

ASIS Calgary / Southern Alberta Chapter

Monday, January 11th, 2010

Fifth Avenue Place
420 - 2 Street SW
Calgary, AB

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

Old Business

(Details show current plus two months)

Sean called the meeting to order at 2:45 pm.

Approval of Last Month's Minutes

MOTION: Approve the Meeting Minutes from December 2009.	
MOVED: Michael SECONDED: James	Passed

Committee Reports:

2009-01.001	Treasurer's Report	Presenter:	Michael
Discussion:	<p>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</p> <p>January: Ron & Michael will meet on January 12th to complete handing off the responsibilities of Treasurer.</p>		
Motions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2009-01.002	Legislative Report	Presenter:	Parnell / Glen
Discussion:	<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> <p>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.</p>		
Motions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2009-01.003	Newsletter Report	Presenter:	Gina
Discussion:	<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> <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.</p>		

	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 1 st issue of 2010 on June 1 st . 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.		
Motions			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-01.006	Scholarship Report	Presenter:	Sean / (Gina)
Discussion:	<p>November: Gina will include information in next newsletter.</p> <p>December: Gina noted that the application is in the Newsletter.</p> <p>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.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓ Mention the scholarship during the January Luncheon.	✓ Sean	✓	




2009-01.007	Program Report	Presenter:	James
Discussion:	<p><u>Upcoming Guest Speakers</u></p> <p>January 21: Emergency and Medical Evacuations from Hostile Locations – Lee Humphrey February 18: City Transit Spokesperson – Sean was arranging. March 18: Fraud Awareness – Kathy will call Al Vonkeman. April 15: Fire Safety – James will contact Greg Deeks of CFD. May 20: Crime Prevention Week Topic – Gina will contact Mike Chervae June 17: Spring Mixer? July 15: August 19: September 16: October 21: November 18: December 9: Mix & Mingle Tri-Lateral Conference, May 11 to 13, Deerfoot Inn & Casino ASIS International Seminar and Exhibits: October 12 to 15, Dallas, Texas</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 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.</p> <p>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</p>		

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.

Motions:		
Action items:	Person responsible	Deadline
✓ Contact Al Vonkeman - Fraud Awareness Presentation	✓ Kathy	✓
✓ Contact Greg Deeks – Fire Safety Presentation	✓ James	
✓ Contact Mike Chervae – Crime Prevention Presentation	✓ Gina	
✓ Paperweight Price Estimate	✓ James	
✓ SPIE Presenter Gifts - Investigate	✓ Kathy	

2009-01.009	Webmaster Report	Presenter:	(Manuel)
Discussion:	<p>November: As attached.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  ASIS </div> <div style="text-align: center;">  Webmaster </div> </div> <p>162_Hosting_Billing H Report_200910.pdf</p> <p>December: Kathy advised that she had a reimbursement from Manuel.</p> <p>January: As attached.</p> <div style="text-align: center;">  Webmaster Report_200910 </div> <p>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.</p> <p>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.</p> <p>Manuel stated that we will be looking to upgrade the web site 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.</p> <p>Kathy will provide Manuel with some photos from the ASIS / SPIE Christmas Mixer for the web site.</p>		
Motions:	<p>November (on-line): Chapter to reimburse Manuel for \$35.03. MOVED: Michael SECONDED: James PASSED (James, Glen, Sean, Kathy, Michael and Ryan)</p>		

	December: Reimburse Manuel provided that cost does not exceed \$100 and provided proper documentation is provided. MOVED: Michael SECONDED: Kathy PASSED
Action items:	Person responsible Deadline
✓	✓ ✓

2009-01.011	Tri-Lateral Security Conference	Presenter:	Glen and Kathy
Discussion:	<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> <p>January: Nothing new to report. The group will next meet on January 26th. There will also be a teleconference with CANASA on January 28th.</p>		
Motions:	<p>November: Executive authorizes the Chapter Chair to sign the MoU as presented (October 2009). MOVED: Ryan SECONDED: Michael PASSED</p>		
Action items:	Person responsible	Deadline	
✓	✓	✓	

2008-01.016	Audit	Presenter:	Michael
Discussion:	<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> <p>January: Michael advised that the Auditor is away until January 23rd. They will be going through the books upon his return. Michael noted that he needs to move some numbers around on the spreadsheet and that this could end up saving us some money. Michael also noted that December's statement should also be in.</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>November: No update. Glen sent note to Brett Stevenson regarding his possible interest.</p> <p>December: No Update.</p> <p>January: Vladimir had started the committee to look at sponsorship for Luncheons to allow for paid speakers. James suggested that we could also look for sponsors to buy a hole during the golf tournament as well. Additionally the committee was going to work toward a plan for recruiting new members. Michael expressed interest in heading this Committee once he has completed the audit.</p> <p>Kathy stated that the ASIS Edmonton Chapter has expressed an interest in getting more involved. We may want to consider bringing them down as a guest speaker.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

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

	<p>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> <p>December: Carry over into 2010.</p> <p>January: Michael pointed out that Roger will be booking this very soon. There is a fee for holding the day. Motion was brought forward to approve a deposit to hold the date.</p> <p>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.</p>		
Motions:	<p>November: Chapter to make a donation to Crime Stoppers and Poppy Fund based on the golf tournament proceeds. MOVED: Michael SECONDED: James PASSED</p> <p>January: Approve to provide a deposit to the Links Ridge Golf Course to hold our date. MOVED: James SECONDED: Manuel PASSED</p>		
Action items:		Person responsible	Deadline
✓		✓	✓

2009-04.065	Private Security Awards	Presenter:	Sean
Discussion:	<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> <p>December: Carry over to 2010.</p> <p>January: No update.</p>		
Motions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2009-05.001	U of C	Presenter:	Glen
Discussion:	<p>November: Carried forward.</p> <p>December: 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.</p> <p>January: No update.</p>		
Motions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2009-09.001	CPP Review - 2010	Presenter:	Glen
Discussion:	<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> <p>December: 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.</p> <p>January: No update. Classes have started.</p>		
Motions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2009-09.002	Stand-up Banners	Presenter:	Kathy
Discussion:	<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> <p>December: Kathy noted that 2 designs have been presented. One is a Marketing Banner and the second is</p>		

	a Chapter Banner. We can substitute photos on the marketing banner. The cost for the design is \$375 + GST.		
	January: Kathy reported that one banner has been completed and is ready for the next Luncheon. James offered to bring it with him to meetings should we not be able to arrange storage on site at the Danish Canadian Club.		
Motions:	November: 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	
✓	✓	✓	

2009-09.003	Chapter Elections - 2010	Presenter:	Sean
Discussion:	<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> <p>January: Kathy thanked all the volunteers for the 2010 Chapter Executive. Changes are as follows:</p> <p>Incoming Chapter Chair Kathy MacDonald Outgoing Chapter Chair Sean Bolli</p> <p>Returning Chapter Vice-Chair James Sanford</p> <p>Incoming Chapter Treasurer Ron Stewart Outgoing Chapter Treasurer Michael Nagina</p> <p>Incoming Chapter Secretary Parnell Lea Outgoing Chapter Secretary Ryan Peterson</p> <p>Michael wants to head to the bank after the January Luncheon to complete all the required paperwork. Parnell needs to complete a letter on chapter letterhead showing the changes to the executive.</p>		
Motions:			
Action items: None	Person responsible	Deadline	
✓ Letter for the Bank.	✓ Parnell	✓	

2009-10.001	Chapter Leadership Thank-You Dinner	Presenter:	Sean
Discussion:	<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> <p>January: The dinner did not occur on December 22nd as planned. Kathy will reschedule. It was agreed that the lunch would happen at the Stadium Red Water Grill on February 26th @ 11:30 am. Kathy will make the reservations and send out the invite.</p>		
Motions:			
Action items: None	Person responsible	Deadline	
✓ Set up.	✓ Kathy	✓	

2009-10.003	Chapter Volunteer Award	Presenter:	Sean
Discussion:	<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</p>		

	will look into what the charity is. January: Kathy sent a note to Rob Keil's ceremony. He did not have a charity.
Motions:	December: Proceed with the contribution to Rob Keil's Charity. MOVED: James SECONDED: Glen PASSED (Gina abstained)
Action items: None	Person responsible Deadline
✓	✓ ✓

2009-12.001	National Security Agenda	Presenter:	Glen
Discussion:	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. January: No update.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2009-12.002	Joint Lunch Drink Tickets	Presenter:	James
Discussion:	December: 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. January: Michael to send an amount to James so that he can send a cheque.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

New Business

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.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2010-01.001	Executive Email Addresses	Presenter:	Manuel
Discussion:	January: Manuel asked for the email addresses where the new executive would like email directed to. He will work on transitioning these over.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

Adjourned at approximately 4:10 pm.

Next Meetings:	Monday, February 1, 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