

ASIS Calgary / Southern Alberta Chapter

Date: Wednesday, November 6, 2013 **Location:** Fifth Avenue Place: 420 – 2nd Street SW, Calgary, Alberta

| ASIS Chapter 162 Executive Meeting Minutes | |
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| Facilitator | Parnell Lea |
| Note Taker | Jody Reid |
| Present | Ray McPhee, Scott Young, Lee Williams, Jeff Bzowey, James Sanford |
| Absent | Sean Bolli, Mike Callaghan, Kevin Jordan , Doug Durant, Paul Bates, , Ron Stewart, Denise Hutchings, Kathy MacDonald, Roger Maslen |

Parnell called the meeting to order at 1405hrs.

| Motion | Moved: | Seconded | Vote |
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| Approve the Meeting Minutes from October 7, 2013. | Parnell | Lee | Passed |

| Program Report | |
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| 1301.01 | <p>Upcoming Guest Speakers:</p> <ul style="list-style-type: none"> • Jan – CPS Beat Team – 36 people • Feb – Child Find, Brad Bostock – 37 people • Mar – Afghanistan Safety Training, Claire Smart – 27 people • Apr – Women in Security, Floria Wilkes – 41 people • May – Westjet Security, Jeff Viens (evening event – May 16 – start @ 1730hrs) • Jun – CCTV new technology, James Sanford • Sep – Incidents that happen on airplanes, Tim Gourlay – TBC • Oct – Pedaling Security, Jody Reid – 30 people • Nov – CKR Global • Nov – Active Shooter Breakfast Event, Chris Butler (CPS) – 60 people • Dec – Mixer @ Calgary Tower <p>2014 Jan – Young Professionals (Scott Young) & Denise Hutchings (Women in Security)</p> |
| 1301.03 | <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> <p>September Update: Denise working to secure the Calgary Tower.</p> <p>October Update: Christmas Dinner – December 12 from 1800-2100hrs Venue \$300/hr x 3 hrs @ \$900. Table & Chairs @ \$435 Plate @ \$18/person Hold Payment required on food provider @ \$170. Proposed cost per person @ member = \$50 & non-member = \$55... Motion by James, Seconded by Parnell.</p> <p>Parnell to resend all contracts for review. Signature to be signed and down payment for food provider to be sent to Denise by end of week by Parnell.</p> |

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| | Denise to investigate the costs associated with providing a bar service. Waiting on information from Sky 360. 50/50 Draws... \$400 required from ASIS 162 (\$200 gift card & \$200 gifts) Motion – James Parnell-Seconded Looking for sponsorship for the \$2,000 cost for the bar service. Parnell to send out email looking for sponsors. |
| 1310.01 | 2014 Speaker List Parnell to create a chart as we need to start filling spots. January – potentially SOLGEN, Young Professionals, Security Leadership... |
| 1310.02 | Breakfast Session – Active Shooter: November (Jody) November 26 0730-1000hrs Calgary Telus Convention Centre – FREE (Paul) 60 people max Breakfast Buffet – package \$31/person + audio/presentation costs Costs - \$35 members & \$45 non-members |
| 1310.03 | Elections for executive Positions will be completed in November – Parnell |

Web Site Report (Chris Wood / Lee Williams)

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| 1311.01 | Lee still working with Chris to modify to be closer to Toronto's. More professional and easier to navigate. |
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Golf Tournament (Roger Maslen)

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| 1310.01 | Looking for opportunities to grow the tournament. Will need a larger working group, getting started earlier, and looking to provide a larger donation – may need a corporate sponsor. |
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CPP Review (Ray)

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| 1310.01 | Ray to review the PSP RFP and adapt to reflect the requirements for a CPP RFP. |
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CPTED Course(Parnell)

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| 1303.02 | Parnell and Ray to review the PSP RFP and adapt to reflect the requirements for a CPTED RFP. |
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PSP Course

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| 1302.01 | Group to review and determine a go-forward plan on delivering PSP Study Group. . |
| 1306.01 | 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. |
| 1306.02 | Check with other chapters to find out if someone has a current RFP for use that is less intense - Parnell |
| 1306.03 | Aim to post July 1 – post to members, LinkedIn, Website Comment in no later than July 26 Tenders back August 9 |

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| | <p>Review August 13 (lunch) and determine successful proponent</p> <p>October Update: Alberta Security College to provide training (Glen Kitteringham Instructor). Will do Saturday & Sunday for 2-weeks (4-days total)</p> |
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| Newsletter Report (Michael Callaghan) | |
| 1303.01 | <p>Instead of newsletter, look at posting articles to website. Update April – Letter from the Chair to be posted shortly</p> |

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| Marketing Committee (Paul Bates) | |
| 1303.01 | <p>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.</p> <p>Looking at: May evening event – Westjet June morning Sept & Dec morning TBD (Telus Convention Centre on board)</p> |

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| Tri-Lateral Security Conference (Kathy MacDonald) | |
| 1310.01 | No update. |

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| Communication Committee (Lee Williams & Ron Stewart) | |
| 1302.01 | Ron to help out as back-up to Less. |
| 1302.02 | Reminder notices for luncheons not being received by everyone. Need to investigate why. |
| 1303.01 | <p>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.</p> |

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| Member Introductions (Ray L. McPhee) | |
| 1301.01 | <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. (Update March) Ray did at the February Luncheon. (Update April) to post on the website</p> |

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| Guest Speaker Gifts (Ron Stewart) | |
| 1301.01 | 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. |
| 1309.01 | <p>8 items left James confirms spending approx. \$30 item in the past. James to confirm pricing on a wooden pen set and will email group to update.</p> <p>Update – October: Total cost would be \$35/item. James motions purchasing 50 @ \$1750 (engraving included). Second: Jody. Passed. James to place order.</p> <p>Update – November: New speaker gifts ordered. Expect in 2-3 weeks</p> |

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| PSP Course | |
| 1302.01 | Group to review and determine a go-forward plan on delivering PSP Study Group. |

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| 1306.01 | <p>Need to reduce the size/scope of the RFP</p> <p>1.3 Location – to be determined by ASIS Exec not provider</p> <p>Schedule – prefer to reduce time. As the provider weekend or weekday. Terms of contract moved to other location</p> <p>Fees – Score qualifications first then the pricing. Rate schedule will be used for evaluation purposes only after the qualifications scored</p> <p>4.21 PO by the chapter – we don't use POs so remove</p> <p>4.33 Change insurance to \$1M</p> <p>5.22 Selection Committee – change to Exec</p> <p>5.3 Review evaluation weighting process update</p> <p>Add page numbers to document</p> <p>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.</p> |
| 1306.02 | Check with other chapters to find out if someone has a current RFP for use that is less intense - Parnell |
| 1306.03 | <p>Aim to post July 1 – post to members, LinkedIn, Website</p> <p>Comment in no later than July 26</p> <p>Tenders back August 9</p> <p>Review August 13 (lunch) and determine successful proponent</p> <p>October Update: Alberta Security College to provide training (Glen Kitteringham Instructor). Will do Saturday & Sunday for 2-weeks (4-days total)</p> |

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

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

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

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| ASIS Women in Security Group (Denise Hutchings) | |
| 1310.01 | Focus on leadership and bring awareness. Denise to head up group. |
| 1311.01 | <p>Major Concerns Identified:</p> <ul style="list-style-type: none"> - Leadership - Technical expertise - Balancing work/home life <p>Ray – WINK group as possible presenter</p> |

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| | 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. |
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| ASIS Young Professionals Group (Scott Young) | |
| 1311.01 | 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. |

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| New Business | |
| 1310.01 | Alberta Community Crime Prevention Association (ACCPA) – Kathy now on the Board. Conference coming up in November. Would like to request that ASIS 162 help sponsor the event that is related to security. Conference hoping for 300 people, currently 100 registered. ASIS 162 staff a booth and donate \$2,000. Motion – Ray. Second – James. Passed. Kathy to provide all information for review. |
| 1311.01 | Elections Parnell sent out notice. Posted on website. Vote November Luncheon. |
| 1311.01 | MOU with CANASA – Parnell to email out. Exec to review and vote online to come |
| 1311.01 | Lee – opportunity... Social meeting outside the luncheons. Potential right after the Exec Meeting. |
| 1311.01 | Bursary for MRU paid in full – motion Parnell, Second James. All in favour |
| 1311.01 | ASIS Matching Scholarship. One nomination Glen Kitteringham. Parnell motioned. Lee Second. All in favour. |
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Meeting was adjourned at approximately 1558hrs.

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.