

## ASIS Calgary / Southern Alberta Chapter

**Date:** Monday, June 20<sup>th</sup>, 2011      **Location:** Fifth Avenue Place: 420 – 2<sup>nd</sup> Street SW, Calgary, Alberta

### ASIS Chapter 162 Executive Meeting Minutes

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

Kathy called the meeting to order at 2:45 pm.

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

### Treasurer's Report (Ron Stewart)

<b>1106.10</b>	Current Balance: <ul style="list-style-type: none"> <li>\$22,940.11.</li> </ul> Outstanding items: <ul style="list-style-type: none"> <li>+ \$800.00 in fees for the CPP Training still to come in from Calgary Transit.</li> </ul>
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### Legislative Report (Parnell Lea)

<b>1105.8</b>	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 <sup>th</sup> . Parnell will call him mid May to see if he is willing to present at one of our luncheons. <i>June 20 – Parnell advised that he is trying to arrange to get Shaun in to present but has been unsuccessful to date in reaching him.</i>
<b>1106.9</b>	Parnell advised everyone that he has been looking into the course being offered by Columbia College. They are charging \$300 for the course or you can do it on line for free and pay them \$100 to proctor the exam. Kathy advised that they also have opportunities for teaching the course.
<b>Action Items</b>	<b>Person Responsible</b> <b>Due Date</b>
Call Shaun Bonnetau from the Enforcement Division to get them to come out and speak at a future Luncheon.	Parnell      July 31

### Newsletter Report (James Sanford / Michael Callaghan)

<b>1102.3</b>	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.
<b>1104.4</b>	James wants to have the newsletter ready later this month. He needs contributions and is looking at a deadline of April 15 <sup>th</sup> . Topics to consider: Legislation, Peer Mentorship Program, Golf Tournament, Upcoming Lunch Topics, CPP awards from the last year. May 2 – Roger still needs to get something to James for the Golf Tournament.
<b>1106.6</b>	Michael stated that he would like to give the newsletter a shot as James has been having a hard time finding the time. He will contact James to start working on this.

### Program Report (Cing Pemberton)

<b>1101.1</b>	Upcoming Guest Speakers: <ul style="list-style-type: none"> <li>Jan.20 = Micro Dot Technology, Application and Future Prospects, Louis Bouchard (31 Total Attendees, 17 Members, 14 Guests)</li> <li>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)</li> <li>Mar.17 = John Ratcliff, Violence in Workplace (44 Attendees, 32 Members / 12 Guests)</li> <li>Apr.21 = Ryan Petersen – CSA Standard 246.1 – Security Management Systems in the Oil &amp; Gas Industry (33 Attendees, 28 Members, 5 Guests)</li> <li>May 19 = Kevin Klemer – Virtualization (24 Attendees, 20 Members, 4 Guests)</li> <li>Jun.16 = Summer Mixer – Paul Burrows, Security Manager for the Calgary Stampede (48 Attendees,</li> </ul>
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	32 Members, 16 Guests) <ul style="list-style-type: none"> <li>• Sept.15 = Gordon Mclvor - UofC</li> <li>• Oct.20 =</li> <li>• Nov.17 =</li> <li>• Dec.15 = Christmas Mixer</li> </ul>		
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.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Due Date</b>
Contact Constable Jason Mitchell of the Edmonton Police regarding presenting at a Luncheon.		Kathy	July 31

<b>Webmaster Report</b> (Brendan McKinney)			
1106.9	Parnell asked if Brendan would be providing a Webmaster Report. Kathy was not sure. Parnell will send him a copy of an old report to see if he is willing to do so.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Due Date</b>
Send Brendan a old version of the Webmaster Report		Kathy	July 4

<b>Tri-Lateral Security Conference</b> (Glen Kitteringham / Kathy MacDonald)	
1106.7	Glen stated that they have a debrief meeting this Wednesday. They should have the final numbers ready by the meeting. They are committed to hold another Conference in 2012 and will be looking to start planning in October or November. They are looking for ideas for a theme for the Conference.

<b>Golf Tournament</b> (Roger Maslen)	
1106.5	The Tournament is being held on Monday, August 15 <sup>th</sup> . Ryan will send out some advertisement. This has been posted on the Web Site. The final number of golfers will be known 1 week before when entries close.

<b>CPP Review</b> (Glen Kitteringham / Sean Bolli)	
1106.7	Glen has already had 6 to 7 people show interest in attending the next class.
1106.8	Ryan and Ron pointed out that there is an appetite out there for a PSP Course. Glen noted that someone would need to create the course material for this to happen.

<b>National Security Agenda</b> (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. May 2 – Dennis Shepp has taken on the role of chair. There is a meeting next Thursday. <i>June 20 – Mike has stepped up and is the Co-Chair for the Canada Night Committee. Mike stated that they are encouraging all chapters to make a donation.</i> <b>Motion by Glen Kitteringham:</b> Donate \$500 to Canada Night. <b>Seconded:</b> Ryan <b>Vote:</b> Passed		
1103.10	ASIS International Canada Website being considered. Bill Bradshaw and a sub-committee are looking into this. <i>June 20 – Glen advised that they are still looking into this.</i>		
1106.12	Glen advised that the Canadian AGM will be held on Sunday, September 13 <sup>th</sup> in Orlando.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Due Date</b>
Write a cheque for \$500 for Canada Night.		Ron	July 4

<b>Communication Committee</b> (Ryan Petersen)	
1106.7	Ryan noted that he has just added two new job postings.

<b>Mentorship Program</b> (Ryan Petersen)	
1106.6	Ryan stated that he has purchased 2 text books on mentoring. Ryan also will be attending a mentorship seminar through the UofC.

1106.7	Ryan has had a person in Calgary and one in Red Deer come forward who want to be mentored.
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<b>Chapter 162 Policy Binder</b> (Sean Bolli)
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1106.5	The Executive spent some time putting together the manual at today's meeting. There is still some work that needs to be completed.
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<b>Sponsorship</b> (Kathy MacDonald)
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1102.1	Kathy advised everyone that Contava wants to sponsor \$2,500 to the Chapter. Need to obtain Vladimirs Plan for marketing. We need to gather 5 ideas on how to use this money. Some ideas brought up include: CPTED, PSP course or a one day seminar. May 2 – Kathy will be meeting with Contava. They have some ideas on what they would like the money used for. <i>June 20 – An idea of bringing in Dave Toddington to speak may be one way to use the money. Edmonton was talking about bringing him in and we may be able to get him to come to Calgary the day before or after.</i>
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**New Business**

<b>ASIS Foundation</b> (Kathy MacDonald)
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1106.1	<b>Motion by Kathy MacDonald:</b> Donate \$1,000 to the ASIS Foundation. <b>Seconded:</b> Glen <b>Vote:</b> Passed
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<b>ASIS Conference Registration Draw</b> (Ryan Petersen)
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1106.1	Ryan advised that he should be ready to make the draw by next week.
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Meeting was adjourned at approximately 6:00 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