

ASIS Calgary / Southern Alberta Chapter

Date: Monday, March 5th, 2012 **Location:** Fifth Avenue Place: 420 – 2nd Street SW, Calgary, Alberta

ASIS Chapter 162 Executive Meeting Minutes

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| Facilitator | Ron Stewart |
| Note Taker | Cing Pemberton |
| Present | Vanessa Braganza, Paul Bates, Glen Kitteringham, James Sanford, Roger Maslen |
| Absent | Sean Bolli, Doug Durant, Mike Callaghan, Kevin Jordan, Parnell Lea, Jody Reid, Kathy MacDonald, Lance Kelly |

Ron called the meeting to order at 2:36 pm.

| Motion | Moved: | Seconded | Vote |
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| Approve the Meeting Minutes from February 6 th , 2012. | Vanessa | James | Passed |

Program Report (Cing Pemberton)

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| 1201.01 | <p>Upcoming Guest Speakers:</p> <ul style="list-style-type: none"> • Jan.20 = Bill Bruce, Directory of Calgary Animal and Bylaw services – How the bylaws impact the security community and recent experiences in dealing with Occupy Calgary movement • Feb.16 = Lee Humphrey, Global Security Advisor, International Travel Security • Mar.19 = Janine Warner, International Media Consultant, Reputation On The Line • Apr.19 = Det. Mike & Daphne Ter Kuile – Experience from Afghanistan • May 17 = Jesse Kenney, Technical Countermeasures or TSCM sweeps (bug sweets), current threats and how to deal with them. • Jun.21 = • Sept.20 = • Oct.18 = • Nov.15 = • Dec.13 = Christmas Mixer |
| 1201.03 | <p>March Evening Session – Janine Warner</p> <p>The March luncheon for this year will be switched to Monday March 19th evening session with Janine Warner.</p> <p>Kathy has completed the information flyer for this session. A copy has been sent to the executives and we will start promoting the event in February.</p> |
| 1202.01 | <p>Parnell may have a contact from the City of Calgary Building Regulators who is interested in speaking about the recent windstorm.</p> |

Web Master Report (Brendan McKinney)

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| 1203.01 | <p>The current software we use to generate our website is very out dated. The system used is old, have lots of archaic codes with limited capabilities and it is difficult for Brendan to update the website.</p> <p>Ron had approach a few companies to evaluate and feedback from companies are to start from scratch. Quotes obtained range from \$8,000 to \$14,000.</p> <p>As an alternate option, Ron approached the creator for Ottawa Chapter website. Chris Woof provided a proposal to revamp our site, provide a new look and use a Microsoft based software that our own members can easily update.</p> <p>Ron sent out a test link for the potential new website. All execs are encouraged to try it out and provide feedback. The existing website is too old and difficult to update. Brendan is trying to simplify how we can update the old website but it is only a temporary solution.</p> <p>Ron will be sending out an email later in the week to make a motion that the chapter pay and get a new website set up. 50% payment is upfront and 50% upon completion.</p> |
| 1203.02 | <p>ASIS treasury email has been hijack. Will have to either change the address or attempt to get back into the account and fix it.</p> |
| 1202.01 | <p>Our chapter won the Get a Member reward of \$400. We are one of the fastest growing chapters.</p> |

| Golf Tournament (Roger Maslen) | |
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| 1203.01 | <p>Crime Stoppers is cancelling their annual golf tournament and they would like to help with the ASIS 162 Chapter golf tournament. Crime Stoppers will be able to bring some of their sponsor and their golf committee will be able to provide additional assistance.</p> <p>Profit from the tournament: Our chapter will keep the same amount we donated to the Poppy Fund from last year and any remaining funds will be given to Crime Stoppers.</p> |
| 1203.02 | <p>Roger makes a motion to agree to Crime Stoppers participation in ASIS 152 Chapter Golf tournament this year on August 13th, 2012.</p> <p>Seconded: Glen Motion: Passed</p> |

| CPP Review (Glen Kitteringham / Sean Bolli) | |
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| 1111.11 | <p>Glen advised that they are back up to 10 students registered for the course. He has already received one cheque.</p> <p>Update (Mar 5): Week 9 with average attendance of 5-6 students per week.</p> |

| PSP Review | | |
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| 1107.01 | <p>Ryan has sent out the RFP. We have not yet heard if anyone has responded.</p> <p>As we have not received any RFP's for the course we will revisit this program in 2012.</p> <p>Update (Mar 5): No response from the RFP. Glen and Sean may be interested in doing this but currently they don't have time to focus on it. Suggesting is to perhaps use survey monkey to gauge interest level from the members for a course in fall and see if there are any members that would be interested in assisting in setting the PSP course.</p> | |
| Action Items | Person Responsible | Due Date |
| Set up a short survey on Survey Monkey to gauge interest from members for the PSP course in fall | Kevin | April 2 nd |

| Sponsorship (Kathy MacDonald) | |
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| 1107.02 | <p>Dave Toddington Course. Ryan asked if we would be recruiting to ASIS Chapter members first before offering it to SPIE or others groups. It was agreed that we would move in that direction.</p> <p>Kathy advised that she has found a computer lab at SAIT for the course. She is currently checking on availability. Kathy also advised that Paul Bates has offered to help her out in setting this up. Ryan suggested that due to the small number of spaces available that the course be offered to members only to start with. This was agreed on.</p> <p>Kathy advised that the cost for the course will be consistent with what Edmonton is charging. We can only get around 30 people into the course though. We are now looking at April to hold the course. Kathy has confirmed with SAIT that they would be able to accommodate us. James suggested that we may also want to try the University of Calgary as well to see if they have some room to hold the course in.</p> <p>Kathy stated that she is working with Geoff on setting up a date in April to run the course. She has also discussed this with Contava and they were excited about it.</p> <p>Update (Mar 5): Kathy to confirm the date of course as it will need to be coordinated with Geoff in Edmonton.</p> |

| Placement Committee (Kevin Jordan) | |
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| 1202.01 | Kevin is updating the job posting board. No current changes required. |

| Legislative Report (Parnell Lea) | |
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| 1111.12 | <p>Glen & James will try to reach someone from Lethbridge College to discuss their training program for Licensing. They will see if they can get someone to come in and speak at a Luncheon.</p> <p>Update (Mar 5): Glen contacted Peter Ashworth from Lethbridge College and they are too busy currently.</p> |
| 1202.01 | E-licensing from the Government of Alberta is approximately 2 weeks. City Police is taking approximately 4 weeks. |
| 1202.02 | Parnell is reviewing BillC60 – Citizens Arrest. Will update members on any changes. |

| Newsletter Report (Michael Callaghan) | |
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| 1110.08 | <p>Michael is committed to complete a Newsletter by months end. James has offered to assist him with this. They will need assistance in writing articles from the Executive. Kathy suggested that they add some photos from the Golf Tournament as well.</p> <p>Kathy stated that some of the Executive still need to get their pictures and Bios to Michael. Only Kathy, Ron and Ryan have done so to date.</p> <p>Kathy passed on that Michael apparently has something ready and should be ready to present it to us next week..</p> <p>Update (Mar 5): No update. Ron to follow up with Michael.</p> |

| Mentorship Program | |
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| 1203.01 | Looking for a member to replace Ryan. |

| Marketing Committee (Paul Bates) | |
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| 1201.01 | <p>Paul has various ideas on marketing. Opportunities for sponsorship can come from:</p> <ol style="list-style-type: none"> 1. Website: A source for members/public to get information. Lots of exposure. We could have a constant rotating banner that goes across the screen with sponsor's log. 2. Luncheons: Ensure the topic/presentation is relevant to members and their business. Company can sponsor a paid speaker to attract better turnout. 3. Workshops: ie. Janine Warner. <ul style="list-style-type: none"> • Sponsorship would be for a period of one year. • Explore ideas of holding breakfast meeting/evening events to accommodate people that cannot attend luncheons. |
| 1201.01 | <p>Update (Feb 6): Not limit the number of sponsors. An option is to have various level of sponsorship in order to accommodate. Best time to approach company for sponsorship is Oct/Nov. Should we include a link on the website for sponsorship, i.e. "I would like to sponsor".</p> <p>Need to come up with a master list of what companies to approach – manufacturers (Axis/Bosch), service industry (Stanley/Guardsmark), SCADA, etc.</p> <p>Update (Mar 5): We will be able to approach companies for sponsorship when a new website is set up. New website will have more flexibility for advertising space.</p> |

| Tri-Lateral Security Conference (James Sanford) | |
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| 1111.12 | MOU was presented to execs to review. March 20 th would be the deadline in getting everything organized or Contava would cancel the conference portion of the Tri-Lat. |

| National Security Agenda (Glen Kitteringham) | |
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| 1112.16 | <p>Glen stated that there is a meeting next Wednesday. At this meeting they will be discussing how they can use Canada Night to raise funds.</p> <p>Update (Mar 5): The Association of Chief of Police has extended an invitation for ASIS to join in.</p> <p>Glen indicates there is a need to create a part time paid individual to carry out the ASIS duties. However, need to find methods for raising funds for this. Our chapters are open to support this.</p> <p>Glen will be sending out the new strategic plan to all chapters' president.</p> |

| Communication Committee (Kevin Jordan) | |
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| 1202.01 | No Update |

| Chapter 162 Policy Binder (Ron Stewart) | |
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| 1203.01 | Ron to upload the electronic copy of policy binder in Dropbox for execs to access. |
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| Twitter (Kathy MacDonald) | |
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| 1112.01 | Kathy asked if there was an interest in using Twitter for the Chapter. Kathy agreed to do some research on this for us to determine where it would benefit us. |
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| Update (Mar 5): No update |
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| AGM (Ron Stewart) | |
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| 1201.01 | Need to hold it earlier in the year to determine the new objectives and strategies going forward for 2012. We did not have one last year. Typically one is held when new executives are voted in. To book it at the Danish Canadian Club. |
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| Update (Feb 6): Idea to perhaps hold the AGM during the luncheon. Goals are already set in the executive meeting. Ron to send a forecast of 2012 to executive for review. |
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| Update (Mar 5): No update |
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| 2012 Objectives(Ron Stewart/Paul Bates) | |
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| 1201.01 | <ol style="list-style-type: none">1. Upgrade website to ensure it is up to date for 2012.<ul style="list-style-type: none">- Possibly provide 4 advertising spots. Need to investigate if GST is charged on advertising. Also need to determine what the objectives for raising more funds are. Perhaps in advance, we list what training courses we want to hold and raise the money for it.- Site to be more user friendly and relevant2. Acquire more sponsorship.3. Provide training/educational opportunities for members4. To be as paperless as possible<ul style="list-style-type: none">- Paypal: Need more advertising to members. To include a blurb on Paypal when sending out emails.5. PSP review course<ul style="list-style-type: none">- Revisit for 20126. Seminars (breakfast/evening sessions)<ul style="list-style-type: none">- Perhaps hold joint seminars with other chapters7. Membership<ul style="list-style-type: none">- Recruitment- Require a dedicated person in charge of this- Provide a standardized receipt book for membership sign up8. Scholarship<ul style="list-style-type: none">- Idea to perhaps approach IT Companies/Security Equipment companies to sponsor a scholarship. To be local.- Will all the money the company provide go to the student?- What is the objective/meaning behind the scholarship?- What are the criteria for awarding the scholarship?- Ron to follow up with Stanley to see if they are interested in creating a scholarship on behalf of Robert Kiel9. Questionnaire<ul style="list-style-type: none">- To get input from members what they want to see from the chapter.- Do we want to send questionnaire out to members after each luncheon to get input? Kevin to check out survey monkey and set up questions. |
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| Objectives now posted online. Objective 7 achieved. Lance Kelly has volunteered to step into this role. |
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| Update (Mar 5): Objective 1 in progress – exploring options for new more user friendly website. Objective 6 – Evening luncheon event with Janine Warner. |
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New Business

| Security Training (Ron Stewart) | |
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| 1203.01 | Ron attended a meeting in Toronto with all other representatives from the private investigator field in Canada. Meeting discussion included: <ul style="list-style-type: none">- Standardizing the job description for a security guard, what type of training requirements- Make the training and requirements a nationally recognized standard that is transferable to each province. Some of the challenges to doing this is each province have a different standards and this will not include Cash Guard. Federal government want to have this standard completed by 2014. Next step for the group is to invite participation from the solicitor general. Ron to continue updating the execs as required. |

Meeting was adjourned at approximately 4:32 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,

Cing Pemberton
Chapter Secretary