

**ASIS Calgary / Southern Alberta Chapter #162**

Date:	Monday, December 1, 2014	Location:	Boston Pizza, Chinook Centre, 6455 MacLeod Trail, South, Calgary, AB
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ASIS Chapter 162 Executive Meeting Minutes	
Facilitator	Parnell Lea
Note Taker	Jody Reid
Present	Ray McPhee, Roger Maslen, David Kozuchar, Terri Govang
Absent	Doug Durant, Lee Williams, Paul Bates, Ron Stewart, Tim McCreight, Jeff Bzowey, James Sanford, Vladimir Batinić

Parnell called the meeting to order at 1413hrs.

Motion	Moved:	Seconded	Vote
Approve the Meeting Minutes from November 11, 2014.	Ray McPhee	Roger Maslen	Passed

Program Report 2014 – Speakers			
Month	Topic	Speaker(s)	Attendance
January	Women In Security & Young Professionals (new groups)	Denise Hutchings & Scott Young	
February	Keeping Canada’s Skies Safe: An Overview of CATSAs Mandate	Shannon Martens	
March	Mass Notification Systems	Tom Vankosh	47
April	War Zone Security	Kim Greenizan	
May	Calgary Stampede Security	Paul Burrows	57
June	Protecting Provincial Critical Infrastructure	ASSIST	
July	No Meeting		
August	Breakfast Meeting – Corruption of Foreign Officials	TBD – RCMP	
September	Hotel Security	Brett Smith	
October	Shelter In Place Protocols, University of Calgary	Brian Kitching	
November	Healthcare Security	Wayne Pelletier & Greg Smith	
December	Christmas Event (Garage Eau Claire)	N/A	

Program Report	
	<p>August – Breakfast – RCMP Corruption of Foreign Officials (3-4 week) Paul SOLGEN (Parnell)</p> <p>Speaker List Status: Paul waiting on RCMP response, ASIS is covered for the year.</p> <p>CREIT will give a name tag machine printer so that membership cards can be made up at the time of attendees arriving to the luncheon. Ray, James.</p>
1406.01	BOMA MOU (re promoting of each other’s events) has now been signed off by BOMA and ASIS 162 (Parnell)
1406.02	<p>Motion by Ron to remove the local chapter dues (\$20). Second Ray. All in favour.</p> <p>Will announce in January. To review the luncheon costs for Danish Canadian Club, suggestion today is to raise luncheon fees \$5 to cover loss of local dues. Tim commented that Edmonton and BC have done the same to reduce the administration involved and questions re value.</p>

	<p>September update: James motioned to stop collecting dues September 1, 2014. Vlad seconded. All in favour.</p> <p>James will announce at September Luncheon  James to have posted to website the day after the Luncheon  Webmaster to remove PayPal button option  October Update: Announced at September meeting. Email sent to members  November Update: ask Lee to send another email to advise. James has had webmaster remove from website.</p>
1409.01	<p>Christmas Mixer - Air Museum. Parnell checking in to fees for caterer and menu.  October Update: Parnell to get venue booked.</p> <p>November Update: James to look in to the insurance and licencing required for the event.  Tables are included – rectangular. Linens included.  They will assist with set-up not cost (we have to set-up and takedown). * Volunteers required.  Event 1800hrs – 2100hrs</p> <p>Food: Parnell to call Ron to check with Great Events (second preferred caterer) to see what other options. Need decision made by mid-November.</p> <p>Door prizes:  Motion \$250 gift card (50/50 prize) &amp; \$250 other prizes by Parnell. Seconded James. All in favour.</p> <p>Simplex sponsorship money some earmarked for Christmas Event. James will approach to let them know they will use for the \$250 other prizes + 2 free tickets to the event.</p> <p>Parnell to ask at November luncheon if there is interest sponsoring the Christmas event dinner (\$500).</p> <p>December update: Cost was getting too high, so the decision to forgo the air museum and trying to set a catering agreement was decided. The decision was made to move the event to the Garage in Eau Claire. Entry if free, but a \$2 or more donations to the Poppy Fund is recommended. Motion: Ray. Second: Jody. All in favour.</p> <p>To do:</p> <ul style="list-style-type: none"> <li>- Terri to confirm the venue</li> <li>- Parnell to send out notice of event</li> <li>- David to verify with James: Poppy fund draw and door prizes</li> </ul>
1409.02	<p>Executive need to make a call for nominations at September Luncheon. Elections in November.  October Update: no volunteers to date. Announce again at October luncheon and put out advertisement.</p> <p>December update: all executive will sit for one more term. To be sworn in during January luncheon.</p>
1411.01	<p>Need to start discussions to renew the Danish Canadian Club agreement.  Review the menu to help keep it interesting.</p>
1412.01	<p>Thank you letters to speakers. Jody to put together a template and start sending out the week after the presentation.</p>
1411.03	<p>Explore speaker options with Danish Club (for presentation computer) and if no options may have to buy some.  December update: James has purchased speakers and Parnell will sign off to reimburse.</p>

<b>National Security Agenda (Parnell Lea)</b>	
1404.01	New ARVPs for Young Professionals & Women in Security
1403.01	<p>Increased membership by 30. Awarded one 4 day ASIS Conference coverage.  Give to active member and Executive putting in extra time to James Sanford.  Motion Parnell. Seconded Scott. All in favour.</p>

<b>Regional Meeting (Parnell Lea)</b>	
1303.01	Nothing to update

<b>Website Report (Chris Wood / Lee Williams)</b>	
1402.01	<p>Lee working with Chris to make site easier to modify. Parallel site created and Lee learning.  Lots of current available positions being sent in to Lee and being posted.  March Update – Still having issues with the website as Lee is posting, but not showing up on page. Working with Chris to rectify.</p>
1402.02	<p>Need to renew domain name. Parnell to follow-up to find out if that was changed over.  March Update – domain name has now been moved to Chris to control.</p>
1406.01	<p>Tim discussing as a larger leadership group about linking websites, Facebook, LinkedIn throughout Canada.  Meeting June 19 to discussion. Tim will bring up and report back.</p>
1409.01	<p>Exploring options of a volunteer within the chapter to take over website. Ray/Denise also checking with companies they know on month-to-month management costs.</p> <p>October Update:  ASIS Canada – potential to standardize across country  Chris Woods – asked for pricing to provide 2-3hrs support per month  Soft Elephant – no update  Ray McPhee’s contact – no update  Mt Royal Support (James) – no update  Advertisement (Parnell) – written. To be sent out for review.</p> <p>November Update: Motion by James to discuss with Terri and have her explore.</p> <p>December update: Parnell advised that National group is proposing a national website and each chapter would have a page. More to come at a later date. All other plans/options on hold for now.</p>

<b>Golf Tournament (Roger Maslen)</b>	
1402.01	<p>Roger met with Terry &amp; Aaron from Crimestoppers they'd like to work together. Crimestoppers looking to really put in some effort and increase sponsorship.</p> <p>Crimestoppers asked if we get liability insurance. We have not done this in the past. Will look in to.</p> <p>Monday, August 11, 2014 – deposit paid by Roger to secure the date.</p>
1402.02	Motion Parnell 100% of golf donations to Crimestoppers & 100% of Christmas to Salvation Army. Ron Second. All in favour.
1403.01	<p>Volunteers have stepped forward:</p> <p>John Walen – help with registration</p> <p>Micheal Negera – help with prizes</p> <p>Crimestoppers – looking in to corporate sponsorship and getting athletes involved. Still working through details.</p>
1404.01	<p>Roger is ready to send out notices. Fees set at \$175.</p> <p>Update May: Roger stated that they have 20-24 participants at this point and time. Comedian Jebb Fink to host the event.</p> <p>Update August: 91 golfers registered. Prizes still needed. Volunteers are full no more required.</p>
1411.01	<b>Will present cheque for golf tournament during the December luncheon.</b>
1412.01	<p>Roger has confirmed Monday, August 10, 2015 and a 1pm shotgun start with Lynx Ridge.</p> <p>Roger will pay the \$500 deposit and will seek reimbursement from the chapter. Motion: Ray. Second: Jody. All in favour.</p>

<b>CPP Review (Ray L. McPhee / Parnell Lea)</b>	
1401.01	<p>Ray and Parnell to modify PSP RFP and adapt to reflect the requirements for a CPP RFP.</p> <p>Plan to get out February. Replies March 15. Chosen successful proponent end of March 2014</p> <p>Update Feb: Ray to get information to Lee Williams February 11 for posting.</p>
1403.01	<p>Have 8 registered. Need 10 to break even. Will be \$1,400 short if we proceed. Ask Glen is willing to drop cost so not cost to ASIS 162 or postpone to Fall and spend more time advertising.</p> <p>Parnell Motion. James Second. All in favour.</p>
1408.01	<p>Fall session has been advertised. 4 people registered. We need to advertise to make the required 10.</p> <p>September Update: Have 10 registered and paid. One additional registered but not yet paid.</p> <p>October Update: Cheque needed for 50% \$2,593.50. James to meet with Parnell.</p>

<b>PSP Review</b>	
1312.01	PSP Review on hold for now. Only one person registered. Will try again in spring (April)
1408.01	<p>Will send out an email requesting response if interested in ASIS hosting a PSP (Parnell). If not the interest maybe we can help facilitate a study group.</p> <p>September Update: Have received notice that there are 3 individuals interested in a study group. Parnell to organize and get folks together then they can organize from there.</p>

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

<b>CPTED Course (Parnell Lea)</b>	
1303.02	<p>Parnell and Ray to review the PSP RFP and adapt to reflect the requirements for a CPTED RFP.</p> <p>Parnell following up with Gerry Bailey (CPS) to see possibility. Glen Kitteringham has expressed interest.</p>
1402.01	<p>Parnell to talk to Gerry Bailey regarding what police are doing and then need to determine next steps on where we want to go with it</p> <p>March Update – Gerry doesn't think there should be an issue inviting members. Historically it has filled with police prior to being able to put out. More to come at later date.</p>

<b>Sponsorship Report (Paul Bates)</b>	
1402.01	<p>Paul to call Doug Durant to discuss Contava sponsorship. They want to be involved, but want the money to go to something specific.</p> <p>Update May: Contava and Tyco sponsorship, James sent outline and Doug Durant to send cheque for Gold Sponsorship. A letter to be generated and submitted for clarification.</p> <p>October Update: James meeting with Doug from Contava October 7. November update: James sent Doug an email to find out commitment or not.</p>
1403.01	<p>Need to explore sponsorship options.</p> <p>Tyco has submitted \$2,500 (September to June) as a Gold Sponsor.</p> <p>Need to define dollar amounts and what the sponsor gets at each level for Gold, Silver, and Bronze.</p>
1409.01	<p>Parnell provided a sponsorship menu for review by next meeting and provide feedback/comments.</p> <p>October Update: Parnell to complete final draft November Update: Discussion and update draft. Parnell to update draft and distribute. See attached sponsorship menu.</p>
1410.01	Parnell to create a checklist for Tyco in regards to the sponsorship report
1411.01	Parnell has donated \$500 to the ASIS Foundation.

<b>Security Canada Alberta Conference (Parnell Lea)</b>	
1402.01	<p>General Topic: Critical Infrastructure May 8, 2014 Deerfoot Inn &amp; Casino</p> <p>Update: February – Parnell to set-up a meeting with Steve (CANASA) Volunteers to assist: Lee, Ray,</p>
1403.01	<p>Speakers needed x 6:</p> <ol style="list-style-type: none"> <li>1. Carlton University Professor – Critical Infrastructure (confirmed)</li> <li>2. Electrical Prevention – Rick Saunders (confirmed)</li> <li>3. Linking Information</li> <li>4. Copper Thefts – Dan Klufas (Federal Medals)</li> </ol>
1406.01	Conference Cancelled – 8 registered. Tradeshow was held.

<b>Communication Committee (Lee Williams &amp; Ron Stewart)</b>	
1302.02	Reminder notices for luncheons not being received by everyone. Need to investigate why.
1303.01	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.
1402.01	Jeff working on the membership list to work out update process.

<b>Legislative Report (Parnell Lea)</b>	
1402.01	New payment system is much easier. New online background check is in the works.
1408.01	Parnell reported the report has been returned to stakeholders. Key points included the province is looking to utilize provincial registries to expedite the process for the individual. More online abilities are coming. Further education for people when they go to get their police checks.

<b>Membership Report (Jeff Bzowey)</b>	
1403.01	<p>1. There are several incomplete Chapter Membership list(s), and given that every Chapter Member must be an ASIS International Member, I sent an e-mail to ASIS International asking for a current list of International Members who fall within the jurisdiction of our Chapter. Waiting for reply.</p> <p>2. Once I have the current membership list from ASIS International, I will be e-mailing a questionnaire to the "official" Chapter Membership soliciting Member input on the Chapter - I will send my draft of questions to the Chapter Executive for input before sending it out.</p> <p>3. Once the survey has gone out to the official Chapter Membership, I will broadcast a message on the LinkedIn Chapter group to solicit feedback from those who are not ASIS International and/or Chapter Members.</p> <p>4. Given new legislation that will take effect this July with respect to electronic solicitations/communications (and other legal and privacy considerations), as a Chapter.</p> <p>Update June: 37 replies out of 250 engaged.</p> <p>Topics of interest:</p> <ul style="list-style-type: none"> <li>• More events discussed to achieve CPE credits</li> <li>• Consider Lethbridge host. Jeff to call and discuss possibilities.</li> <li>• Certification interest</li> </ul> <p>December update: Parnell has asked Jeff to only send updated contacts to Lee as there are privacy concerns with it being distributed to the larger group.</p>

<b>ASIS Women in Security Group (TBD)</b>	
1311.01	<p>Major Concerns Identified:</p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Technical expertise</li> <li>• Balancing work/home life</li> </ul> <p>Ray – WINK group as possible presenter Group to meet once per month. Denise has been reaching out to women in the industry and there is a great deal of interest already.</p>
1406.01	<p>Next event is being planned for June 27. Flyer being created and will be distributed.</p> <p>August Update: Next event planned for September September: No Update October: No Update November: Terri Govang has expressed interest. Will invite to next Exec Meeting to discuss go-forward plan. December: Terri is putting a strategy that will involve gatherings, some sponsorship requirements to support refreshments, and information sessions</p>

<b>ASIS Young Professionals Group (Vladimir Batinić)</b>	
1311.01	<p>Scott looking at a quarterly meeting with a senior member there to share their story. Encourage ASIS members to bring a young professional to the luncheons. December Update: Scott to present and announce in January. Scott considering promoting sponsorship for these meetings. Will put something together to distribute in the New Year.</p>

	January Update: Scott introduced the new group to the luncheon members and is promoting with contacts.
1403.01	First meeting went really well. Approximately 30 people attended and Glen Kitteringham and Parnell Lea spoke to the persons in attendance.
1404.01	Scott reports partaking in a National Call this past week regarding YP. Lots of good ideas. Parnell suggests next meet maybe do joint meet with Women in Security group.
1406.01	Scott Young moving to Vancouver. Vlad (Paladin) and Ben (Brookfield) will step-up and work with Scott to transition and continue the group.
1406.02	Event at Hudson`s went well. Good venue. Very good turn out and Sean Bolli did a great presentation.
1408.01	Vladimir Batinić has taken over as the Young Professionals Group Liaison. Terri Govang has also come onboard as a Young Professionals Group Committee Member.
1408.02	Next event planned at The Garage in Eau Claire for October 9 September Update: There will be no speaker. Mix and Mingle format. Convergent to sponsor.  October Update: check on advertising. First event under Vlad. Next event will be January or February.  November Update: event went well. 20 people attended. More young professionals, not as many senior members. Brief survey captured event – 16 people responded. All enjoyed. 14 people wanted bowling to be future event.

<b>Mount Royal University Bursary</b>	
1408.02	Mount Royal Bursary currently \$500. MRU has requested (as per letter dated July 25, 2014) of a top up of \$342.00. Motion: Ron, Seconded: Jody, All in favour. Passed. September Update: Letter from MRU has arrived. Parnell to pass on to James for top-up fees to be paid.  November Update: Thursday November 20 at 5pm-6:30pm event to hand out bursary to Katrina Kaufman.

<b>New Business</b>	
1412.01	Parnell will set January Executive Meeting for a strategy session. Breakfast meeting at Cora's. Focus on setting a one-year strategy and key factor of building the next executive team for 2016.
1412.02	Jody to approach Chris Butler (CPS) regarding a potential date for another active shooter presentation in January. Roger to check with security manager at the Convention Centre about a possible donation of space again. Potential for 100 people if we open up to a larger group. First chance to ASIS and then open to BOMA.

Meeting was adjourned at approximately 1600hrs.

The above minutes serve to record the discussions and action items of the meeting.  
Please advise the writer of any discrepancies or omissions immediately.

Respectfully submitted,

Jody Reid  
Chapter Secretary