



## **ASIS TORONTO - Chapter #193**

Executive and Committee Meeting: February 21, 2008

### **Attendance:**

- Patrick Ogilvie
- Carol Lovell
- Jason Caissie
- Tracey Cook
- Kym Ross
- Dan Boehner
- Christopher Carter
- Mike Soberal
- Jim Bradley
  
- Guest - SilentBlast - Antonio

Prior to the commencement of the meeting, Antonio of SilentBlast provided the Executive committee with a proposal to re-design the chapter website, and provide hosting services.

### **MINUTES**

4:35 p.m. - Meeting called to order

#### **1) MINUTES**

Approval of minutes from January 17, 2008 meeting.

Motion to approve: J. Caissie / Seconded: J. Bradley

CARRIED.

#### **2) ANNOUNCEMENTS**

P. Ogilvie made the following announcements

- a. Charles Gyorfy offering to volunteer on a committee
- b. Canadian Technical Security Conference - April 21-23
  - i. Offering booth space and 2 passes to the conference for the Chapter. This is their 3<sup>rd</sup> year, and they are providing a 10x10 booth for us to staff. Staffing may be an issue, but P. Ogilvie will follow up with them on the transferability of the two passes being offered.
- c. In receipt of an email from Zuriq offering gift cards to ASIS staff and members.
- d. Notification of a complimentary lunch seminar about event management marketing (the date had already passed)

#### **3) FINANCES / TREASURERS' REPORT**

C. Lovell provided a copy of the February financial statement. Current bank balance is at \$11059.81, after all cheques are cleared. Still has outstanding deposits pending and received

totaling \$7525. In addition to CPP outstanding. With the deposits in hand, the new balance is \$18584.81 (plus CPP)

Sponsorship received is at \$7500. Not yet received the additional \$5500 anticipated.

P. Ogilvie stated he will send follow up letters to the outstanding sponsor.

C. Lovell stated that the Canada night Information is with Paul and will need to be carried forward to 2008.

We have not yet changed accounts, however, C. Lovell and J. Caissie will get together and call the RBC account contact. C. Lovell indicated that RBC has Moneris which will allow for VISA and MasterCard payments, in addition to debit and wireless access.

The group discussed whether we will enact a charge for processing those using cards or not to help offset the charges from the Bank. C. Lovell and J. Caissie will get further information regarding Moneris, and this matter will be discussed at a later date.

C. Lovell has received some replacement cheques from the BPS in 2006, but has not heard back from some. She will continue to pursue.

C. Lovell has created an expense report for use by the Chapter Executive, which will be used to process expenses in accordance with the Business guidelines.

#### **4) COMMITTEE REPORTS**

##### **a) Best Practices Seminar Committee – M. Soberal**

Have received revised submission forms from speakers from the CN Tower, City of Toronto and Disaster Recovery. The seminar will be published in Canadian Security Magazine, and the new date is Wednesday, May 21, 2008 at Villa Colombo.

The Committee wants to post speaker forum and brochure on our website, (will send details to Chris) and will also put out flyers through Rui, but still need to determine the schedule before posting it.

It was decided to advertise the Seminar and get the date out now, pending final assembly of the schedule / speaker lineup.

P. Ogilvie states that ASIS Toronto will have an article in Cdn .Sec. magazine and will mention it there.

##### **b) Education - J Bradley**

J. Bradley indicated that more CPP funds are pending.

Pam Stewart has volunteered to run a PCI course, which can run in the same venue and share resources with the PSP course.

Will look at the fall for the class starting, and J. Caissie will look for a PSP venue.

Manual for sponsoring International designation exams was given to J. Bradley.

J. Bradley stated they posted for the Timothy Walsh Award from the International, but had no responses. Also posted the Alan J. Cross scholarship.

J. Caissie stated that the Awards from the International often are not taken

Scholarships - Durham and Sheridan Colleges

Frank has been in contact with the schools. The International will award 50% of our scholarship amount.

Our Chapter was 11<sup>th</sup> in growth over 2007 across the organization.

J. Bradley indicated that he has gotten a reduced rate for virtual forums, will now get waived to \$175 each, and we can also look at group sessions. There are only 2 left for the year that are published at this point.

#### **c) Golf Tournament**

P. McParlan was unable to attend, so P. Ogilvie provided that the date of June 19th is booked. Our cost is \$162.50 and we are charging \$175 and \$200. (The \$175 is for early bird registration)

The question of a "Dinner only" charge was posed.

Mul-T-Lock is sponsoring and Garda is offering the wine sponsorship.

Carts are included in the cost. Glass protection took the cart sponsorship last year, but they didn't get on the GPS.

GPS sponsorship is \$400 for set-up for those who want their logo on the carts, and \$40 for those additional. Discussed issues regarding cart sponsor and sponsors on GPS on cart. No word on charity.

#### **d) Membership – C. Carter**

C. Carter indicated we are averaging a few new members on the forums per week, and are at approximately 586 members.

#### **e) Program – D. Boehner**

D. Boehner provided the following status update:

Tonight is covered

March meeting is at RBC, and we'll use an onsite caterer. The speaker is Derek Lamont, on Money Laundering.

April – Jim Madden at Wonderland has offered his location. Committee thought might want to go north Toronto to shift venues. P. Ogilvie will talk to Peter.

September - Craig Taylor from Hydro One Barrie offered his location. There was a discussion regarding the distance. P. Ogilvie indicates the idea of a field trip was a tour, but this has been problematic. Could replace the field trip with another dinner or lunch, or we might stay with the trip idea, possibly Casino Niagara. K. Ross will review the attendee demographics from the January meeting.

Bill Anderson sent an email indicating no new information on the awards night, but they have a sub-committee meeting in March. P. Ogilvie indicates we need to identify timelines for the applications for the awards in October, the dates relevant to the award will be September 1, 2007 to August 31, 2008.

#### **f) Website – C. Carter**

P. Ogilvie indicated the flyer section and communications need to work with Rui to get it out in a more timely fashion, and need to review the editing to ensure a professional product. C. Carter indicates that Antonio is the SME, and we need to take his guidance.

Forums – now have 34 members. C. Carter figures that the lack of participation may be due to its unique nature. May shut it down if we don't hit 100 members in a few months.

### 5) Action items from January

The action items from the January meeting were reviewed, and all have been concluded. The Canadian ASIS conference hotel will be the Embassy Suites. Info. Sec. is seeking a partnership with us, the Program committee will get the details and advise.

### 6) Chapter Business Guidelines

The Chapter Business Guidelines were circulated and reviewed by all Executive Committee members in advance. Upon review, a motion was made to adopt the guidelines for Chapter use. Motion – T. Cook / Seconded – C. Lovell. CARRIED.

### 7) New Business

P. Ogilvie advised that he has been contacted by Security Matters magazine, who are looking for greater access to our BP seminar. They attended last year, but we received no return for the investment, and there was nothing in the magazine. It was decided to offer him plaque sponsorship.

M. Soberal offered that he can set us up with a DHL account, which can be a centrally billed account for Chapter documents, etc.

Meeting adjourned at 5:47 p.m.

### EXECUTIVE ACTION ITEMS

<b>Responsible</b>	<b>Task</b>
J. Caissie / C. Lovell	Follow-up on RBC accounts and Moneris
P. Ogilvie	Follow-up letters to plaque sponsors / article in Cdn. Sec. Magazine

### COMMITTEE STATUS / ACTION ITEMS

<b>Committee</b>	<b>Task</b>
Best Practices	Finalize speaker line-up and publish brochure
Membership	Review use of forums
Golf	Finalize sponsorship opportunities (GPS) and prepare communications
Program	Security Practitioner and Law Enforcement awards - Determine responsibility for venues.
Education	PSP / PCI study groups pending Awards – communication to membership
Website	Put together proposal / outline for new website format and ISP