

ASIS Calgary / Southern Alberta Chapter

Monday, February 8th, 2010

Fifth Avenue Place
420 - 2 Street SW
Calgary, AB

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

Old Business

(Details show current plus two months)

Sean called the meeting to order at 2:33 pm.

Approval of Last Month's Minutes

	MOTION: <i>Approve the Meeting Minutes from January 2010.</i>	
	MOVED: Ron	SECONDED: Glen
		Passed

Committee Reports:

2009-01.001	Treasurer's Report	Presenter:	Michael
Discussion:	<p><i>For detailed information about the Treasurer's Report or any other financial information, please contact: Ron Stewart, current Chapter's Treasurer at treasurer@asis162.org</i></p> <p>January: Ron & Michael will meet on January 12th to complete handing off the responsibilities of Treasurer.</p> <p>February: Ron asked for help at the next luncheon to handle the sign in table and money. Parnell agreed that he would assist Ron.</p> <p>Ron provided Glen with the names of new members for new name tags.</p>		
Motions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2009-01.002	Legislative Report	Presenter:	Parnell
Discussion:	<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> <p>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.</p> <p>Parnell advised that a web link 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.</p>		
Motions:			

Action items:	Person responsible	Deadline
✓	✓	✓

2009-01.003	Newsletter Report	Presenter:	Gina
Discussion:	<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> <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 1st 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.</p> <p>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.</p>		
Motions			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-01.006	Scholarship Report	Presenter:	Sean / (Gina)
Discussion:	<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> <p>February: No Update.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-01.007	Program Report	Presenter:	James
Discussion:	<p>Upcoming Guest Speakers</p> <p>January 21: Emergency and Medical Evacuations from Hostile Locations – Lee Humphrey February 18: City Transit Security – Brian Whitelaw March 18: Fraud Awareness – Al Vonkeman. April 15: Security Industry in India – Glen Kitteringham May 20: Crime Prevention Week Topic – Gina will contact Mike Gervae June 17: Summer Mixer September 16: October 21: November 18: December 9: Mix & Mingle Tri-Lateral Conference, May 12 to 13, Deerfoot Inn & Casino ASIS International Seminar and Exhibits: October 12 to 15, Dallas, Texas</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</p>		

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.

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.

Motions:

Action items:	Person responsible	Deadline
✓ Contact Mike Gervae – Crime Prevention Presentation	✓ Gina	✓ March 1 st
✓ Paperweight Price Estimate	✓ James	✓ March 1 st

2009-01.009	Webmaster Report	Presenter:	Manuel
Discussion:	<p>December: Kathy advised that she had a reimbursement from Manuel.</p> <p>January: As attached.</p>  <p>Webmaster Report 200910</p> <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</p>		

	<p>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> <p>February: As attached.</p>  <p>Webmaster Report 2010.01</p> <p>It is believed that the link for the Tri-Lateral Conference is now on the ASIS Chapter 162 web site.</p>		
Motions:	<p>December: Reimburse Manuel provided that cost does not exceed \$100 and provided proper documentation is provided. MOVED: Michael SECONDED: Kathy PASSED</p> <p>January: Reimburse Manuel for \$15.70 for the web site fee, and \$188.40 paid to the web host as per the annual agreement. MOVED: James SECONDED: Glen PASSED</p>		
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-01.011	Tri-Lateral Security Conference	Presenter:	Glen and Kathy
Discussion:	<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> <p>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.</p> <p>We are currently 6 weeks before registration begins.</p> <p>All 24 CANASA booths have been sold out.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2008-01.016	Audit	Presenter:	Michael
Discussion:	<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 a reasonable amount. The type of report we are looking for is a Notice to Reader.</p> <p>January: As requested by the Accountant, Michael will restructure the excel spreadsheet in order to segregate checks, deposits, credits and debits which will save the Accountant time and reduce the associated fees to the chapter.</p> <p>February: Michael is picking up the binder from the auditor this week.</p>		
Motions:	<p>December: Proceed with the audit provided reasonable cost. MOVED: Michael SECONDED: Sean PASSED</p>		

Action items:	Person responsible	Deadline
✓	✓	✓

2009-01.024	Marketing Committee	Presenter:	Vacant
Discussion:	<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> <p>February: No update.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-04.063	Golf Tournament	Presenter:	Roger
Discussion:	<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> <p>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.</p>		
Motions:	<p>January: Approve to provide a deposit to the Links Ridge Golf Course to hold our date. PASSED</p> <p>MOVED: James SECONDED: Manuel</p>		
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-04.065	Private Security Awards	Presenter:	Sean
Discussion:	<p>December: Carry over to 2010.</p> <p>January: No update.</p> <p>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.</p> <p>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.</p> <p>Kathy will send a letter to the Police Chief inviting himself or a representative to send a member to attend the Luncheons.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓ Letter to the Chief.	✓ Kathy	✓ March 1 st	

2009-05.001	U of C	Presenter:	Glen
Discussion:	<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>		

	<p>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.</p> <p>Glen suggested that we set up a link to the U of C Certificate program on the ASIS Chapter 162 web site. The U of C could also add a link to our web site.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-09.001	CPP Review - 2010	Presenter:	Glen
Discussion:	<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> <p>February: Glen advised that they are in week 5. There are 10 students. They are averaging 5 people a class.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-10.001	Chapter Leadership Thank-You Dinner	Presenter:	Sean
Discussion:	<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> <p>February: Kathy booked the date for 13 people. It was agreed that Andrew Boone and Terrance Zeniuk should also be invited. Kathy will send this to them.</p>		
Motions:			
Action items: None	Person responsible	Deadline	
✓ Invite Andrew Boone and Terrance Zeniuk	✓ Kathy	✓ February 22 nd	

2009-10.003	Chapter Volunteer Award	Presenter:	Sean
Discussion:	<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> <p>January: Kathy sent a note to Rob Keil's ceremony. He did not have a charity.</p> <p>February: No update.</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	
✓	✓	✓	

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>		

	January: No update.		
	February: Glen advised that they are currently holding monthly meetings. Glen will be chairing the meeting on February 23 rd . 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.		
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 criteria for items we forward to members from 3 rd 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.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

New Business

2010-02.003	Paperwork Elimination	Presenter:	Glen
Discussion:	February: Glen brought up that we are regularly receiving hard copy and emails for information from Headquarters. Glen will approach them to see if we can move away from hard copies and move to email only.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2010-02.004	Web Site Funding	Presenter:	Glen
Discussion:	February: Glen advised that the ASIS Canada web site 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.		
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 web site. It has replaced the International logo. Glen will confirm if we should be using ASIS Canada or ASIS International Canada in our communications.		
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.		

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

Adjourned at approximately 4:19 pm.

Next Meetings:	Monday, March 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