

ASIS Calgary / Southern Alberta Chapter #162

Date:	Monday, November 2, 2015	Location:	Fifth Avenue Place, Calgary, Alberta
-------	--------------------------	-----------	--------------------------------------

ASIS Chapter 162 Executive Meeting Minutes	
Facilitator	Parnell Lea
Note Taker	Jody Reid
Present	Doug Durant (via phone), Terri Govang, Ray McPhee,
Absent	David Kozuchar, Vladimir Batinić, Tim McCreight, Jeff Bzowey, Ron Stewart, Robert Hughes, Roger Maslen, James Sanford, Frank Saulnier, Tom Manley, Matt Szajkowski, Beth Warwick

Parnell called the meeting to order at 1407hrs.

Motion	Moved:	Seconded	Vote
Approve the Meeting Minutes from October 5, 2015	Parnell	Ray	Passed

Treasurer's Report (James Sanford)	
1504.01	<p>Not for Profit Status: James investigating registering as a not-for-profit and explore auditor options to comply with the ASIS International mandate/recommendation. As well as costs around QuickBooks to help track finances. Update May: Cost of QuickBooks \$169.50/year + GST. Motion: James to subscribe for one-year to evaluate. Seconded: Parnell. All in favor. Passed. June Update: Purchased \$10/month for next year. James will invoice at year end. 2016 cost will double. James will send elected executive information</p> <p>Sept Update: annual cost \$50, submission of financials annually, Canadian Chapter Charter and bylaws submitted required.</p> <p>James downloading forms and will complete a draft for review by Exec. Parnell going to get the Charter and bylaws</p>
1506.01	<p>Tax Returns/Semi-annual audit. CalVista quote coming to do an audit statement. Audit due to Eric Orr by June 12.</p> <p>James will work with CalVista to complete.</p>
1509.01	Chapter Reporting Requirements (new) – James to review and follow-up on requirements.

Mount Royal University Bursary	
1408.02	<p>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.</p>
1509.01	<p>2015 Bursary – review in October for status and if/what is owing</p> <p>Cheque required for MRU bursary for 2016. Top up requested amount to \$500. Motion: James. Second: Parnell. All in favour. James to follow-up with MRU to get letter and amount.</p>

Program Report 2015 – Speakers			
Month	Topic	Speaker(s)	Attendance
January	Text Analytics: Mining for Meaning	George Veenhuysen	21
February	Oil and Gas Security in a Depressed Market	Greg Hurd	Update Req
March	Active Assailant/Shooter (breakfast session)	Insp Chris Butler	Update Req

March	Alberta Basic Security Training	Glen Kitteringham	Update Req
April	Radicalization 2 Violence – CPS Counter Terrorism Unit	Sgt Becky Spohr/Det Stewart O`Neill	Update Req
May	Complex Clients – Sovereign Citizens	Peter Lemieux (AB-SOLGEN)	Update Req
June	New Locking Devices and Electronic Hardware	James Sanford	Update Req
July	No Luncheon	N/A	N/A
August	No Luncheon – ASIS Annual Golf Tournament	N/A	N/A
September	No Luncheon (conflict with Terrorism Conference)	N/A	N/A
October	Security Guard Licencing – What’s New & What’s Coming	Tammy Spink	Update Req
November	Update Req	Lonnie Croal	
December	Christmas Mixer – Garage (Dec 10, 2015)	N/A	N/A

Program Report 2016 – Speakers

Month	Topic	Speaker(s)	Attendance
January	Surveillance and Threat Detection	Ray McPhee	
February		Dr. ...	
March			
March			
April			
May			
June			
July	No Luncheon	N/A	N/A
August	No Luncheon – ASIS Annual Golf Tournament	N/A	N/A
September			
October			
November			
December	Christmas Mixer	N/A	N/A

Sponsorship Report (Tom Manley)

1502.01	<p>ASIS Foundation Scholarship Send out membership asking people interested in the scholarship to submit an application by March 31, 2015. A decision will be made at the April Executive Meeting by the Chapter Executive on who to award the scholarship to. The scholarship value will be \$1,000, which will be matched by ASIS International. Parnell motion. James second. All in favour.</p> <p>Update April: Terri Govang and Robert Shepherd have applied. Parnell sent out all related info April 1 for review and discussion at Executive Meeting. Not all had reviewed, Parnell will resend and ask for answer by end of day Friday, April 10, 2015.</p> <p>Update May: Executive agreed to award to Terri. James has cheque will get countersigned at May luncheon. September Update: James to get this cheque completed (US funds). October Update: Parnell has sent to the Foundation. Waiting for the Foundation to match and send back a cheque. Will then deliver to Terri. November Update: Money order has yet to arrive. Parnell to follow-up with James who is tracking.</p> <p>September Update: Canadian Chapter asked is regional chapters would commit to a dollar figure that Tim could report. Amended motion to \$200: Parnell, Second: James, all in favor. James to get this cheque completed (US funds)</p>
1510.01	<p>Parnell asked if Tom would like to take this role on. Parnell to meet and discuss with Tom regarding the responsibilities. November Update: Parnell has confirmed that Tom will take on. Parnell to bring Tom up to speed on what has been happening.</p>

Golf Tournament (Roger Maslen)

1510.01	<p>October – James provided an update of expenses relating to the golf tournament. Amount to Crimestoppers \$2,834.91. Top up to a total donation of \$3,000 Motion – Parnell. Second – James. All on favour.</p>
---------	---

Luncheon / Event Planning	
1505.01	<p>Christmas Mixer - Terri is looking in to reserving The Garage in Eau Claire. Also investigating Char Bar in East Village. Terri to provide a report in August for voting.</p> <p>August Update: Group interested in The Garage. Terri will investigate/finalize details. September Update: Garage has been confirmed. Terri has put down a deposit. James is working on reimbursement. James provided Terri - Christmas mixer \$400 reimbursement cheque Motion proceed with Garage for Christmas Mixer (December 10, 2015) for Motion: James, Second: Parnell, All in favor</p> <p>Three open pool tables. October Update: Sponsors to help cover costs: Terri to announce at the October Luncheon. Looking for sponsors for food, prizes, etc.</p> <p>\$2 to attend with all money going to the Poppy Fund.</p> <p>Poppy Fund Raffle. Motion: Authorize James to take \$500 (\$250 for gift card from a local shopping centre to use as gift + \$250 for other prizes). Second: Jody. All in favor.</p> <p>Terri to draft a "save the date" notice to be sent to Ron by November 6 for distribution.</p>
1505.02	Stampede Breakfast – Roger will call Greg Hurd re Caravan Breakfasts to see what cost might be for a smaller event. Terri advised that James Short Park is available for rent for \$50.

Canada Night Representation (?????)	
1511.01	Parnell to get details and share with group. Once we have the details we can find candidate.

CPP Review (Doug Durant)	
1504.01	Doug Durant taking on the certification role.

PSP Review (Doug Durant)	
1408.01	<p>January Update: Parnell has a list of 9. Wanted to wait until after Christmas, and will be setting up the first meet in the next month. February Update: No update April Update: Doug Durant taking on the certification role. August Update: Doug will get list from Parnell, contact those people to organize an initial meeting to discuss study group plan. Looking to hold first meet and greet in September.</p>
1509.01	Doug has 12 people interested. Still considering options on when to start and where to host. James has offered the SMP office meeting room

PSI Course (Doug Durant)	
1504.01	Doug Durant taking on the certification role.

CPTED	
1509.01	<p>Asking for proposals to hold a course, looking for an instructor. Have a number of people interested in taking. Chapter will take a 'marketing role' to promote. November Update: Doug will draft up a communication to ask for a partnership. Ask for – Length of course, cost, qualifications. They provide the venue and prepare the course.</p>

Security Management Certificate – University of Calgary	
1511.01	UofC was considering cancelling, but now is looking to revamp the course to re-build interest. Members from ASIS Chapter 162 and BOMA PSC.

Website Report (Chris Wood / Ron Stewart)	
1406.01	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.

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:</p> <p>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. 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> <p>January Update: No update. February Update: Tim – still working toward a national program for websites. October update: National still investigating options. Igloo solution was too expensive.</p>
1504.01	Parnell to send out the ad looking for a web support volunteer person/company for all to review. Thought is to move forward as the decision from a national level is progressing very slowly.
1506.01	<p>Parnell to follow-up with Ron regarding defining a back-up person for the web when Ron is away, i.e. David.</p> <p>November Update: Ron is wanting to stepdown. David has expressed interest.</p>

Communication Committee (Ron Stewart)	
1505.01	<p>OneDrive is currently being used to store all ASIS Chapter 162 data. It is Ron’s personal account. Suggestion is to consider using DropBox to house the membership information. Free DropBox will be close to capacity. Ron to set-up a Chapter shared DropBox account.</p> <p>June Update: Parnell to follow-up on status</p>
1505.02	<p>Define an email distribution list for the executive group so communication is going to the right location. Confirmed to date:</p> <p>Parnell Lea – Parnell.Lea@brookfield.com Ray McPhee – ray@mcpheesecurityconsulting.com James Sanford – treasurer@asis162.org Jody Reid - secretary@asis162.org Jeff Bzowey - asis162membership@shaw.ca Roger Maslen – roger.maslen@garda.com Terri Govang – terrigovang@gmail.com Doug Durant - dd8580@hotmail.com Ron Stewart –vbrs4404@outlook.com David Kozuchar – dkozuchar@smpeng.com Vladimir Batinic – vladimir.batinic@calgary.ca Tim McCreight – tmccreight@suncor.com> Robert Hughes –r.hughes@guardteck.com Frank Saulnier - frank.saulnier@ccsab.ca</p> <p>Jody will email the executive group to advise of preferred emails and ask everyone to create a send group within their own email systems.</p> <p>October Update: Emailed list to all executive members.</p>

ASIS Women in Security Group (Terri Govang/Beth Warwick)	
1510.01	<p>Date scheduled for Friday, November 6 from 1300-1500 at the CPS Real Time Operations Centre. The presentation would start with a classroom discussion providing an overview of the RTOC and CPS philosophy pertaining to real time information and intelligence handling, resource management and incident command and how all of these factors maximize public safety on a daily basis in the City of Calgary. After the classroom presentation they will then conduct a walking tour of the RTOC. Max attendees are 20 people. Would like to see the response from WIS and possibly open it up to YP.</p>
1511.01	Beth Warwick will be taking over as the Women in Security Liaison. Announcement to be made at the next

	Luncheon.
--	-----------

ASIS Young Professionals Group (Vladimir Batinić/Matt Szajkowski)	
1511.01	Matt Szajkowski will take over the YP liaison. Vlad has sent communication to all members. Vlad will introduce Matt at the next luncheon.

Legislative Report (Parnell Lea)	
1506.01	Can do online now. Add a link to our website being considered. Parnell to verify

National Security Agenda (Parnell Lea)	
1505.01	ASIS is looking at a product called Igloo. One website with chapter pages. Test evaluations to be completed by certain people.

Membership Report (Jeff Bzowey)	
1505.01	Suggestion that one list exists in Excel (currently in OneDrive). Suggestion to copy email addresses and copy to email when sending. Do not create a group within contacts; just use the list from the spreadsheet.

Regional Meeting (Parnell Lea)	
1501.01	Nothing to update

Chapter Executive	
1509.01	<p>First call for executive election position nominations is required at the October Luncheon. Parnell to send out communication to all members advising current committee is now in year 3 of a 2-year term. We need interested people to step up for the survival of the chapter.</p> <p><u>Chair:</u></p> <p>Vladimir Batinic - City of Calgary. Declined, Nominated by Elaine Fitzpatrick</p> <p>George Veenhuysen – Contekst. Accepted, Self-Nominated</p> <p><u>Vice Chair:</u></p> <p>Jody Reid - H&R REIT. Accepted, Nominated by Parnell Lea</p> <p>George Lensen - Core of Commissionaires. Accepted, Self-Nominated</p> <p><u>Secretary:</u></p> <p>Elizabeth Warwick - G4S. Accepted, Nominated by Lusine Gevorkyan of G4S by e-mail Ron Stewart - PWM Loss Prevention. Accepted, Nominated by Jody Reid Elaine Fitzpatrick - City of Calgary. Declined, Nominated by Vladimir Batinic</p> <p><u>Treasurer:</u></p> <p>Terri Govang – HID. Accepted, Nominated by James Sanford</p> <p>Terri will prepare the ballots for the elections.</p>

ASIS International Conference	
1510.01	<p>Take aways from the ASIS International Conference Region 6 meeting:</p> <ul style="list-style-type: none"> - Consider plaques to all executive members. Previously have given certificates for thanks. - Value added checklist, i.e. what can ASIS and the local chapter do for you - Bring a YP or WiS member to an event or luncheon. Effective way to attract new members and get younger people involved. - Budgets, recommended to create a 2016 budget. Parnell to follow-up for recommended template.

New Business – shown in red numbering through meeting minutes

Meeting was adjourned at approximately 1529hrs

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