

ASIS Calgary / Southern Alberta Chapter

Monday, May 3rd, 2010

Fifth Avenue Place
420 - 2 Street SW
Calgary, AB

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

Old Business

(Details show current plus previous month.)

Kathy called the meeting to order at 2:38 pm.

Approval of Last Month's Minutes

MOTION: Approve the Meeting Minutes from April 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. 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. Both the Business and Individual License applications are now available on line. 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. Note: The General Training Licences will not be available until the applicable training program comes into effect.</p> <p>May: Parnell advised that the date the new program is expected to start has been moved to June 1st, 2010. The deadline for applications is June 30th. Additionally the training program will not come into affect until June 1, 2011. All security staff hired prior to June 1, 2011 will not be required to complete the basic training unless they wish to do so. Roger advised that they just sent some new applicants in to the Police and were advised that it will take up to 4 weeks before the Criminal Records Checks will be cleared. Add to this the additional time to send it to the Government and we could be looking at 6 to 8 weeks before we can use these employees.</p>		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2009-01.003	Newsletter Report	Presenter:	Gina
Discussion:	<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. It was agreed that new CPP members should be recognized in the newsletter as well. Glen will try to locate this information.</p> <p>May: Gina advised that all articles are now in. Andrew is putting together the newsletter and is expected to be completed the draft in the next couple of days. Ryan recommended that when we send out the Newsletter that we do so using a Hyperlink to our web site to encourage people to go to the site. This may in turn lead to increased usage of the site.</p>		

Motions			
Action items: 1		Person responsible	Deadline
✓ Complete newsletter.		✓ Andrew	✓ May

2009-01.006	Scholarship Report	Presenter:	Sean
Discussion:	May: No Update.		
Motions:			
Action items: None		Person responsible	Deadline
✓		✓	✓

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 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>May: James confirmed that Mike Gervais has been confirmed for May's meeting. Kathy also confirmed Scott Henning for June's Meeting. James asked that consideration be given to speakers for the fall meetings.</p>		
Motions:			
Action items: None		Person responsible	Deadline
✓		✓	✓

2009-01.009	Webmaster Report	Presenter:	Andrew
Discussion:	<p>April: 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. Ryan advised that the Luncheon registrations were being sent to the Webmaster email address. As there is 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.</p> <p>May: Andrew advised that he has come across a copy of Front Page 2003 at no cost for the Chapter. Andrew has already made some changes to the web site over the weekend. This included adding the UofC and Carleton web links and the Golf Tournament information. Andrew noted that he needs to look at the Auto Fill for the forms for the luncheons to determine how they work. Kathy will provide Andrew with Manuel's contact information just in case he has any questions. Ryan will forward to Andrew a list of the Executive email addresses. Andrew also found some old Chapter Newsletters from years ago that he will look at adding to the web site. He is looking at adding them in PDF format once he determines how to convert them from Page Maker.</p>		
Motions:			
Action items: 2		Person responsible	Deadline
✓ Provide Manuel's Contact Info to Andrew.		✓ Kathy	✓ May
✓ Provide Executive email addresses to Andrew.		✓ Ryan	✓ May

2009-01.011	Tri-Lateral Security Conference	Presenter:	Glen and Kathy
Discussion:	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.		
	May: To date 100 people have registered. Our break even point is 155 people. CANASA is contracted with the Deerfoot Inn & Casino for 150 meals. There are 160 people confirmed for the trade show. Ryan will send another email this week advertising the Tri-Lateral. James will bring the ASIS Chapter 162 banner. Kathy recommended that the Executive wear their name tags. The ASIS Chapter Post Cards will also be on hand. Kathy also noted that the Food Bank will also be receiving charitable donations as well in the form of some cash and food.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2008-01.016	Audit	Presenter:	Michael
Discussion:	May: Kathy advised that Michael was going to have the results by the next meeting. She will follow up with him.		
Motions:			
Action items: 1	Person responsible	Deadline	
✓ Follow up with Michael.	✓ Kathy	✓ June 7	

2009-04.063	Golf Tournament	Presenter:	Roger
Discussion:	May: Roger advised that the Calgary Tournament will be held on Monday, August 16 th at Lynx Ridge. It will be a shotgun start that begins at 2 pm. The cost per person will be around \$160 or \$175 depending upon on whether they are a member or not. Charities will once again be the Poppy Fund and Crime Stoppers. Roger will be contacting Crime Stoppers for volunteers for the events at the holes. Roger also asked for reimbursement of \$900 for the deposit on the Tourney.		
Motions:	MOTION: <i>Reimburse Roger \$900 for the deposit for the Tourney.</i> MOVED: James SECONDED: Glen Passed		
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2009-09.001	CPP Review - 2010	Presenter:	Glen and Sean
Discussion:	April: 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. May: Glen advised that a survey will be sent out to the attendees of the CPP Review Course from the last 3 years to determine if they are planning on writing the CPP exam or not. If not then why are they not writing? The survey is around 8 questions long. Glen, Kathy and Sean also met with Scott Henning of EnCana to discuss the possibility of a CPP Class just for EnCana staff at their request.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2009-12.001	National Security Agenda	Presenter:	Glen
Discussion:	<i>May:</i> Glen advised that CANASA is looking at the MOU. Kathy, Sean and Glen also met with representatives of CFAA to explore areas where we may be able to work together with them. Kathy suggested that we invite them to the Tri-Lateral Conference.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2010-01.001	Communication Committee	Presenter:	Ryan
Discussion:	<i>April:</i> Ryan has forwarded a couple of ideas on what we could use as disclaimers. It was agreed that the shorter they are the better. 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 15 th . <i>May:</i> Ryan has updated the list for the Chapter. There are 221 members. A new luncheon email will be sent out in the next few days. It will reference the Strategy Meeting as well.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2010-02.004	National Web Site Funding	Presenter:	Glen
Discussion:	<i>May:</i> Glen advised that there is currently debate on whether there should be a web site and if so how will the cost for building and maintaining the site be split up.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2010-02.006	MOU Creation	Presenter:	Kathy
Discussion:	<i>May:</i> Kathy will send the copy of the MOU that Glen provided to her for the Executive to look at. We will then discuss further at the next meeting. SPIE was recommended as the first group that we set up an MOU with.		
Motions:			
Action items: 1	Person responsible	Deadline	
✓ Send MOU example to Executive.	✓ Kathy	✓ May	

2010-03.007	Professional Development Incentive Program	Presenter:	Sean
Discussion:	<i>May:</i> Sean advised that he has been in contact with the ASIS Marketing people to discuss ideas for selling the programs.		
Motions:			
Action items: None	Person responsible	Deadline	
✓	✓	✓	

2010-03.009	CPP Credits	Presenter:	Parnell
Discussion:	<i>May:</i> Ron provided Parnell with the April Luncheon list so that he can submit this. Ryan offered to send Parnell the Chapter list with the CPP members on it.		
Motions:			
Action items: 1	Person responsible	Deadline	
✓ Submit names.	✓ Parnell	✓ June 7	

2010-02.012	ASIS Awards Nominations	Presenter:	Kathy
Discussion:	<i>April:</i> Kathy advised that Glen was nominated for the Criscuoli Volunteer Leadership Award. Kathy advised that our web site has also been nominated for an award as well. 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. <i>May:</i> Kathy advised that we have received no word as yet regarding the awards. Kathy also asked that people consider deserving individuals for the Security Director of the Year Award.		

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> <p>May: Parnell is working on the Agenda for the Meeting and will send it out for comment. Ryan will locate a copy of the minutes from the last Strategy Meeting and send them to Parnell.</p>		
Motions:			
Action items: 2		Person responsible	Deadline
✓	Send Parnell minutes from last Strategy Meeting.	✓ Ryan	✓ May 9
✓	Create Agenda and submit to Executive for comment.	✓ Parnell	✓ May 10

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> <p>May: Sean recommended that we only send out the letter as long as we can maintain the time frame and consistency. Kathy will consider this further.</p>		
Motions:			
Action items: None		Person responsible	Deadline
✓		✓	✓

New Business

2010-02.017	CVENT	Presenter:	James
Discussion:	<p>May: James brought forward his research into the CVENT product. This product automates all of your administration processes as they relate to events you will hold. It can also be set up to take payments, monitor expenses and act as your web site. The cost would work out to just under \$3,000 per year. It was agreed that the cost was to expensive even though the product itself good.</p>		
Motions:			
Action items: None		Person responsible	Deadline
✓		✓	✓

2010-02.018	CCTV Signage	Presenter:	James
Discussion:	<p>May: James advised that he and Glen have been looking into standardising the wording for CCTV signage. They would like to promote the accepted wording of the signage through ASIS and BOMA. Sean suggested that James look at the wording the City of Calgary uses for their signs.</p>		
Motions:			
Action items: None		Person responsible	Deadline
✓		✓	✓

2010-02.019	Chapter Budget	Presenter:	Sean
Discussion:	<p>May: Sean suggested that we complete a budget for the Chapter to determine what our actual funds are. This will allow us to better make decisions on where to spend cash in the future.</p>		
Motions:			
Action items: None		Person responsible	Deadline
✓		✓	✓

2010-02.019	Golf Shirts	Presenter:	Sean
Discussion:	<i>May:</i> Sean suggested that we consider creating Chapter Golf Shirts or T-Shirts for people to purchase. This would be a good subject for the Strategy Meeting.		
Motions:			
Action items: None		Person responsible	Deadline
✓		✓	✓

Adjourned at approximately 4:24 pm.

Next Meetings:	Monday, June 7, 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