

# ASIS Calgary / Southern Alberta Chapter

Monday, June 7<sup>th</sup>, 2010

Fifth Avenue Place  
420 - 2 Street SW  
Calgary, AB

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

## Old Business

(Details show current plus previous month.)

Kathy called the meeting to order at 2:37 pm.

### Approval of Last Month's Minutes

<b>MOTION:</b> Approve the Meeting Minutes from May 2010.	
<b>MOVED:</b> Ron	<b>SECONDED:</b> Andrew
Passed	

### Committee Reports:

<b>2009-01.002</b>	Legislative Report	<b>Presenter:</b>	Parnell
<b>Discussion:</b>	<p><b>May:</b> Parnell advised that the date the new program is expected to start has been moved to June 1<sup>st</sup>, 2010. The deadline for applications is June 30<sup>th</sup>. 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> <p><b>June:</b> Parnell advised that there is now a Draft Policy Manual (87 Pg's) posted for the Act. Also, Police Background Checks will cost \$30. Gina advised that the City is now hiring a CPIC person.</p>		
<b>Motions:</b>			
<b>Action items: None</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓	

<b>2009-01.003</b>	Newsletter Report	<b>Presenter:</b>	Gina
<b>Discussion:</b>	<p><b>May:</b> 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> <p><b>June:</b> Gina advised that the newsletter is now posted on the web site. Ryan will send out another email reminding members of the newsletter being posted. Gina suggested our next newsletter be in October. Everyone agreed on that timeframe. This will allow us to post some pictures of the Golf Tournament.</p>		
<b>Motions</b>			
<b>Action items: 1</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ Send email to members regarding newsletter.	✓ Ryan	✓ June 30	

<b>2009-01.006</b>	Scholarship Report	<b>Presenter:</b>	Sean
<b>Discussion:</b>	<b>June:</b> No Update.		
<b>Motions:</b>			
<b>Action items: None</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓	

<b>2009-01.007</b>	Program Report	<b>Presenter:</b>	James
<b>Discussion:</b>	<p><b><u>Upcoming Guest Speakers</u></b></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: Hidden Harassment in the Workplace – Dr. Pat Pitsel  October 21:  November 18:  December 9: Mix &amp; Mingle  ASIS International Seminar and Exhibits: October 12 to 15, Dallas, Texas</p> <p><b>May:</b> 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> <p><b>June:</b> James advised that Dr. Pat Pitsel will be presenting in September on Hidden Harassment in the workplace. James has someone else in mind for October's session as well. James will invite the Alberta Privacy Commissioner Frank Work to present as well, hopefully for November. Kathy also we should consider a presentation from Jeff Frisbee.</p>		
<b>Motions:</b>			
<b>Action items: 1</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ Invite the Alberta Privacy Commissioner to present in November.	✓ James	✓ August 2	

<b>2009-01.009</b>	Webmaster Report	<b>Presenter:</b>	Andrew
<b>Discussion:</b>	<p><b>May:</b> 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> <p><b>June:</b> Andrew advised that the Tri-Lateral pictures have now been posted. He has also posted some recent job openings. Kathy asked if Andrew could find some clip art to help advertise the Golf Tournament more. Andrew was also asked to add a caveat for copy write notice to the site. Kathy also asked if we could see a report on the web site hits per month.</p>		
<b>Motions:</b>			
<b>Action items: 3</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ Add clip art to the Golf Tournament ad.	✓ Andrew	✓ July 7	
✓ Add the copy write notice to the site.	✓ Andrew	✓ August 2	
✓ Report the web site hits per month.	✓ Andrew	✓ August 2	

<b>2009-01.011</b>	Tri-Lateral Security Conference	<b>Presenter:</b>	Glen and Kathy
<b>Discussion:</b>	<p><b>May:</b> To date 100 people have registered. Our break even point is 155 people. CANASA is contracted with the Deerfoot Inn &amp; 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.</p> <p><b>June:</b> Kathy advised that Glen had the evaluations to give to Doug so that he could complete a report.</p>		
<b>Motions:</b>			
<b>Action items: None</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓	

<b>2008-01.016</b>	Audit	<b>Presenter:</b>	Michael
<b>Discussion:</b>	<p><b>May:</b> Kathy advised that Michael was going to have the results by the next meeting. She will follow up with him.</p> <p><b>June:</b> Michael sent an email stating that the audit is expected to be completed June 14<sup>th</sup>. The Accountant apparently has been dealing with some personal issues.</p>		
<b>Motions:</b>			
<b>Action items: None</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓	

<b>2009-04.063</b>	Golf Tournament	<b>Presenter:</b>	Roger
<b>Discussion:</b>	<p><b>May:</b> Roger advised that the Calgary Tournament will be held on Monday, August 16<sup>th</sup> 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.</p> <p><b>June:</b> Kathy wants everyone to promote the event. James confirmed that the proceeds are being split between the Poppy Fund &amp; Crime Stoppers. Kathy suggested that we support the Edmonton Golf Tournament as well on June 24<sup>th</sup>. It was suggested that at the June luncheon that we provide a Golf Shirt as a prize to those who register to the tournament during the luncheon. A table should be set up to allow them to register. Kathy will confirm that Michael or Roger is available to attend to look after the table.</p>		
<b>Motions:</b>			
<b>Action items: None</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓	

<b>2009-09.001</b>	CPP Review - 2010	<b>Presenter:</b>	Glen and Sean
<b>Discussion:</b>	<p><b>May:</b> 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.</p> <p><b>June:</b> No Update</p>		
<b>Motions:</b>			
<b>Action items: None</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓	

<b>2009-12.001</b>	National Security Agenda	<b>Presenter:</b>	Glen
<b>Discussion:</b>	<p><b>May:</b> 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.</p> <p><b>June:</b> No Update</p>		
<b>Motions:</b>			
<b>Action items: None</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓	

<b>2010-01.001</b>	Communication Committee	<b>Presenter:</b>	Ryan
<b>Discussion:</b>	<p><b>May:</b> 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.</p> <p><b>June:</b> Ryan suggested that we start looking for volunteers for the Executive for 2011 in September.</p>		
<b>Motions:</b>			
<b>Action items: None</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓	

<b>2010-02.004</b>	National Web Site Funding	<b>Presenter:</b>	Glen
<b>Discussion:</b>	<p><b>May:</b> 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.</p> <p><b>June:</b> No Update</p>		
<b>Motions:</b>			
<b>Action items: None</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓	

<b>2010-02.006</b>	MOU Creation	<b>Presenter:</b>	Kathy
<b>Discussion:</b>	<p><b>May:</b> 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.</p> <p><b>June:</b> Kathy will fill out the paperwork to set up MOU's with CFAA, SPIE, CANASA and BOMA.</p>		
<b>Motions:</b>			
<b>Action items: None</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓	

<b>2010-03.007</b>	Professional Development Incentive Program	<b>Presenter:</b>	Sean
<b>Discussion:</b>	<p><b>May:</b> Sean advised that he has been in contact with the ASIS Marketing people to discuss ideas for selling the programs.</p> <p><b>June:</b> No update</p>		
<b>Motions:</b>			
<b>Action items: None</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓	

<b>2010-03.009</b>	CPP Credits	<b>Presenter:</b>	Parnell
<b>Discussion:</b>	<p><b>May:</b> 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.</p> <p><b>June:</b> Parnell advised that we have two options for CPP Credits for the Luncheons. Option #1 we provide members with a certificate showing they have attended. Option #2 we provide a spot on our attendance sheet for people to fill in their CPP numbers. It was agreed that we would look at Option #1. Parnell will create a draft for our next meeting. To receive the credits the Luncheon must be at least 50 minutes in length and have a formal speaker whose topic relates directly to the competence.</p>		
<b>Motions:</b>			
<b>Action items: 1</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ Create a draft certificate.	✓ Parnell	✓ August 2	

<b>2010-04.012</b>	ASIS Awards Nominations	<b>Presenter:</b>	Kathy
<b>Discussion:</b>	<p><b>May:</b> 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.</p> <p><b>June:</b> No Update</p>		
<b>Motions:</b>			
<b>Action items: None</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓	

<b>2010-04.013</b>	Strategy Planning Meeting	<b>Presenter:</b>	Kathy
<b>Discussion:</b>	<p><b>May:</b> 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> <p><b>June:</b> At the June luncheon we will be doing a draw for guest speaker topics. Kathy will set up group on LinkedIn for the Chapter.</p>		
<b>Motions:</b>			
<b>Action items: 1</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ Create a LinkedIn Group for the Chapter.	✓ Kathy	✓ August 2	

<b>2010-05.019</b>	Chapter Budget	<b>Presenter:</b>	Sean
<b>Discussion:</b>	<p><b>May:</b> 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> <p><b>June:</b> Ron will locate a budget template for us to use.</p>		
<b>Motions:</b>			
<b>Action items: 1</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ Locate a budget template.	✓ Ron	✓ August 2	

## New Business

<b>2010-06.021</b>	ASIS Conference - Chapter Complimentary Seminar Registration	<b>Presenter:</b>	Kathy
<b>Discussion:</b>	<p><b>June:</b> The due date to submit the registration is July 31<sup>st</sup>. The value of the registration is \$850 US. Kathy asked if we should open this up to members and then do a draw. It was agreed that this would be fair. There was some concern though should the Executive members also enter the draw and then win. Would this be considered fixed? James noted that Edmonton actually pays for an additional one and gives one to the members and a second to the executive. Ryan will send out an email regarding the draw. It will also be brought up at the June luncheon.</p>		
<b>Motions:</b>			
<b>Action items: None</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓	✓	✓	

<b>2010-06.022</b>	Membership Committee	<b>Presenter:</b>	Carl Jorgenson
<b>Discussion:</b>	<i>June:</i> Kathy advised that Carl has expressed interest in looking after this for us.		
<b>Motions:</b>			
<b>Action items: None</b>		<b>Person responsible</b>	<b>Deadline</b>
✓		✓	✓

Adjourned at approximately 4:26 pm.

<b>Next Meetings:</b>	Monday, August 2, 2010 at 2:30 PM.
<b>Location:</b>	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