

ASIS Calgary / Southern Alberta Chapter

Monday, April 5th, 2010

Fifth Avenue Place
420 - 2 Street SW
Calgary, AB

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

Old Business

(Details show current plus two months)

Kathy called the meeting to order at 2:34 pm.

Approval of Last Month's Minutes

MOTION: Approve the Meeting Minutes from March 2010.	
MOVED: Glen	SECONDED: Ryan
Passed	

Committee Reports:

2009-01.002	Legislative Report	Presenter:	Parnell
Discussion:	<p>April: Parnell advised that the new program is now expected to start May 1st, 2010 due to a minor Government process delay. You can still submit applications but they will hold onto them for processing.</p> <p>For the Individual Licenses the applicants must also complete a Consent for Police Information Check, Consent for Disclosure of Personal Information and an Affidavit while with the Police. Two pieces of ID will also be required.</p> <p>Both the Business and Individual License applications are now available on line.</p> <p>Parnell advised of an addition in the form of a General Training Licence which may be issued to individual while they complete Basic Security or Investigator Training. Training licences are issued once only and are valid for 30 days. Upon successful completion of training, the training licence is converted into a regular licence. Applications must be submitted by the applicant's employer. This licence class does not come into effect until April 1, 2011. Contact the Licensing Department for more information and fees. Note: General training licences will not be available until the applicable training program comes into effect.</p>		
Motions:			
Action items:		Person responsible	Deadline
✓		✓	✓

2009-01.003	Newsletter Report	Presenter:	Gina
Discussion:	<p>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.</p> <p>April: Gina advised that to date she has only received one article for the newsletter. This is the 3rd reminder to get your articles in.</p> <p>It was agreed that new CPP members should be recognized in the newsletter as well. Glen will try to locate this information.</p>		
Motions			

Action items:	Person responsible	Deadline
✓ Articles to be submitted to Gina.	✓ All	✓ April 15
✓ New CPP Members – Determine who they are.	✓ Glen	✓ April 15

2009-01.006	Scholarship Report	Presenter:	Sean
Discussion:	<p>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.</p> <p>April: 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. James is awaiting his Bio. April 15: Security Industry in India – Glen Kitteringham May 20: Crime Prevention Week Topic –Mike Gervais June 17: Summer Mixer – Scott Henning – Wiebo Ludwig Investigation – Well Site Bombings 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>March: James offered to assist Gina in contacting Mike Gervae 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 Eddie to discuss Physical Penetration. Kathy suggested a Dr. Pittzel to discuss Bullying in the Workplace.</p> <p>James advised that the speaker gifts have been ordered. They should be ready for delivery by the middle of March.</p> <p>April: Kathy advised that she has arranged Scott Henning to present at the Summer Mixer on the investigation into the EnCana pipeline bombings.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-01.009	Webmaster Report	Presenter:	Manuel
Discussion:	<p>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.</p> <p>April: As there is currently no Webmaster we don't have a Webmaster Report for March.</p> <p>Parnell advised that Andrew Boone has expressed an interest in being the Webmaster. He would like to know what the job will involve before he agrees. Ryan has created the job posting so he will provide that to Parnell so he can go over the role with Andrew. Ryan has not posted the position as yet. It was agreed that the Webmaster will not need to be a web designer and that if there are any major changes needed to the web site then we can consult this work out.</p> <p>Ryan advised that the Luncheon registrations were being sent to the Webmaster email address. As there is</p>		

	nobody assigned to that post it is unknown where these registration confirmations have gone. Ryan has emailed James to ask him where he gets the number of registered guests from. Ryan has added his name to the Webmaster email for now, but anyone who registered before he did this may not be known. If it is discovered that we lost the information we should resend the registration with an apology and have everyone re-register.
Motions:	
Action items:	Person responsible Deadline
✓ Confirm Andrew Boone's interest as Webmaster.	✓ Parnell ✓ May 3

2009-01.011	Tri-Lateral Security Conference	Presenter:	Glen and Kathy
Discussion:	<p>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.</p> <p>April: To date 21 people have registered. All booths have been sold out. All speakers have been confirmed. We are still looking for some sponsorship opportunities. It was agreed that we need to promote the event. Ryan suggested that we print flyers and have them left on the tables at the next Luncheon.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2008-01.016	Audit	Presenter:	Michael
Discussion:	<p>April: Ron advised that he received a copy of the statement and forwarded it on to Michael. Kathy will contact Michael to discuss the status.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-04.063	Golf Tournament	Presenter:	Roger
Discussion:	<p>March: The date has been booked. Roger will provide that date so it can be posted on the web site.</p> <p>April: Edmonton's registration for their Golf Tournament has already been sent out. We are not sure of the date for our Tournament.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-04.065	Private Security Awards	Presenter:	Sean
Discussion:	<p>March: Kathy advised that the submission for the Calgary Policing Award has been sent.</p> <p>April: No update.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-05.001	U of C	Presenter:	Glen
Discussion:	<p>March: Glen will provide a link to the U of C information so that it can be posted on our web site. 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.</p> <p>April: Glen advised that he has encouraged the other chapters to work with the UofC, but that since he</p>		

	brought it up nobody has made contact with Patricia Larose as yet.		
	The UofC has a link on their web site for our Chapter. Glen will confirm that we have the UofC Security Management program set up as a link on our site.		
Motions:			
Action items:	Person responsible	Deadline	
✓ Confirm we have the UofC link.	✓ Glen	✓ May 3	

2009-09.001	CPP Review - 2010	Presenter:	Glen
Discussion:	<p>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.</p> <p>January: Glen advised that the Study Guides finally arrived. The final test is this coming Wednesday and then the course is complete. Ron to provide Glen with cheques for the expenses for the books.</p> <p>Glen and Sean are re-writing the program to make it more student focused. The end goal is to better prepare people to be able to write the CPP by the end of the course.</p>		
Motions:			
Action items:	Person responsible	Deadline	
✓	✓	✓	

2009-12.001	National Security Agenda	Presenter:	Glen
Discussion:	<p>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.</p> <p>April: Glen has written an MOU and is looking for feedback to sign with CANASA. Also at the April 15th Luncheon the CFAA will be attending and Glen will be discussing an MOU with them as well at that time.</p>		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2010-01.001	Communication Committee	Presenter:	Ryan
Discussion:	<p>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 web site.</p> <p>April: Ryan has forwarded a couple of ideas on what we could use as disclaimers. It was agreed that the shorter they are the better.</p> <p>Ryan stated that a lot of people are not providing an RSVP for the Luncheons. These are needed to enable us to better plan them. It was agreed that we need to bring this up as a reminder to the members at the Luncheon on April 15th.</p>		
Motions:			
Action items: None	Person responsible	Deadline	
✓ RSVP reminder at April Luncheon.	✓ Kathy	✓ April 15	

2010-02.004	Web Site Funding	Presenter:	Glen
Discussion:	<i>April:</i> Glen is attending a meeting in May on this topic and should be able to provide us with an update shortly after.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2010-02.006	MOU Creation	Presenter:	Glen
Discussion:	<i>March:</i> Glen encouraged us to reach out to these members and work on MOU's with them. <i>April:</i> The Calgary Chapter should look at signing with SPIE. Also to be considered would be HTCIA and BOMA. Glen will provide a copy of the documentation to Kathy.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2010-03.007	Professional Development Incentive Program	Presenter:	Sean
Discussion:	<i>March:</i> 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. <i>April:</i> Ryan suggested that we need to make it easy for people to sign up. Maybe have some flyers for upcoming events at the sign in table for the Luncheons so that people can grab them.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2010-03.009	CPP Credits	Presenter:	Parnell
Discussion:	<i>March:</i> 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. <i>April:</i> Parnell will get the information from Ron and locate where these should be sent.		
Motions:			
Action items: None	Person responsible	Deadline	
✓ Determine where to submit the information.	✓ Parnell	✓ May 3	

2010-03.010	Monthly On Line Updates to Chapter	Presenter:	Parnell
Discussion:	<i>March:</i> Sean brought forward that we should be going on line monthly with ASIS and submitting 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. <i>April:</i> Parnell will look after this in April.		
Motions:			
Action items: None	Person responsible	Deadline	
✓ Submit the March Chapter Update	✓ Parnell	✓ May 3	

New Business

2010-02.012	ASIS Awards Nominations	Presenter:	Kathy
Discussion:	<p>April: Kathy advised that Glen was nominated for the Criscuoli Volunteer Leadership Award.</p> <p>Kathy advised that our web site has also been nominated for an award as well.</p> <p>Kathy asked if we should also nominate the ASIS Chapter 162 for the Community Service Award. It was agreed that we should hold off on that award this year and look to submit the Chapter in 2011 instead.</p>		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2010-02.013	Strategy Planning Meeting	Presenter:	Kathy
Discussion:	<p>April: Kathy asked if we should plan a session in 2010. It was agreed that this needs to be done and that it needs to be soon. After discussing possible dates it was agreed that the best time to ensure we get as many people to attend as possible would be after the May 20th Luncheon. Parnell will begin putting together an Agenda for the Meeting.</p>		
Motions:			
Action items: None	Person responsible	Deadline	
✓ Send out the planning meeting invite with the luncheon invite.	✓ Ryan	✓ May	
✓ Prepare an Agenda for review at the next meeting.	✓ Parnell	✓ May 3	

2010-02.014	Ft. McMurray Tour with Edmonton Chapter	Presenter:	Kathy
Discussion:	<p>April: Kathy advised that Jeff Frisbee has set up a tour of the oil sands if anyone is interested. The cost of the tour is \$400 including airfare. There is no date set as yet for the tour. It was agreed that we would send the invite out to the membership to see if anyone is interested. If there is not a lot of interest we can look at sending someone on behalf of the Chapter as a representative.</p>		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2010-02.015	Chapter Logo	Presenter:	Glen
Discussion:	<p>April: Glen advised that Toronto has their own Chapter logo and tabled whether we should consider doing the same. It was agreed that this will be brought up in the strategy planning meeting in May.</p>		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2010-02.016	Letter to Chapter Members	Presenter:	Kathy
Discussion:	<p>April: Kathy discussed that the Edmonton Chapter send out a monthly letter to the members. It is like a mini newsletter that advises members of items of interest. It was agreed that we should look at following the example as it would be an added benefit for Chapter members. We can also use the letter to promote programs as well. It is also a good place to congratulate new ASIS International members as well and let them know about the Chapter. It was also agreed that it needs to be in electronic format. Kathy will draft a May letter.</p>		
Motions:			
Action items: None	Person responsible	Deadline	
✓ Draft a letter for May.	✓ Kathy	✓ May	

Adjourned at approximately 3:53 pm.

Next Meetings:	Monday, May 3, 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