

## ASIS Calgary / Southern Alberta Chapter

**Date:** Monday, October 3<sup>rd</sup>, 2011      **Location:** Fifth Avenue Place: 420 – 2<sup>nd</sup> Street SW, Calgary, Alberta

| ASIS Chapter 162 Executive Meeting Minutes |   |
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| <b>Facilitator</b>                         | Kathy MacDonald   |
| <b>Note Taker</b>                          | Parnell Lea   |
| <b>Present</b>                             | Glen Kitteringham, Ron Stewart , Cing Pemberton, James Sanford, Mike Callaghan, Ryan Petersen, Kevin Jordan |
| <b>Absent</b>                              | Sean Bolli, Doug Durant, Roger Maslen, Jody Reid  |

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

| Motion   | Moved: | Seconded | Vote   |
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| Approve the Amended Meeting Minutes from September 12, 2011. | Ryan   | James    | Passed |

| Program Report (Cing Pemberton)                                |   |          |
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| <b>1101.01</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, 32 Members, 16 Guests)</li> <li>Sept.15 = Calgary Police Service RIC1 Program</li> <li>Oct.20 = Tim Richter of the Calgary Homeless Foundation</li> <li>Nov.17 = Cpl. Pasloske of the RCMP – Integrated Market Enforcement</li> <li>Dec.15 = Christmas Mixer</li> </ul> |          |
| <b>1110.07</b>   | Cing stated that the Web Site has the guest speakers for October and November reversed. This needs to be corrected.   |          |
| <b>1110.08</b>   | Cing asked the Executive to start looking for people to present at the Luncheons in 2012 as we currently don't have anyone set up starting as of January.   |          |
| <b>1110.09</b>   | It was agreed that the Poppy Fund and Crime Stoppers would both be invited to the December Mixer to accept their cheques. It was also agreed that we should continue to invite members of SPIE to attend as well. James suggested that we conduct some prize draws and a 50/50 draw as well. This was also agreed upon.   |          |
| Action Items   | Person Responsible  | Due Date |
| Email Brendan and ask him to correct the guest speakers dates. | Cing  | Oct.10   |

| Web Master Report (Brendan McKinney) |   |
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| <b>1106.09</b>                       | Parnell asked if Brendan would be providing a Web Master Report. Kathy was not sure. Parnell will send him a copy of an old report to see if he is willing to do so.<br><br>July 4 – Parnell sent Brendan a copy of some previous Web Master Reports to see if he was willing to do something similar for us. Brendan has not responded as yet.<br><br>September 12 – Parnell advised that Brendan has been given instructions from Andrew Boone on how to run a Web Master Report.<br><br><i>October 3 – Ryan or Kevin will follow up with Brendan to see if he is able to create these reports.</i> |
| <b>1110.10</b>                       | Ron agreed to investigate what it would take to set up Pay Pal on our web site so that persons attending  |

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|   | our Luncheons can pay this way.  |                           |                 |
| 1110.11   | Kathy suggested that the Web Master should fall under the Communication Committee. They would ensure that items are being posted to the Web Site in a timely matter and also be responsible to follow up with the Web Master on a regular basis. Everyone was in agreement that this made sense. |                           |                 |
| 1110.12   | There was discussion around adding password protection to the job listings so that only members can access them. It is not known if this is possible, but it was agreed that this would be a good added bonus for being a member. Ryan will investigate this further.                            |                           |                 |
| <b>Action Items</b>                                     |  | <b>Person Responsible</b> | <b>Due Date</b> |
| Follow up with Brendan on creating a Web Master Report. |  | Ryan or Kevin             | November 7      |
| Investigate Pay Pal.                                    |  | Ron                       | November 7      |
| Investigate password protect for Job Postings.          |  | Ryan                      | November 7      |

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| <b>Tri-Lateral Security Conference</b> (Glen Kitteringham / Kathy MacDonald) |   |  |  |
| 1106.07  | Glen stated that they have a debrief meeting this Wednesday. They should have the final numbers ready by the meeting.<br><br>September 12 – There was a debrief meeting held last week but only 5 people showed up. They will be setting another meeting for this.<br><br><i>October 3 – Glen advised that this meeting still needs to be set up.</i> |  |  |
| 1109.09  | Glen advised that CANASA wants to change the agreement that we currently have in place with them. They would like to base it on a sliding scale based on attendance figures over 100 guests. It was agreed that the ASIS Executive is against changing from the existing agreement.<br><br><i>October 3 – No Update</i>                               |  |  |

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| <b>Golf Tournament</b> (Roger Maslen) |   |  |  |
| 1109.11                               | Kathy noted that as in the past, Roger will be sending out Thank You notes to the sponsors.<br><br><i>October 3 – No update.</i>                                |  |  |
| 1109.12                               | Kathy has provided Brendan with photos of the Tournament to be posted on the web site.<br><br><i>October 3 – The pictures have been posted on the web site.</i> |  |  |

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| <b>CPP Review</b> (Glen Kitteringham / Sean Bolli)         |  |                           |                 |
| 1106.07  | Glen has already had 6 to 7 people show interest in attending the next class.<br><br><i>October 3 – Glen advised that to date 11 people have signed up for the course.</i> |                           |                 |
| 1110.10  | Glen asked Kathy to provide him with a letter so that he can order the CPP Study Guides for the course.  |                           |                 |
| <b>Action Items</b>  |  | <b>Person Responsible</b> | <b>Due Date</b> |
| Provide a letter to Glen so he can order the study guides. |  | Kathy                     | November 7      |

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| <b>Chapter 162 Policy Binder</b> (Ron Stewart) |   |  |  |
| 1107.06  | Ron completed compiling the information provided at our last meeting into a draft of the Manual. He has provided a copy for everyone to review. He has highlighted the Index for sections where there is no information. Everyone should look through this and provide him with the information and Ron will insert it into the manual.<br><br><i>October 3 – Ron is still waiting on updates. He states that there are not many left to be done.</i> |  |  |

| <b>PSP Review</b> (Ryan Petersen)   |   |                 |                                |
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| <b>1107.01</b>  | <p>Glen suggested that we probably have enough interest to set something up. Glen offered to look into setting something up if nobody steps forward to do so. It was agreed that we should canvas the membership to see how much interest there is in holding a PSP course. Glen stated that he would also like to see us consider doing a PCI Review in the future as well.</p> <p>September 12 – Ryan spent a lot of time putting together an RFP for the program. It was agreed that we would wait until Ryan is in attendance at the next meeting to go through it with him present. We can then determine the next steps.</p> <p><i>October 3 – Ryan went over what is in the RFP. It includes the Chapters expectations. It lays out how to submit a tender. It also explains how we will evaluate.</i></p> |                 |                                |
| <b>Motion</b>   | <b>Moved:</b>   | <b>Seconded</b> | <b>Vote</b>                    |
| Post the RFP to the web site and send out a note advising the Chapter members of its existence. Chapter members will be provided 4 weeks to respond. Evaluation will be completed in two weeks. | James   | Kathy           | Passed.<br><br>Glen abstained. |

| <b>2012 Elections</b> (Parnell Lea) |   |
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| <b>1109.01</b>                      | <p>Parnell reminded everyone that the 2012 elections are coming up. Kathy confirmed who from the Executive's elective positions were considering running. Kathy will remind the membership at the next Luncheon.</p> <p><i>October 3 – This has to be completed at the November Luncheon. Another reminder to get nominations in will be given at the October Luncheon.</i></p> |

| <b>Scholarship</b> (Ron Stewart) |   |
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| <b>1109.01</b>                   | <p>Kathy believes it is time to once again send out the scholarship information. Ron agreed to look at when the deadline is to get it in.</p> <p><i>October 3 – Ron has the information on the scholarship. He is just needs to confirm the headquarters will still match it.</i></p> |

| <b>Placement Committee</b> (Ryan Petersen) |  |
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| <b>1109.01</b>                             | <p>Ryan had sent an email out suggesting that we should look at setting up a Placement Committee. We will wait for the next Executive Meeting to get Ryan's vision for the Committee.</p> <p><i>October 3 – Ryan explained that this was to help place members looking for work with companies looking for employees. His concept is that the Mentors under the Mentorship Program would participate in doing this.</i></p> <p><i>Glen advised that if we proceed with this we need to have a disclaimer drawn up.</i></p> <p><i>Ryan will put together a document on the program.</i></p> |

## **New Business**

| <b>Legislative Report</b> (Parnell Lea) |   |
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| <b>1110.09</b>                          | Parnell is still working on contacting Shaun Bonnetau from the Private Investigator & Security Guard Act Enforcement Division to come speak at a Luncheon in 2012. He has finally been given Shaun's correct number and he has left a message for him.  |
| <b>1110.10</b>                          | Issues with recruiting new staff have become more problematic. Delays in processing through SoGen & the Calgary Police Service have created a number of issues getting people interested in sticking out the long cycle to apply. Parnell will be in contact SoGen to discuss the issues further with them. |
| <b>1110.11</b>                          | Parnell advised that he has had some staff complete the Alberta Training requirements through Columbia College. The program worked well and was a good way to get staff through the training process.   |

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| <b>Newsletter Report</b> ( Michael Callaghan) |   |
| <b>1110.08</b>                                | 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. |

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| <b>Communication Committee</b> (Ryan Petersen / Kevin Jordan) |   |
| <b>1110.10</b>  | Ryan advised that Kevin Jordan has agreed to join the Executive and take over the Communication Committee from Ryan. Ryan will mentor him through the transition. |

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| <b>Mentorship Program</b> (Ryan Petersen) |   |
| <b>1110.10</b>                            | Ryan stated that he is currently mentoring one person in Calgary. He is also trying to set one up in Edmonton.  |
| <b>1110.11</b>                            | It was agreed that we should consider sending out an email advertising the program again. It also would not hurt to add some information on it into the newsletter. |

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| <b>Introductions</b> (Ryan Petersen) |  |
| <b>1110.03</b>                       | Ryan introduced Kevin Jordan who is interested in joining the Executive. |

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| <b>Marketing Committee</b> (Paul Bates) |   |
| <b>1110.01</b>                          | Kathy advised that Paul Bates will be taking on the Marketing Committee moving forward.<br><br>James offered to provide Paul with the information that Vladimir had completed when he was last looking after the Committee. |

| <b>Action Items</b>                                    | <b>Person Responsible</b> | <b>Due Date</b> |
|--|---------------------------|-----------------|
| Provide Marketing Committee information to Paul Bates. | James                     | November 7      |

Meeting was adjourned at approximately 4:24 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