

**ASIS Calgary / Southern Alberta Chapter**

<b>Date:</b>	<b>Monday, March 4th 2013</b>	<b>Location:</b>	<b>Fifth Avenue Place: 420 – 2<sup>nd</sup> Street SW, Calgary, Alberta</b>
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<b>ASIS Chapter 162 Executive Meeting Minutes</b>	
<b>Facilitator</b>	Parnell Lea
<b>Note Taker</b>	Jody Reid
<b>Present</b>	James Sanford, Paul Bates, Jody Reid, Ray McPhee
<b>Absent</b>	Sean Bolli, Mike Callaghan, Kevin Jordan , Lance Kelly , Doug Durant, Kathy MacDonald, Roger Maslen, Ryan Thelwell, Ray McPhee, Glen Kitteringham

Parnell called the meeting to order at 1442hrs.

<b>Motion</b>	<b>Moved:</b>	<b>Seconded</b>	<b>Vote</b>
Approve the Meeting Minutes from February 4 <sup>th</sup> , 2013.	Parnell	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</li> <li>• Apr – Women in Security, Floria Wilkes</li> <li>• May – Westjet Security, Jeff Viens (evening event) TBC</li> <li>• Jun – 360 cameras, 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>1301.02</b>	Poppy Fund invite to next luncheon. Ron will invite Joey Bleviees . Done.
<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>1301.04</b>	<p>Discussed was also whether we should consider making the May Luncheon something special as well. Maybe move it outside the Danish Canadian Club and perhaps bring in a guest speaker.</p> <p>(update – March) James to investigate other venues.</p> <p>Discussion around person that solidifies the guest speaker will take on the organization of the event – with help from others.</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> </ul>

	<ul style="list-style-type: none"> <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> <li>• Afghanistan Safety Training – Ray</li> <li>• CCTV HD – James</li> </ul>
<b>1301.06</b>	James will be meeting with the Danish Canadian Club to sign off on the 2013 agreement. Done.
<b>1302.01</b>	Paul to confirm with Jeff Viens (Westjet) for an evening event. If no go Jody will speak with Chris Butler (CPS ) re active shooters and how long he would want/need to speak.

<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>Golf Tournament (Roger Maslen)</b>	
<b>1301.01</b>	Date booked – August 2013

<b>CPP Review (Glen Kitteringham / Sean Bolli)</b>	
<b>1210.01</b>	<p>Glen advised that he and Sean would no longer be able to volunteer to teach future CPP course. His current workload is too busy to volunteer. Both of them have taught this course on a volunteer basis for the past 8 years. They would be available to teach the course over two weekends for a set rate.</p> <ul style="list-style-type: none"> <li>- Does the chapter continue to offer this course to the members?</li> <li>- Typically by offering the course the chapter gets an infusion of money</li> </ul> <p>James makes a motion – Do we wish to put on a CPP course in the spring? (Course to be offered during the week – 4 days) Seconded: Ron Motion: Carried</p> <p>James makes a second motion to modify the current PSP proposal to reflect CPP and give two months for response. Seconded: Parnell Motion: Carried</p> <p>Update (Nov 5) Ron to follow up with James on the CPP proposal Update (Jan 7) James to have the draft RFP for review Friday. Update (Feb) 12 people registered so far. February 20 ready to start. 10 classes with 32 hours total. Location will be Fifth Ave Place. Payment will be 50% up front to Facilitators. This motion was put forward last week and passed.</p> <p>Update (Mar) 18 people in the class it is and currently underway. Few people still have to pay.</p>
<b>1301.01</b>	Parnell advised that Paul Bates has expressed interest in helping deliver the training in 2013.

<b>Placement Committee (Kathy MacDonald)</b>	
<b>1211.01</b>	No update

<b>Legislative Report (Parnell Lea)</b>	
<b>1301.01</b>	No Update

<b>Newsletter Report ( Michael Callaghan)</b>	
<b>1211.01</b>	<p>An idea is to get members to submit articles to be posted on website.</p> <p>Update (Jan 7) – Parnell brought up the suggestion that we start looking at posting articles on the web site instead of doing a Newsletter. This will help draw people in to using the web site. Examples: Parnell could add a letter from the chair. James could complete an Informal budget report to let members know where their money is going in February. We will discuss further at the next meeting.</p> <p>Update (Feb) – Paul will approach members to determine interest. Summarize interesting presentation and post to website. Need to finalize the go-forward plan.</p>
<b>1303.01</b>	Instead of newsletter, look at posting articles to website.

<b>Marketing Committee (Paul Bates)</b>	
<b>1201.01</b>	<p>Paul has various ideas on marketing. Opportunities for sponsorship can come from:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Luncheons: Ensure the topic/presentation is relevant to members and their business. Company can sponsor a paid speaker to attract better turnout.</li> <li>3. Workshops: ie. Janine Warner.</li> </ol> <ul style="list-style-type: none"> <li>• Sponsorship would be for a period of one year.</li> <li>• Explore ideas of holding breakfast meeting/evening events to accommodate people that cannot attend luncheons.</li> </ul> <p>Update (May 8): Need to put some of the ideas discussed on paper and decide on what items can people sponsor. Vanessa to send out what we are spending money on. Ron is gauging interest on sponsorship. Paul will put something together with ideas.</p>
<b>1201.01</b>	<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>
<b>1206.04</b>	<p>APA has agreed to sponsor ASIS 162 with \$2,000/yr. However discussion needs to be held to determine what the money will be used for. Perhaps used to sponsor a luncheon or special event?</p> <p>Discussion on various streams of sponsorship:</p> <ul style="list-style-type: none"> <li>- Stand-alone logo (bottom of screen or side of webpage)</li> <li>- Interactive logo (may cost more)</li> <li>- Max of 4 logos on website</li> <li>- Sponsor a training event with members getting charged a minimum fee. I.e. Toddington or CPTED</li> <li>- Any extra money after expenses can be donated to charity</li> <li>- Courses to be held twice a year, spring &amp; fall</li> </ul> <p>Update (Nov 5) Possibly sponsor an event such as luncheons or training. Paul to touch base with APA on the amount or sponsorship and what they get in return.</p>
<b>1210.02</b>	<p>For sponsorship – we need a clear level of what the company would receive for various levels of contributions. Paul to send out the list of menu items to execs to review.</p> <p>Update (Nov 5) Paul sent out sponsorship email to the execs</p>
<b>1301.01</b>	<p>Parnell brought forward the idea that maybe we look at sponsorship of the Luncheons on occasion. This means they would pay the cost for the lunch and allow us to eliminate the \$25 fee for that event. This may draw more members in to attend. Roger pointed out that as most of the people in there are his competitors that this would probably stop him from sponsoring a lunch. The question is what value the company gets in sponsoring the lunch.</p>
<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.

<b>Rob Kiehl Scholarship</b> (Ron Stewart)	
<b>1202.01</b>	Ron contacted Stanley & Convergence on the possibility of sponsoring a scholarship/bursary. They are interested in this. Ron to follow up on in fall.  No Update.

<b>Tri-Lateral Security Conference</b> (Kathy MacDonald)	
<b>1210.01</b>	CANASA are concerned the participation and interest level is not significant as previous years. How and what it would look like next year. The intent is not to make a profit from the conference but to ensure the membership see a return of value for their time and money.  Suggestion for next year theme to be more focused on retail crime conference. This may get new group of people interested in the conference. Still a three group partnership – CANASA, ASIS & CPS?  Ron to approach CANASA on a framework for the Tri-Lat with ASIS spearheading the organizing  Update (Nov 5): feedback from members is they do not want the trade show hours extended. Suggested topic for next year: Retail Crime/Loss Prevention. Pending update from Kathy. Ron to follow-up with Kathy to see if there is any feedback from CPS. Event to be held late May.
<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</b> (Glen Kitteringham)	
<b>1302.01</b>	Glen stepping down as SRVP. (Update – March) New SRVP is Bill Bradshaw

<b>Communication Committee</b> (Lee Williams & Ron Stewart)	
<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

<b>Twitter</b> (Kathy MacDonald)	
<b>1112.01</b>	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.  <b>Update (May 8):</b> Kathy will set up “ASIS Calgary” account. Indicated the chapter’s LinkedIn website is quite active. Twitter account may be advantageous in promoting our events.

<b>2013 Objectives</b> (Parnell Lea)
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<b>1201.01</b>	<p>1. Upgrade website to ensure it is up to date for 2012.</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Site to be more user friendly and relevant</li> </ul> <p>2. Acquire more sponsorship.</p> <p>3. Provide training/educational opportunities for members</p> <p>4. To be as paperless as possible</p> <ul style="list-style-type: none"> <li>- PayPal: Need more advertising to members. To include a blurb on PayPal when sending out emails.</li> </ul> <p>5. PSP review course</p> <ul style="list-style-type: none"> <li>- Revisit for 2012</li> </ul> <p>6. Seminars (breakfast/evening sessions)</p> <ul style="list-style-type: none"> <li>- Perhaps hold joint seminars with other chapters</li> </ul> <p>7. Membership</p> <ul style="list-style-type: none"> <li>- Recruitment</li> <li>- Provide a standardized receipt book for membership sign up</li> </ul> <p>8. Scholarship</p> <ul style="list-style-type: none"> <li>- Idea to perhaps approach IT Companies/Security Equipment companies to sponsor a scholarship. To be local.</li> <li>- Will all the money the company provide go to the student?</li> <li>- What is the objective/meaning behind the scholarship?</li> <li>- What are the criteria for awarding the scholarship?</li> <li>- Ron to follow up with Stanley to see if they are interested in creating a scholarship on behalf of Robert Kiel</li> </ul> <p>9. Questionnaire</p> <ul style="list-style-type: none"> <li>- To get input from members what they want to see from the chapter.</li> <li>- 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.</li> </ul> <p>Update (Mar 5): Objective 1 in progress – exploring options for new more user friendly website. Objective 6 – Evening luncheon event with Janine Warner.</p>
<b>1301.01</b>	<p>To be updated for 2013. Parnell will complete a draft based on items from today's meeting.</p> <p>Update (Feb) Parnell will send out the draft this coming week for review by all members with a goal to finalize and add to the minutes in March.</p>

#### Member Introductions (Ray L. McPhee)

<b>1301.01</b>	<p>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.</p> <p>Ray did at the February Luncheon.</p>
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#### ASIS Chapter 162 Member Interviews (Parnell Lea)

<b>1301.01</b>	<p>Parnell brought forward a recommendation that the Executive should take the member list and each one pick three ASIS members who have stopped coming to Luncheons to interview. The interviews will be to find out why these members have stopped coming to the Luncheons and to find out what we could do better to help get them to start attending again. Everyone was in agreement with this recommendation. Roger pointed out that he has seen a real drop off in groups like Corporate Oil. Parnell will start the ball rolling by selecting 3 members and then everyone will select three as well. We can then discuss our findings at the February meeting.</p> <p>Completed – Feedback shared with the group (to be added as an addendum to meeting minutes).</p>
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#### CPTED 2 Course(Parnell)

<b>1301.01</b>	<p>Parnell asked the Executive if there was agreement to proceed with setting up a CPTED Level 2 Course for March. There are already 8 people who have stated they are interested in taking the course.</p> <p>Motion – James Sanford: Proceed with setting up the CPTED Level 2 Course for the end of March.  Seconded – Ron Stewart.  Vote - Passed</p>
<b>13.01.02</b>	<p>Assignments for setting up the course were divided up as follows:</p> <ul style="list-style-type: none"> <li>• Parnell – Book Instructor</li> <li>• Ron – Attending Event and all Functions associated with set up the days of.</li> <li>• Ron - Catering.</li> <li>• Paul – Hotel</li> <li>• Paul – Commissionaires Training Facility</li> <li>• Parnell / Ray – Assessment Sites</li> </ul> <p>(Update Mar) – Sites confirmed:</p> <ol style="list-style-type: none"> <li>1.Palliser Square - 125, 9th Avenue SE - See Security Manager Aaron Coffey or Security Supervisor Nathan</li> <li>2.Watermark Tower - 530 - 8th Avenue SW - See Property Manager Loral Unwin</li> <li>3.Bow Valley College - South Campus-345 - 6th Avenue SE - Contact is Charlene Tomlinson @ 403-410-1710</li> <li>4.Southland 1 and 2 Buildings - Southland Park (McLeod Trail) - Contact is Steve Fisher @403-909-1842</li> </ol>
<b>1303.01</b>	<p>Currently have 18 people registered, but need 26 to break even.  Cut food costs to reduce overall.</p>
<b>1303.02</b>	<p>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.</p>

#### **LCD Projector (James Sanford)**

<b>1301.01</b>	<p>Parnell asked that we make a decision on whether we are going to purchase an LCD Projector for the Chapter or not?</p> <p>Motion – Ron Stewart: Purchase a LCD Projector and case for the Chapter with a budget of \$750.  Seconded – James Sanford  Vote – Passed</p> <p>James has purchased. Done.</p>
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#### **Guest Speaker Gifts (Ron Stewart)**

<b>1301.01</b>	<p>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.</p>
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#### **Chapter 162 2013 Budget Forecast (James Sanford)**

<b>1301.01</b>	<p>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.</p> <p>James will email out as soon as complete. No Update.</p>
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#### **PSP Course (???)**

<b>1302.01</b>	<p>Group to review and determine a go-forward plan on delivering PSP Study Group.</p> <p>Jody to follow-up with Ron to find out where the proposal received from Glen is. This is the only proposal received from the RFP.  (update) Jody passed on what Ron had to the group.</p>
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### New Business

PSI Course (???)	
1303.01	Group to review and ask if there is interest within the chapter to have a study group.

  

Regional Meeting (Parnell)	
1303.01	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.

Meeting was adjourned at approximately 1553hrs.

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