

ASIS Calgary / Southern Alberta Chapter

Date: Monday, May 2nd, 2011 **Location:** Suncor Energy Centre: 111 – 5th Avenue SW, Calgary, Alberta

ASIS Chapter 162 Executive Meeting Minutes

Facilitator	Kathy MacDonald
Note Taker	Parnell Lea
Present	Glen Kitteringham, Cing Pemberton, Ryan Petersen , Ron Stewart
Absent	Roger Maslen, Doug Durant, James Sanford, Sean Bolli, Mike Calaghan

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

Motion	Moved:	Seconded	Vote
Approve the Meeting Minutes from April 2011.	Ron	Glen	Passed

Legislative Report (Parnell Lea)

1102.4	It was agreed that a link to the new training guidelines should be added to the Chapter 162 web site to help our members locate it. Parnell will look after this. <i>May 2 – Parnell checked and the link has been added to the web site.</i>
1104.7	Ron brought up the new e-License that SoGen has offered to speed up the licensing process. Apparently when you have your paperwork ready for an employee you can send them a scanned copy of it before you mail it. If they agree that your paperwork is correct they will provide you with an e-license that you can use to start your employee working right away. <i>May 2 – Parnell spoke with Tammy Spink and they claim that they can have an e-Licence processed in 3 to 4 days provided all of the paperwork is filled out correctly. You are asked to only submit requests once a week, so a Batch Processing Form on an Excel Spreadsheet is available to employers to add more than one person. Tammy states that it easier to process the licence using the spreadsheet as the administration staff will not need to re-type everything and can just insert the information from the form into the system. Once you are ready to submit the form you will send an email titled “E-LICENCES” to sarah.quaghebeur@gov.ab.ca. The email must contain the list of names of the staff that you are applying for licenses for. Ensure you attach your batch processing sheet as well. When sending your package to the Solicitor General Office, add on to the front of the envelope in thick black marker or with a large label “E-LICENCE REQUEST”. Attach a copy of your email inside the package. Once the package arrives at its destination the documentation will be reviewed and if accurate approved. The Registrar will then send an e-licence with a list of names of the individuals approved for licensing. The employee can be provided a copy of the e-Licence email to carry as their temporary licence until their original arrives by mail. Additionally the e-Licence program will also be used for the Training Licence once it comes into effect in June 2011.</i>
1105.8	Parnell spoke with Tammy Spink and found out that there is a new person in charge of the Enforcement Division. His name is Shaun Bonnetau. He starts on May 9 th . Parnell will call him mid May to see if he is willing to present at one of our luncheons.
Action Items	Person Responsible Due Date
Call Shaun Bonnetau from the Enforcement Division to get them to come out and speak at a future Luncheon.	Parnell May 20

Newsletter Report (James Sanford)

1102.3	James will add information advertising the Tri-Lateral Security Conference. He will also add some photos from the Golf Tournament. Glen suggested that this would also be a good forum to advise people about the International Standards Committees and to encourage people to join them.
1104.4	James wants to have the newsletter ready later this month. He needs contributions and is looking at a deadline of April 15 th . Topics to consider: Legislation, Peer Mentorship Program, Golf Tournament, Upcoming Lunch Topics, CPP awards from the last year. <i>May 2 – Roger still needs to get something to James for the Golf Tournament. Parnell stated his would be in today.</i>

1105.5	Glen asked if there is still a need for us to complete a newsletter. We are always struggling to get articles in for it. Kathy thinks that we should continue on as this is an added feature and all the other Chapters put together newsletters.	
Action Items	Person Responsible	Due Date
Prepare articles for the Newsletter.	Roger / Parnell	May 10

Program Report (Cing Pemberton)		
1101.1	Upcoming Guest Speakers: <ul style="list-style-type: none"> Jan.20 = Micro Dot Technology, Application and Future Prospects, Louis Bouchard (31 Total Attendees, 17 Members, 14 Guests) Feb.17 = The Role of the Ethics Commissioner for the Province of Alberta, Neil Wilkinson the Ethics Commissioner for the Province of Alberta (44 Attendees, 36 Members, 8 Guests) Mar.17 = John Ratcliff, Violence in Workplace (44 Attendees, 32 Members / 12 Guests) Apr.21 = Ryan Petersen – CSA Standard 246.1 – Security Management Systems in the Oil & Gas Industry (33 Attendees, 28 Members, 5 Guests) May 19 = Kevin Klemer – Virtualization Jun.16 = Summer Mixer – Paul Burrows, Security Manager for the Calgary Stampede Sept.15 = Gordon McIvor - UofC Oct.20 = Nov.17 = Dec.15 = Christmas Mixer 	
1104.5	It was agreed that we would invite SPIE to the Summer Mixer. <i>May 2 – Kathy confirmed that SPIE will not be attending the Summer Mixer.</i>	
1105.6	Glen suggested that we contact Constable Jason Mitchell of the Edmonton Police as they may want to present their Human Trafficking presentation. Glen warned that this is a one hour presentation so we would need to see if they could shorten it.	
Action Items	Person Responsible	Due Date
Contact Constable Jason Mitchell of the Edmonton Police regarding presenting at a Luncheon.	Kathy	June 6

Webmaster Report (Brendan McKinney)		
1105.7	Kathy advised that our Chapter was not awarded the Web Site of the year.	
1105.8	Kathy will ask Brendan to come to the next meeting the meet the Executive.	
Action Items	Person Responsible	Due Date
Ask Brendan to come to the next meeting the meet the Executive.	Kathy	June 6

Tri-Lateral Security Conference (Glen Kitteringham / Kathy MacDonald)		
1105.6	Glen confirmed that there are 43 trade show booths registered. At this time 39 people have registered for the conference.	

Golf Tournament (Roger Maslen)		
1105.4	Ron advised that Roger will be looking for a deposit cheque soon for Lynx Ridge.	

CPP Review (Glen Kitteringham / Sean Bolli)		
1105.6	Glen advised that the review of the course has been completed and that he provided everyone with a copy of the results. It was agreed that we would post these results on the web site for people to view.	
Action Items	Person Responsible	Due Date
Post the CPP Survey results on the web site for people to view.	Glen / Brendan	June 6

National Security Agenda (Glen Kitteringham)		
1103.9	Canada Night is being organised by an outsourcing company (volunteer) who have been organizing it for the last 3 years. Glen advised that they are currently looking volunteers to help out. There are 3 people	

	already working on this. They need help booking the site and activities. Mike stated that he would like to help out. <i>May 2 – Dennis Shepp has taken on the role of chair. There is a meeting next Thursday.</i>
1103.10	ASIS International Canada Website being considered. Bill Bradshaw and a sub-committee are looking into this.
1105.11	Glen is heading to Regina to swear in the Executive for the Chapter. It was agreed that we would provide them with some of our speaker's gifts to help them get started.

Communication Committee (Ryan Petersen)

1105.6	No update
--------	-----------

Mentorship Program (Ryan Petersen)

1104.4	Ryan stated that he has two people who have volunteered to be mentors. He has one person that has actually asked to be mentored.
1105.5	Ryan spoke to two people at the last ASIS Luncheon who are interested in being mentored.

Chapter 162 Policy Binder (Sean Bolli)

1104.4	Sean suggested that at the next meeting we all work on the Index together. Everyone who has a laptop is encouraged to bring them. If we spend a good portion of the meeting working on this we should be able to get it completed. <i>May 2 – As we did not get to work on this today, it was agreed we would set a separate meeting and order in some food. Then we would just work on getting this completed.</i>
--------	---

Ron Minion Pioneer of the Year Award (Glen Kitteringham)

1104.1	Glen advised everyone that it is that time again to start considering nominations. <i>May 2 – Glen advised that August is the deadline.</i>
--------	---

New Business

Video Taping of Luncheons (Ryan Petersen)

1105.1	Ryan noted that at the last Luncheon his son had observed someone taping his presentation on their cell phone. He is not sure what they wanted to do with the footage. It was agreed that we would start doing a disclaimer prior to the presentations.
--------	---

Meeting was adjourned at approximately 4:08 pm.

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
Chapter Secretary