

ASIS Calgary / Southern Alberta Chapter

Monday, December 7th, 2009

Fifth Avenue Place
420 - 2 Street SW
Calgary, AB

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

Old Business

(Details show current plus two months)

Sean 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:	Sean	SECONDED:	Michael
			Passed

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>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> <p>December: Changes will be coming with the April 2010 Legislation.</p>		
Motions:			
Action items:		Person responsible	Deadline
✓		✓	✓



2009-01.003	Newsletter Report	Presenter:	Gina
Discussion:	<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> <p>December: Gina forwarded the newsletter on to Kathy to distribute on December 7th. It is 10 pages long.</p>		

	As Andrew Boone provided his expertise on the layout, it was discussed that we should make mention of this. Glen suggested that we add a "Special Thanks" comment on the newsletter if it is not already too late to do so. Kathy stated that she could add this to the body of the e-mail she will be sending out. Michael suggested a certificate of Recognition for his volunteer work. It was agreed that this too was a good idea.		
Motions			
Action items:	Person responsible	Deadline	
✓ Distribute newsletter.	✓ Kathy	✓	

2009-01.006	Scholarship Report	Presenter:	Sean / (Gina)
Discussion:	<p>October: No applications received as yet.</p> <p>November: Gina will include information in next newsletter.</p> <p>December: Gina noted that the application is in the Newsletter.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓	✓ Gina	✓	

2009-01.007	Program Report	Presenter:	James
Discussion:	<p>Upcoming Guest Speakers</p> <p>December 10th: Mix-and-Mingle</p> <p>January 21st: Pandemic Planning - Legal Obligations?</p> <p>February 18th: On-line Safety?</p> <p>March 18th: Fraud Awareness?</p> <p>April 15th: Fire Safety (Building Code Changes?)</p> <p>May 12th-13th: Tri-Lateral Conference, Deerfoot Inn and Casino</p> <p>May 20th: Crime Prevention Week?</p> <p>June 17th:</p> <p>September 16th:</p> <p>October 21st: National Cyber Security?</p> <p>November 18th:</p> <p>December 9th: Mix-and-Mingle</p> <p>ASIS International Seminar and Exhibits: October 12th to 15th; Dallas, TX</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> <p>December: James met with Peter and the menus are the same for next year. James is waiting to hear back from him on whether the costs have changed.</p> <p>James advised that there are currently no presenters set up for 2010 starting with the January meeting. James asked for suggestions. Kathy noted that March is Fraud Awareness Month so Mike Gervais could be set up to present. Gina volunteered to contact him. Sean will also speak with Brian Whitelaw and see if he can do a presentation on transit security. Glen suggested having CSIS do a presentation.</p> <p>James advised that we are running low on presenter gifts. There are currently only 6 left in stock. James provided three suggestions for new gifts. The first was a glass paperweight that doubles as a magnifying glass. The cost for this with etching is \$16 US per unit with a minimum order of 50. The second item was a traditional travel mug. The cost for this is \$18 per unit with a</p>		

	minimum order of 72. The last item was a traditional water bottle. The cost for this is \$10 per unit with a minimum order of 72. Michael suggested that maybe a \$25 Starbucks Gift Certificate may work as well. They can be purchased as needed. Kathy pointed out that a lot of people are not able to accept cash gifts. Kathy pointed out that we need to look at the green impact and the storage of the item we do decide upon as well. It was agreed that this item would be deferred to 2010 for the new Executive to have a chance to make the decision on it.		
Motions:			
Action items:	Person responsible	Deadline	
✓ Contact Mike Gervais regarding providing a presentation in March.	✓ Gina	✓	

2009-01.009	Webmaster Report	Presenter:	(Manuel)
Discussion:	<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>November: As attached.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  ASIS 162_Hosting_Billing H Report_200910.pdf </div> <div style="text-align: center;">  Webmaster </div> </div> <p>December: Kathy advised that she had a reimbursement from Manuel.</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. MOVED: Michael SECONDED: Kathy PASSED (Manuel abstained)</p> <p>November (on-line): Chapter to reimburse Manuel MOVED: Michael SECONDED: James PASSED (James, Glen, Sean, Kathy, Michael and Ryan)</p> <p>December: Reimburse Manuel provided that cost does not exceed \$100 and provided proper documentation is provided. MOVED: Michael SECONDED: Kathy PASSED</p>		
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-01.011	Tri-Lateral Security Conference	Presenter:	Glen and Kathy
Discussion:	<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> <p>December: Kathy advised that the media release had just been sent out. Glen advised that an advertisement would also be in the SP&T News. Executive to forward out the information to all contacts. It is being held May 11th, 12th & 13th, 2010. The Theme is Global Trends. There is a Tradeshow being held on the Wednesday. Three speakers have already been set up with a cap of ten total. This will allow each presenter 1 hour to present.</p>		
Motions:	November: Executive authorizes the Chapter Chair to sign the MoU as presented (October 2009).		

	MOVED: Ryan	SECONDED: Michael	PASSED
Action items:		Person responsible	Deadline
✓ Progress update at next meeting.		✓ Glen	✓

2008-01.016	Audit	Presenter:	Michael
Discussion:	<p>October: No update.</p> <p>November: Michael has traded e-mails with Terry. Documents are ready to go. Plan to have audit completed before the end of 2009.</p> <p>December: Michael noted that he still does not have the cost for the audit, but feels we should move to approve it now provided the cost does not exceed \$1,000. The type of report we are looking for is a Notice to Reader.</p>		
Motions:	<p>December: Proceed with the audit provided the cost does not exceed \$1,000. MOVED: Michael SECONDED: Sean PASSED</p>		
Action items:		Person responsible	Deadline
✓ Obtain cost estimate.		✓ Michael	✓

2009-01.024	Marketing Committee	Presenter:	Vacant
Discussion:	<p>October: Position vacant, no update.</p> <p>November: No update. Glen sent note to Brett Stevenson regarding his possible interest.</p> <p>December: No Update.</p>		
Motions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2008-01.048	Joint Luncheons (w/ SPIE)	Presenter:	Kathy
Discussion:	<p>October: SPIE members will attend and pay member luncheon rate of \$25.00. Discussion on providing a small gift to all attendees. Gina to discuss with Purdy's and obtain costs for a small box of chocolates.</p> <p>November: Cost for chocolates is \$4.95 each based on 100 boxes (four chocolates per box). SPIE will pay (with one cheque) for its own members. SPIE will match charity donation. SPIE interested in splitting cost of gifts. Decision to forego gifts in favour of an additional charitable donation.</p> <p>December: SPIE has 15 people confirmed as attending. They will also match our donation to the Poppy Fund. A media release has been sent out. The presentation will be at 12:30. A donation cheque will be presented to Crime Stoppers. The Poppy Fund will also receive a donation from the proceeds of the Golf Tournament, an amount for the Lunch + an additional from SPIE, and one in Lieu of a gift (1/2 from SPIE).</p>		
Motions:	<p>November: Two tickets for non-alcoholic drinks will be provided to each attendee at the December Mix-and-Mingle. MOVED: James SECONDED: Glen PASSED</p>		
Action items:		Person responsible	Deadline
✓ Speak with Dan Chervenka		✓ Kathy	✓ PENDING

2009-04.063	Golf Tournament	Presenter:	Roger
Discussion:	<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>		

	<i>December:</i> Carry over into 2010.		
Motions:	<i>November:</i> Chapter to make a donation to Crime Stoppers and Poppy Fund based on the golf tournament proceeds. MOVED: Michael SECONDED: James PASSED		
Action items:	Person responsible	Deadline	
✓	✓	✓ CLOSED	

2009-04.065	Private Security Awards	Presenter:	Sean
Discussion:	<i>October:</i> James to follow up with the Edmonton Chapter. <i>November:</i> 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. <i>December:</i> Carry over to 2010.		
Motions:			
Action items:	Person responsible	Deadline	
✓ Call Denis O'Sullivan to get updated information.	✓ James	✓	

2009-05.001	U of C	Presenter:	Glen
Discussion:	<i>September:</i> Need to re-address this with UofC. Need to assign certification representative, optimize with CPP, PCI and PSP. <i>October:</i> Carried forward. <i>November:</i> Carried forward. <i>December:</i> To clarify, this is to streamline courses to match up with the CPP Program. Glen has asked to have his name added to this. Shannon Blackadder is the Security Management Certificate Representative.		
Motions:			
Action items:	Person responsible	Deadline	
✓ Follow-up with UofC	✓ Glen	✓	

2009-09.001	CPP Review - 2010	Presenter:	Glen
Discussion:	<i>November:</i> Need ten (10) attendees. Kathy may have one more who may be interested. Glen will provide note to Kathy for distribution to Chapter membership. <i>December:</i> Glen advised that there is about 7 to 8 people registered. Glen ordered some additional Canada Law textbooks. There is an invoice that needs to be paid. There are now enough textbooks to proceed.		
Motions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-09.002	Stand-up Banners	Presenter:	Kathy
Discussion:	<i>November:</i> 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. <i>December:</i> Kathy noted that 2 designs have been presented. One is a Marketing Banner and the second is a Chapter Banner. We can substitute photos on the marketing banner. The cost for the design is \$375 + GST..		
Motions:	<i>November:</i> Chapter to pay for the design and manufacture of one (1) one-sided banner. MOVED: Kathy SECONDED: Glen PASSED (not unanimous)		
Action items:	Person responsible	Deadline	

✓	✓	✓
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2009-09.003	Chapter Elections - 2010	Presenter:	Sean
Discussion:	<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> <p>December: Sean congratulated the next Executive. A Treasurer is still needed and an election will need to be held at the December Lunch. Blaine Gillam and Ron Stewart had expressed an interest in the position in the past, but were not present at the elections.</p> <p>Ryan Petersen has agreed to take over the Communications Chair from Kathy.</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> <p>December: Glen suggested that the dinner be held on December 22nd. There were no issues with this date. It was also agreed that 11:30 to 1:30 would be a good time. Sean will set something up and send out an invite.</p>		
Motions:			
Action items: None	Person responsible	Deadline	
✓ Set up.	✓ Sean	✓	

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> <p>December: It was agreed that the name for the award was a good idea. This will be deferred until 2010.</p> <p>Kathy suggested that we send a donation to charity for Rob Keil who has also passed. It was agreed that we have to ensure we do not set a precedent and only do this for those who made contributions to ASIS. Kathy will look into what the charity is.</p>		
Motions:	<p>December: Proceed with the contribution to Rob Keil's Charity. MOVED: James SECONDED: Glen PASSED (Gina abstained)</p>		
Action items: None	Person responsible	Deadline	
✓ Determine the charity of Ron Keil and contribute.	✓ Kathy	✓	

New Business

2009-12.001	National Security Agenda	Presenter:	Glen
Discussion:	<p>December: Glen advised that he attended a teleconference with CANASA to discuss ways to proceed with a National Security Agenda. These calls will be Bi-Monthly.</p>		
Motions:			

Action items: None	Person responsible	Deadline
✓	✓	✓

2009-12.002	Joint Lunch Drink Tickets	Presenter:	James
Discussion:	<i>December:</i> James advised that Sanford Designs will look after the cost for the drink tickets for the joint lunch. Michael will check as he believes he still has some old tickets that can be used.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2009-12.003	Chapter Scholarship	Presenter:	Michael
Discussion:	<i>December:</i> Michael suggested that the Chapter consider offering a scholarship. This could be an amount enough to help someone offset the cost of attending the ASIS Conference. Gina noted that there is already a scholarship that nobody has been applying for. There have only been two handed out in 6 years.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2009-12.003	Mount Royal Justice Studies Scholarship	Presenter:	Sean
Discussion:	<i>December:</i> Sean noted that he has received a thank-you letter from the winner of the scholarship.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

Adjourned at approximately 3:45.

Next Meetings:	Monday, January 4, 2010 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,

Parnell Lea (on behalf of Ryan Petersen, CPP)
 Secretary
 ASIS Calgary / Southern Alberta Chapter