger Monette and George Bittman. Kathy to invite media person (e.g. Calgary Herald photographer).</p>		
Motions:	<p>MOTION: That payment (reimbursement) be made to Roger Maslen for tournament expenses and the cost of the Morgex Hole-In-One insurance. MOVED: James SECONDED: Glen PASSED (2 abstentions)</p> <p>November: Chapter to make donations to Crime Stoppers and Poppy Fund based on the golf tournament proceeds. MOVED: Michael SECONDED: James PASSED</p>		
Action items:	Person responsible	Deadline	
✓	✓	✓ CLOSED	

2009-04.065	Private Security Awards	Presenter:	Sean
Discussion:	<p>September: Ernie Eaves (Region 50) is still working on this; waiting for updated forms.</p> <p>October: James to follow up with the Edmonton Chapter.</p> <p>November: James provided a draft of a Security Officer of the Year Award announcement for comment. Discussion regarding eligibility (e.g. loss prevention staff, uniformed staff, etc.) and title of award. Item tabled until January 2010 for members of next Executive to discuss / decide.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓ Call Denis O'Sullivan to get updated information.	✓ James	✓	

2009-05.001	U of C	Presenter:	
Discussion:	<p>September: Need to re-address this with UofC. Need to assign certification representative, optimize with CPP, PCI and PSP.</p> <p>October: Carried forward.</p> <p>November: Carried forward.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓ Follow-up with UofC	✓ Sean	✓	

2009-09.001	CPP Review - 2010	Presenter:	Glen
Discussion:	<p>September: 7 people interested in attending. Announcement will be made at each of the next three (3) luncheons. \$400 fee. 5 people interested in attending PSP course.</p> <p>November: Need ten (10) attendees. Kathy may have one more who may be interested. Glen will provide note to Kathy for distribution to Chapter membership.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-09.002	Stand-up Banners	Presenter:	Kathy
Discussion:	<p>September: Need quote for two (2) stand-up banners; preliminary cost is ~\$250-\$350 each. Design cost would be \$400.</p>  <p>RE Follow-up items from meeting & Thurs</p> <p>October: Discussed options: 2 Banners, 1 Designs 2 Banners, 2 Designs 2 Banners, 2 Designs Double sided Kathy and Sean to develop messaging. Carried forward.</p> <p>November: Kathy needs a high-resolution ASIS logo for the banner. Sean to contact ASIS HQ for same. One (1) one-sided banner has been ordered.</p>		
Motions:	<p>November: Chapter to pay for the design and manufacture of one (1) one-sided banner. MOVED: Kathy SECONDED: Glen PASSED (not unanimous)</p>		
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-09.003	Chapter Elections - 2010	Presenter:	Sean
Discussion:	<p>September: Nominations will be opened in September, with follow-up announcements in October and November. Election of Chapter officers will take place at the November luncheon. Nominations should be e-mailed to Sean.</p> <p>October: Sean has received interest in the Secretary position. Michael has received interest from Ron STEWART in regards to the Treasurer's position.</p> <p>November: Nominations have been received for Chair (James, Kathy), Treasurer and Secretary. No nominations as yet for Vice-Chair. Should Kathy be elected, the role of Communications Committee Chair will need to be filled.</p>		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓ Sean	✓	

2009-10.001	Chapter Leadership Thank-You Dinner	Presenter:	Sean
Discussion:	<p>October: Sean will organize a lunch for the Executive and Committee members for late November or early December.</p> <p>November: Carried forward.</p>		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓ Sean	✓	

2009-10.002	Crime Stoppers Gala Dinner	Presenter:	Glen / Sean
Discussion:	<p>October: Have not been formally approached to support. Michael provided details on the date of the event.</p> <p>November: Michael is assisting with Silent Auction. Michael will provide note to Kathy for distribution to Chapter membership.</p>		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2009-10.003	Chapter Volunteer Award	Presenter:	Sean
Discussion:	<p>October: Sean discussed providing a plaque or some type of award for volunteering with the Chapter.</p> <p>November: Suggestion that the award be named in memory of Sylvia Hermansen. Carried forward.</p>		
Motions:			
Action items: None		Person responsible	Deadline
✓		✓	✓

2009-10.004	Change in ARVP and RVP	Presenter:	Glen
Discussion:	<p>October: Glen will be assuming the RVP role as Bill BRADSHAW will be stepping down. Tim MCCREIGHT will be taking on the ARVP role from Glen.</p> <p>November: Process of how the roles were filled was discussed.</p>		
Motions:			
Action items: None		Person responsible	Deadline
✓		✓	✓ CLOSED

New Business

2009-11.001	Security Awareness	Presenter:	Kathy
Discussion:	<p>November: Sales flyer is being distributed to offices, marketing the repair of one element of BlackBerry units. No information regarding the vendor is available on Internet.</p>		
Motions:			
Action items: None		Person responsible	Deadline
✓		✓	✓

Adjourned at approximately 16:17.

Next Meetings:	Monday, December 7, 2009 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. (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, CPP
Secretary
ASIS Calgary / Southern Alberta Chapter