

**ASIS Calgary / Southern Alberta Chapter**

**Date:** Wednesday, June 12, 2013      **Location:** Royal Bank Building, Calgary, Alberta

<b>ASIS Chapter 162 Executive Meeting Minutes</b>	
<b>Facilitator</b>	Parnell Lea
<b>Note Taker</b>	Jody Reid
<b>Present</b>	James Sanford, Ray McPhee, Lee Williams, Jeff Bzowey (guest)
<b>Absent</b>	Sean Bolli, Mike Callaghan, Kevin Jordan , Lance Kelly , Doug Durant, Kathy MacDonald, Ryan Thelwell, Glen Kitteringham, Paul Bates, Jody Reid, Roger Maslen, Denise Hutchings

Parnell called the meeting to order at 0859hrs.

<b>Motion</b>	<b>Moved:</b>	<b>Seconded</b>	<b>Vote</b>
Approve the Meeting Minutes from April 1, 2013.	Lee	James	Passed

<b>Program Report</b>	
<b>1301.01</b>	<p>Upcoming Guest Speakers:</p> <ul style="list-style-type: none"> <li>• Jan – CPS Beat Team – 36 people</li> <li>• Feb – Child Find, Brad Bostock – 37 people</li> <li>• Mar – Afghanistan Safety Training, Claire Smart – 27 people</li> <li>• Apr – Women in Security, Floria Wilkes – 41 people</li> <li>• May – Westjet Security, Jeff Viens (evening event – May 16 – start @ 1730hrs)</li> <li>• Jun – CCTV new technology, James Sanford</li> <li>• Sep – Incidents that happen on airplanes, Tim Gourlay – TBC</li> <li>• Oct</li> <li>• Nov – Minister of Justice – TBC</li> <li>• Dec</li> </ul>
<b>1301.03</b>	<p>Parnell brought forward the suggestion that we move the Christmas Mixer to the evening as opposed to a Luncheon. By moving up the Luncheon a week we are in direct conflict with BOMA's Christmas Mixer. Plus we may get more attendance if we do it in the afternoon. Everyone felt that this was a good idea and that we should give it a try.</p> <p>Motion by Ron Stewart: For the 2013 Christmas Mixer we move the time to 4:30 pm on the second Thursday of December.</p> <p>Seconded by Roger Maslen.</p> <p>Voted on and passed.</p>
<b>1301.05</b>	<p>Parnell brought up that we still do not have a guest speaker for the January Luncheon. Everyone agreed to help look for someone. Parnell will set up a Conference Call for Friday to discuss the status of the Luncheon and we will hold that meeting should we not have a speaker before then. The following people will be looking into guest speakers for January (and for the future) for these topics:</p> <ul style="list-style-type: none"> <li>• Airport Security – Ray</li> <li>• Hospital Security – Parnell /Ryan</li> <li>• ASSIST – Parnell</li> <li>• CPS BEAT Team – Parnell</li> <li>• Minister of Justice - James</li> <li>• Oil Sands Security Topic – Roger</li> <li>• City of Calgary CCTV Roll Out – Ryan</li> <li>• Canada Customs – Ray</li> <li>• Gaming Security – James</li> <li>• LRT Upgrade and Expansion – James</li> <li>• Westjet Security – Parnell</li> <li>• Child Find – Ray</li> <li>• Crime Stoppers – Roger</li> <li>• Calgary Flames Security – Ryan</li> </ul>

	<ul style="list-style-type: none"> <li>• Afghanistan Safety Training – Ray</li> <li>• CCTV HD – James</li> </ul>
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<b>Web Master Report (Chris Wood)</b>	
<b>1301.01</b>	Year free web posting – when does this end? Parnell to follow up with Chris Woods. Update – Free hosting until May. After May \$100/year. Parnell to confirm if this includes management of in the cost.
<b>1302.01</b>	Need to remove newsletter email and install marketing email address – Marketing will go to Paul.
<b>1302.02</b>	ASIS International Dues Renewal button now available on the website to link to International Site.
<b>1303.01</b>	All to test emails and report back for the next meeting if working or not.
<b>1305.01</b>	Parnell calling to Chris Saturday to learn how to work through website. Banner and calendar so can do own.
<b>1306.05</b>	Website – need to get training for a number of people as need to keep updated.

<b>Golf Tournament (Roger Maslen)</b>	
<b>1301.01</b>	Date booked – August 12 2013
<b>1304.01</b>	Parnell motioned: Roger Maslen to put down \$900 deposit on the golf course to secure August 12, 2013 date. ASIS 162 to reimburse Roger the funds James seconded the motion and it was passed (email)
<b>1305.01</b>	Looking for volunteers and starting to promote. Will bring up at next meeting and post on website.
<b>1306.01</b>	Sponsor a hole as the Chapter \$175. Traditionally do. Question came up, why do we do. Parnell to ask for clarification from Roger and email out.
<b>1306.02</b>	Registration is slow. Lee to work with Ron to ensure posted and sent out in periodic intervals.

<b>CPP Review (Glen Kitteringham / Sean Bolli)</b>	
<b>1210.01</b>	Update (Mar) 18 people in the class it is and currently underway. Few people still have to pay. No update in April
<b>1301.01</b>	Parnell advised that Paul Bates has expressed interest in helping deliver the training in 2013.
<b>1306.01</b>	Made \$400 on this CPP. Pricing was good.
<b>1306.03</b>	Post to website that CPP Legal Reference Book. Parnell to send to Lee to post

<b>Legislative Report (Parnell Lea)</b>	
<b>1305.01</b>	Bill 6 – changes to the OHS Act, including fines increase.

<b>Newsletter Report (Michael Callaghan)</b>	
<b>1303.01</b>	Instead of newsletter, look at posting articles to website. Update April – Letter from the Chair to be posted shortly

<b>Marketing Committee (Paul Bates)</b>	
<b>1303.01</b>	Really need to set some dates for breakfast and/or evenings so we can determine what might be required for sponsorship and then we can move forward.  Looking at: May evening event – Westjet June morning Sept & Dec morning TBD (Telus Convention Centre on board)

<b>Tri-Lateral Security Conference (Kathy MacDonald)</b>	
<b>1301.01</b>	Parnell advised that we have partnered with the Calgary Police Service to deliver this years Tri-Lateral Conference on Retail Crime. Kathy has advised him that she is working on this with them and CANASA.
<b>1301.02</b>	Roger Maslen asked if we would be issuing certificates for members who attend so that they can claim their points for certification.
<b>1302.01</b>	Currently tightening up the line-up of speakers. Solidifying Elliot Goldstein – interest is there for potentially a half day session.

<b>National Security Agenda (Parnell)</b>	
<b>1304.01</b>	Canada Night Representative needed from the Chapter. Parnell to touch base with Mike regarding interest Roger volunteered to help if needed
<b>1304.02</b>	Add links to the Chapter website from the ASIS Canada website
<b>1304.03</b>	All chapters asked that every member give \$1 toward ASIS Foundation

<b>Communication Committee (Lee Williams &amp; Ron Stewart)</b>	
<b>1302.01</b>	Ron to help out as back-up to Less.
<b>1302.02</b>	Reminder notices for luncheons not being received by everyone. Need to investigate why.
<b>1303.01</b>	Need to determine a standard for setting out reminders, etc so we stay consistent (Update May) – Parnell, Lee & Ron met April 29 to clarify. Lee is the point person. Ron will back-up when Lee not available.

<b>2013 Objectives (Parnell Lea)</b>	
<b>1304.01</b>	ASIS 162 2013 Objectives finalized (attached)

<b>Member Introductions (Ray L. McPhee)</b>	
<b>1301.01</b>	Ray brought forward the recommendation that we allow members who want to participate to get up and do a 1 minute presentation on them. This would not be a sales pitch, but would allow people to introduce themselves to the group as a whole if they just joined as a member. Everyone agreed that this sounded like a good idea. Ray will present this at the next luncheon. (Update March) Ray did at the February Luncheon. (Update April) to post on the website

<b>CPTED 2 Course(Parnell)</b>	
<b>1303.02</b>	Look in to doing a local RFP for a CPTED Instructor for next year as we should be able to provide something more cost effective. (Update April) Need to review the RFP document and generalize so can be used for other training, etc – James has the existing template
<b>1304.01</b>	Course was well received by all members Certificates – Ron delivered to all Payment to STSD – cheque ready Payment of Caterer Invoice – cheque ready
<b>1304.02</b>	Final costs vs Recovery Revenue 18 x \$375 = \$6750 Lunches \$1350.30 Fee \$7602.00 Total \$8952.30 Loss (\$2202.30)  June Update: Need to review RFP and put it out. Find a pricing model that allows a full course and not a loss financially.

<b>Guest Speaker Gifts (Ron Stewart)</b>	
<b>1301.01</b>	James advised that we are down to only 6 guest speaker gifts left. He suggested that we start looking into re-stocking. Ron agreed to take on the task of researching a cost for the same items we have but also look at other options we can consider.
<b>1304.01</b>	8 items left James checking with promo company regarding pens with memory stick pricing

<b>Chapter 162 2013 Budget Forecast (James Sanford)</b>	
<b>1301.01</b>	James will copy the 2012 budget and then make the changes necessary so we have a working 2013 Budget. He will

	try to have this ready for the February meeting.  (Complete May 2013)
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<b>PSP Course</b>	
<b>1302.01</b>	Group to review and determine a go-forward plan on delivering PSP Study Group. .
<b>1306.01</b>	Need to reduce the size/scope of the RFP 1.3 Location – to be determined by ASIS Exec not provider Schedule – prefer to reduce time. As the provider weekend or weekday. Terms of contract moved to other location Fees – Score qualifications first then the pricing. Rate schedule will be used for evaluation purposes only after the qualifications scored 4.21 PO by the chapter – we don't use POs so remove 4.33 Change insurance to \$1M 5.22 Selection Committee – change to Exec 5.3 Review evaluation weighting process update  Add page numbers to document  Parnell will revise the exiting RFP once he has checked to see if something else exists and pass to the Exec to review and comment.
<b>1306.02</b>	Check with other chapters to find out if someone has a current RFP for use that is less intense - Parnell
<b>1306.03</b>	Aim to post July 1 – post to members, LinkedIn, Website Comment in no later than July 26 Tenders back August 9 Review August 13 (lunch) and determine successful proponent

<b>PSI Course</b>	
<b>1303.01</b>	Group to review and ask if there is interest within the chapter to have a study group.

<b>Regional Meeting (Parnell)</b>	
<b>1303.01</b>	The new website is up and there are changes. We will need to redo the survey as the previous one did not upload. Parnell will send Jody the picture instructions on how to update the website with the chapter minutes as this has changed.

<b>New Business</b>	
<b>1306.01</b>	Sponsorship Document – based on the changes presented by Parnell Motion: Parnell Second: James Parnell send to Lee to post
<b>1306.02</b>	Canada Night in Chicago sponsor. Normally donate \$1000.00 move to sponsor same. Motion: James Second: Ray
<b>1306.04</b>	SOLGEN presentation. SOLGEN plans to review the Act in 2014. Come to ASIS to review and offer suggestions. Maybe do an evening event and extend the time for a proper review.

Meeting was adjourned at approximately 1600 hrs.

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,

Jody Reid  
Chapter Secretary

**\*See attached 2013 ASIS 162 Strategic Plan**

# ASIS International Chapter Implementation Plan For 2013

Chapter: Calgary – Chapter 162      Region: 6A

**ASIS International Vision:** ASIS International will be the recognized leader advancing security worldwide.

**ASIS International Mission:** To achieve its vision, ASIS International will promote excellence in and recognition of the security profession. Region Vice Presidents will coordinate an implementation plan in each chapter for the below goals in support of the ASIS International 2010 Strategic Plan.

## **GOAL 1: Identify and Fulfill the Needs of Members and Potential Members**

Ensure that all members receive benefit from ASIS programs and services in a cost-effective manner. Chapter leaders annually discuss ASIS benefits.

### **Chapter Implementation Plan:**

1. Set up a proper plan to address Sponsorship.
2. Host the Annual ASIS Golf Tournament.
3. Interview members to determine what they want to see from the Chapter.

## **GOAL 2: Provide Quality Education and Training**

Enhance educational programming and networking opportunities at Chapter and regional levels.

### **Chapter Implementation Plan:**

1. Hold a CPP Review Course in 2013.
2. Complete an RFP to locate an instructor to provide a PSP Review Course.
3. Set up and host a CPTED Level 2 Training Course for members in Q1.
4. Complete an RFP to locate an instructor to provide a CPTED Level 1 Course.
5. Set up some Breakfast Learning Sessions. At minimum two (2) to see how these are received. Sessions on the new Customs Rules and another on Active Shooter to be considered.
6. Set up the May Luncheon as an evening session. Determine a speaker to bring in for the event.

### **GOAL 3: Provide Opportunities for the Exchange of Ideas and Information**

Support and create opportunities for localized collection and dissemination of relevant intelligence sharing between and among public and private sectors.

#### **Chapter Implementation Plan:**

1. Look at promoting people to supply articles to the Chapter 162 web site to up visits to the site.
2. Look at how we are using the Chapter 162 Linked In account and determine how we can better utilize and manage this for the members.
3. Look at the Twitter account set up for the Chapter and determine how we can better be using this for the members.
4. Move the Christmas Mixer to the evening starting in 2013 in an attempt to generate more attendance.

### **GOAL 4: Develop Security Guidelines and Standards**

Continue to develop security standards and guidelines while more aggressively and effectively promoting ASIS's standards and guidelines to members and non-members while also communicating ASIS's role as a standards developers to the media, government officials, and other targeted stakeholders.

#### **Chapter Implementation Plan:**

1. Chapter Executive to determine how best to meet this goal and develop a plan.

### **GOAL 5: Promote Professionalism and Ethical Conduct**

Promote the ASIS Code of Ethics. Chapters to discuss code at least annually. Promote certification as a professional competency standard through an annual chapter certification event.

#### **Chapter Implementation Plan:**

1. Continue to develop Certification Training Programs.
2. Ensure recognition for Professionals who have completed Certification at Luncheons.
3. Chapter Executive to review ASIS Code of Ethics.

## **GOAL 6: Promote and Represent the Profession and ASIS to Key Audiences**

Continue to build, market, and communicate its brand position as the “recognized leader advancing security worldwide” to members, non-members, and other key stakeholders in the security community of interest.

### **Chapter Implementation Plan:**

1. Get members to want to view and use the Chapter Website on a frequent basis.
2. Set up a plan to keep the information on the Chapter 162 Web site fresh.
3. Utilize links to the web site in the email fan outs to members to get them to use those to go to the site to generate interest.

## **GOAL 7: Enhance the Effectiveness of ASIS Volunteer Leadership**

Ensure that ASIS’s governance structure and processes use volunteer leaders as resources in an effective and efficient manner.

### **Chapter Implementation Plan:**

1. Working with the Executive to attempt to book Luncheon speakers well in advance so that we can advertise events well ahead of time.

## **GOAL 8: Assure the Continued Strength of ASIS**

Monitor and rigorously assess opportunities that expand and complement ASIS’s core membership.

### **Chapter Implementation Plan:**

1. Along with CANASA & the Calgary Police Service host the Tri-Lateral Security Conference.
2. Provide interesting speakers who appeal to a wide range of security professionals to try and increase attendance at the events.