ASIS Calgary / Southern Alberta Chapter	Monday, March 1st, 2010
	Fifth Avenue Place 420 - 2 Street SW Calgary, AB

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

Old Business

(Details show current plus two months)

Kathy called the meeting to order at 2:39 pm.

Approval of Last Month's Minutes

	MOTION: *Approve the Meeting Minutes from February 2010.* MOVED: Glen SECONDED: James Passed

Committee Reports:

2009-01.001	Treasurer's Report	**Presenter:**	Ron
Discussion:	***January:*** Current Balance: $24,764.64 Outstanding Items: - $1,000.00 to the ASIS Foundation Ron & Michael will meet on January 12th to complete handing off the responsibilities of Treasurer. ***February:*** Current Balance: $27,643.03 Outstanding Items: $225.00 ASIS Dues being deposited today. $2,540.00 Luncheon Money being deposited today. $800.00 CPP money from Sean to be deposited ***March:*** Current Balance: $27,736.61 Outstanding Items: -$1,769.25 Speaker Gifts -$506.82 Executive Thank You Lunch at Red Water Grill +$225.00 Dues Ron advised that he is now using a new program to calculate the books. He had issues with the sheets that we were using as they were no longer automatically calculating. Glen provided new name tags for members to Ron.		
Motions:	***March:*** Reimburse Kathy for $506.82 she expensed for the Executive Thank-you lunch. MOVED: Sean SECONDED: Ryan PASSED		
Action items:		**Person responsible**	**Deadline**
✓		✓	✓

2009-01.002	Legislative Report	Presenter:	Parnell
Discussion:	***January:*** No updates. We are still waiting for the rollout in April. Parnell offered to step in and take over Gina's position on the Legislative Reporting. ***February:*** Glen advised that the applications for business licenses will be posted in mid-March so that companies can commence applying for these. There is an expected 4 to 8 week turnaround on these, thus there is a grace period in place even though the deadline to be licensed is April 1st. Parnell advised that a weblink was added to the ASIS Chapter 162 web so that members can access the legislations web page. Kathy suggested that we should also make a note of this in the news on the site so members are made aware of this. Parnell will look after this. ***March:*** No Update		
Motions:			
Action items:		**Person responsible**	**Deadline**
✓		✓	✓

2009-01.003	Newsletter Report	Presenter:	Gina
Discussion:	***January:*** December's newsletter was sent out. Discussion regarding frequency of the newsletter was settled at a couple of newsletters a year. We will look to send out the first issue of 2010 on June 1st. This will allow us to have it out before the Tri-Lateral Security Conference. Gina will start looking for people to submit articles in April 2010. ***February:*** Kathy advised that she has a photo of Ralph Russell carrying the Olympic torch that would be good for the next newsletter. Gina was absent so there was no new updates. ***March:*** It was agreed that we would complete the new issue by April 30th so that it was completed before the Tri-Lateral Security Conference. We can use it to help advertise the Conference. After the Conference we should have a number of stories that we can probably use in the second issue. Gina suggested that we assign some people to write these stories and take photos. Gina will be sending out requests for articles from the Executive.		
Motions			
Action items:		**Person responsible**	**Deadline**
✓		✓	✓

2009-01.006	Scholarship Report	Presenter:	Sean
Discussion:	***January:*** The information on the scholarship was added to the December newsletter. To date, we have not received any applications. The scholarship should be mentioned during the January Luncheon. As Sean is taking this over it was suggested that he bring this up. ***February:*** No Update. ***March:*** Sean stated that he is reviewing all of the forms and should have an updated set of documents by the next meeting. Sean also noted that he does have an application from one person.		
Motions:			
Action items:		**Person responsible**	**Deadline**
✓		✓	✓

2009-01.007	Program Report	Presenter:	James
Discussion:	**<u>Upcoming Guest Speakers</u>** January 21 — Emergency and Medical Evacuations from Hostile Locations - Lee Humphrey February 18 — City Transit Security - Brian Whitelaw March 18 — Fraud Awareness - Al Vonkeman (James is awaiting his Bio) April 15 — Security Industry in India - Glen Kitteringham May 20 — Crime Prevention Week Topic - Gina will contact Mike Gervais June 17 — Summer Mixer September 16		

	October 21 November 18 December 9 Mix and Mingle Tri-Lateral Conference, May 12 to 13, Deerfoot Inn and Casino ASIS International Seminar and Exhibits: October 12 to 15, Dallas, Texas ***January:*** James asked for help from the Executive in contacting possible presenters. James advised that Lee Humphrey would be presenting on January 21st. James advised that Sean has lined up someone from City Transit to present in February. Kathy offered to contact Al Vonkeman regarding presenting in March on Fraud Awareness. James will contact Greg Deeks of the Calgary Fire Department to see if he would be interested in presenting on fire safety in April. Gina will contact Mike Chervae to see if he would be interested in presenting in May for Crime Prevention Week. Michael suggested that in the fall we may want to look at seeing if EnCana would be willing to share the security steps they took in dealing with the pipeline bombings. Jerry Taylor would be the best person to speak with regarding this. Another topic could be airport security. This has been tried in the past, but Jim Edwards has yet to commit to coming in to present. Kathy suggested that Terrance Zeniuk may know someone else who we could speak on this topic. Kathy also suggested that maybe we make the June Luncheon a spring mixer similar to what we do at Christmas. There is also the opportunity for us to find a topic that SPIE may be interested in as well thus increasing the numbers who attend the Luncheons. James advised that he is waiting on the price list from the Danish Canadian Club. James brought up the gifts for presenters. The paperweights were considered the best option presented at the last meeting. The issue is that a minimum order of 50 is needed to keep the cost down. This would be 4 years worth of gifts. We need to consider what to give repeat presenters. James noted that for orders of less than 50 the cost would still end up working out to be the same. Kathy also pointed out that we need to consider storage of the items, and the possibilities for theft. James will proceed to get a price estimate on the paperweights. James noted that we are down to 6 pen sets left. Manuel asked what SPIE gives out to their presenters? Kathy will investigate this. Michael suggested that we order something in a smaller quantity. James noted that we would be able to spend more money on the items if we ordered a smaller quantity. Manuel noted that we need to consider what we would pay a presenter for their time. ***February:*** James is in need of Brian Whitelaw's bio as he will be introducing him at the next Luncheon. Sean was working on getting this information from Brian. Glen agreed to be the presenter in April and discuss the security industry in India from his experiences from his recent trip there. James advised that he is still waiting on some quotes regarding the speaker gifts. ***March:*** James offered to assist Gina in contacting Mike Gervais to see if he is willing to present on May 20th. It was agreed that at the June Mixer it would be a good idea to have a presenter. This could be someone whom we pay as we will be inviting SPIE. Kathy suggested a speaker to discuss Smart Homes. James suggested someone to speak on Single Sign-On. Kathy suggested Ian Pfeiffer to discuss RFID. Ryan suggested Brian Eady to discuss Physical Penetration. Kathy suggested a Dr. Pittzel to discuss Bullying in the Workplace. James advised that the speaker gifts have been ordered. They should be ready for delivery by the middle of March.
Motions:	

Action items:	**Person responsible**	**Deadline**
✓ Contact Mike Gervae - Crime Prevention Presentation	✓ Gina / James	✓ April 5th

2009-01.009	Webmaster Report	**Presenter:**	Manuel
Discussion:	***January:*** As attached. Webmaster Report_200910 Michael will confirm whether we still owe December. Manuel will also explore the possibility of having SoftCom bill us instead of having him charge his credit card. James suggested that we look into whether we		

	can pay in advance for the year. Michael stated that we could use a US Bank Draft to do so. Parnell asked if it was possible to set up for an automatic withdrawal. Michael pointed out that we would still need the receipts. James asked Manuel if we could add to the Luncheon Invitations when we have premium menu items. This can be done. James will provide the information to Manuel. Manuel stated that we will be looking to upgrade the website with new technology. Manuel has moved to Windows 2007, but FrontPage has problems running under this operating system. He will be testing some options out. Kathy will provide Manuel with some photos from the ASIS / SPIE Christmas Mixer for the website. ***February:*** As attached. Webmaster Report 2010.01 It is believed that the link for the Tri-Lateral Conference is now on the ASIS Chapter 162 website. ***March:*** No Webmaster Report provided as yet for February. Kathy advised that Manuel Avila is stepping down as the ASIS Chapter 162 Webmaster effective immediately. It was asked if Manuel would be willing to continue with the role if we paid him for the service? If a detailed list of what he is providing could be provided we could work out some form of retainer. Kathy will explore this further with Manuel.
Motions:	***January:*** Reimburse Manuel for $15.70 for the website fee, and $188.40 paid to the web host as per the annual agreement. MOVED: James SECONDED: Glen PASSED

Action items:	**Person responsible**	**Deadline**
✓	✓	✓

2009-01.011	Tri-Lateral Security Conference	**Presenter:**	Glen and Kathy
Discussion:	***January:*** Nothing new to report. The group will next meet on January 26th. There will also be a teleconference with CANASA on January 28th. ***February:*** The next meeting is set for February 23rd, 2010. To date there are 6 confirmed speaker, including two who are ASIS representatives. Bob Granger the Director for Security for the United Space Alliance and also the ASIS International President will be presenting. Also Jennifer Brown of Canadian Security Magazine will be coming out to attend the event. We are currently 6 weeks before registration begins. All 24 CANASA booths have been sold out. ***March:*** A meeting was held last Thursday. We are still looking for two (2) speakers. We are looking for local speakers. There are also opportunities for Corporate sponsorship available. Kathy will look and see if we can find a new venue for next year as we appear to be outgrowing the current locations available seating.		
Motions:			

Action items:	**Person responsible**	**Deadline**
✓	✓	✓

2008-01.016	Audit	**Presenter:**	Michael
Discussion:	***January:*** As requested by the Accountant, Michael will restructure the Excel spreadsheet in order to segregate cheques, deposits, credits and debits which will save the Accountant time and reduce the associated fees to the chapter. ***February:*** Michael is picking up the binder from the auditor this week. ***March:*** No updates.		
Motions:			
Action items:		**Person responsible**	**Deadline**
✓		✓	✓

2009-04.063	Golf Tournament	**Presenter:**	Roger
Discussion:	***January:*** Michael pointed out that Roger will be booking this very soon. There is usually a $900 fee for holding the day. Motion was brought forward to approve a $1,000 deposit to hold the date. Ron asked if there was any consideration given to changing the venue for the tournament to change things up. He suggested maybe Darcy Ridge. Ron will check with Roger as it is believed that we have a standing agreement for the date with Links Ridge. ***February:*** Roger will coordinate the dates with the Edmonton Chapter once he has this set up. Edmonton has moved their Golf Tournament to the afternoon so that Calgary Chapter members could attend. ***March:*** The date has been booked. Roger will provide that date so it can be posted on the website.		
Motions:	***January:*** Approve a minimum of $1,000 to provide a deposit to the Links Ridge Golf Course to hold our date. MOVED: James SECONDED: Manuel PASSED		
Action items:		**Person responsible**	**Deadline**
✓		✓	✓

2009-04.065	Private Security Awards	**Presenter:**	Sean
Discussion:	***January:*** No update. ***February:*** Kathy advised that she would be nominating the ASIS Chapter 162 for the Calgary Policing Award through the Calgary Police Commission. Glen agreed to help her write up the nomination. It is due March 1st. It was agreed that the chapter would support the Rom Minion Award presented at the ASIS Conference. They are looking to have one nominee from each chapter represented. Kathy will send a letter to the Police Chief inviting himself or a representative to send a member to attend the Luncheons. ***March:*** Kathy advised that the submission for the Calgary Policing Award has been sent.		
Motions:			
Action items:		**Person responsible**	**Deadline**
✓ Letter to the Chief.		✓ Kathy	✓ March 1st

2009-05.001	U of C	**Presenter:**	Glen
Discussion:	***January:*** No update. ***February:*** Glen confirmed that the courses that are being taught are using materials that are aligned with the CPP program. Glen, Kathy and Dave Ray who are all ASIS members also instruct courses at the U of C. Glen suggested that we set up a link to the U of C Certificate program on the ASIS Chapter 162 website. The U of C could also add a link to our website. ***March:*** Glen will provide a link to the U of C information so that it can be posted on our website. Glen advised that the only other area with a security program is the French version in Montreal. The University of Alberta is dropping their program. Glen suggested that we encourage the other chapters to work with the U of C in building relationships with them.		
Motions:			
Action items:		**Person responsible**	**Deadline**
✓		✓	✓

2009-09.001	CPP Review - 2010	**Presenter:**	Glen
Discussion:	***January:*** No update. Classes have started. ***February:*** Glen advised that they are in week 5. There are 10 students. They are averaging 5 people a class. ***March:*** The course is in week 9. There are only 14 weeks left in the course. Still waiting on the study guides though. Sean checked and was advised that they were lost in the mail.		
Motions:			
Action items:		**Person responsible**	**Deadline**
✓		✓	✓

2009-12.001	National Security Agenda	**Presenter:**	Glen
Discussion:	***January:*** No update. ***February:*** Glen advised that they are currently holding monthly meetings. Glen will be chairing the meeting on February 23rd. They are still in the process of determining the mandate and name for their group. They are working toward becoming a single recognized voice for security organizations to belong to. They are working on determining who qualifies, the benefits to be achieved, the budget, the fees to be a member and how many votes each member would get. They would like to see representatives from the big organizations. CANASA is spearheading. ***March:*** Glen advised that at the last meeting only ASIS, CANASA & CFAA were the only people on the phone. The meetings are still carrying on. Glen will be suggesting that we look into signing an MOU with both of them at the next ARVP Teleconference.		
Motions:			
Action items: None		**Person responsible**	**Deadline**
✓		✓	✓

2010-01.001	Communication Committee	**Presenter:**	Ryan
Discussion:	***January:*** Ryan has taken on the responsibilities for the committee from Kathy. The January Luncheon notice needs to be sent out. Kathy will advise Ryan. ***February:*** Ryan asked if there was a criterion for items we forward to members from 3rd parties (Seminars, etc.). Kathy advised that she usually only sent out items for things that were not for profit. After further discussion it was agreed that the item must have an immediate benefit to the chapter members. For questionable items these can be looked at on a case by case basis by the Chapter Executive. ***March:*** Ryan brought forward the discussion regarding what is acceptable for the email fan out to members. Barry Davidson has asked that we send out a CPTED training course that he is running through CLIC. This is a not for profit agency and meets the same criteria as the Police's CPTED training course. It was agreed that the items should be local events, not for profit, by a recognized educational institution, is a chapter member involved as a presenter or organizer and it is of member interest. If it does not fit the criteria for an email fan out we can look at posting it on the website.		
Motions:			
Action items: None		**Person responsible**	**Deadline**
✓		✓	✓

2010-02.004	Website Funding	**Presenter:**	Glen
Discussion:	***February:*** Glen advised that the ASIS Canada website is up and running. All chapters should be contributing information to it. What do we want to provide and what do we want it to look like? Glen advised that there is around a $25 charge to maintain the site. ***March:*** No update.		
Motions:			
Action items: None		**Person responsible**	**Deadline**
✓		✓	✓

2010-02.005	ASIS Canada Logo	**Presenter:**	Glen
Discussion:	***February:*** Glen advised that the ASIS Canada logo is now on the website. It has replaced the International logo. Glen will confirm if we should be using ASIS Canada or ASIS International Canada in our communications. ***March:*** Glen confirmed that we are using ASIS International Canada.		
Motions:			
Action items: None		**Person responsible**	**Deadline**
✓		✓	✓

2010-02.006	MOU Creation	**Presenter:**	Glen
Discussion:	***February:*** Glen suggested that we start looking at creating MOU's with groups like BOMA, SPIE, HTCIA, etc. Glen will create a draft MOU. ***March:*** Glen encouraged us to reach out to these members and work on MOU's with them.		
Motions:			
Action items: None		**Person responsible**	**Deadline**
✓		✓	✓

New Business

2010-03.007	Professional Development Incentive Program	**Presenter:**	Sean
Discussion:	***March:*** All ASIS Chapters in good standing can earn revenue by promoting ASIS educational classroom programs, and through the registration of their individual members. These combined activities will generate credits on a quarterly basis, which chapter leadership can redeem annually for the purchase of ASIS education programs, merchandise, or ASIS-published books. Sean suggested that we should be working on selling our programs to members. Items such as webinars are an example.		
Motions:			
Action items: None		**Person responsible**	**Deadline**
✓		✓	✓

2010-03.008	C-Event	**Presenter:**	James
Discussion:	***March:*** James will be attending the Building Better Meetings seminar on March 3rd.		
Motions:			
Action items: None		**Person responsible**	**Deadline**
✓		✓	✓

2010-03.009	CPP Credits	**Presenter:**	Sean
Discussion:	***March:*** Sean brought up that we should be submitting our sign in sheets from the ASIS Luncheons so that the members can get credits toward the CPP. Some members have been asking about this. Sean will help determine who these should be sent to. Parnell will add this to his duties as Secretary.		
Motions:			
Action items: None		**Person responsible**	**Deadline**
✓		✓	✓

2010-03.010	Monthly On Line Updates to Chapter	**Presenter:**	Sean
Discussion:	***March:*** Sean brought forward that we should be going on line monthly with ASIS and submit our Chapter Reports. These should be done monthly. Glen should be copied on these. One thing that needs to be added is the number of attendees at our Luncheons. Glen should also be copied on the report.		
Motions:			
Action items: None		**Person responsible**	**Deadline**
✓		✓	✓

2010-03.011	Certification / Best Practices	**Presenter:**	Sean
Discussion:	***March:*** Sean suggested that we start looking at best practices to improve our CPP program to help increase the number of members who are successful in completing the certification. The goal is to have members signed up and writing by the end of the course. Some tokens to reward people for successful completion should also be considered for those people who become certified. Pens, luncheons or dinners were possible options for this.		
Motions:			
Action items: None		**Person responsible**	**Deadline**
✓		✓	✓

Adjourned at approximately 4:01 pm.

Next Meetings:	Monday, April 5, 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
Secretary
ASIS Calgary / Southern Alberta Chapter