



Chapter #193 - ASIS TORONTO

Executive and Committee Meeting: January 17, 2008

Attendance

- Patrick Ogilvie, CPP Chairperson
- Jason Caissie, PSP, Vice Chairperson
- Carol Anne Lovell, Treasurer
- Tracey Cook, Secretary
- Kym Ross, Assistant Secretary
- Paul McParlan, Past Chairperson, Golf Committee Chairperson, Membership Chairperson
- Jim Bradley, CPP Education Committee Chairperson
- Jim Jodouin, CPP, Program Committee, Sub-Chairperson
- Christian Carter, Website Committee Chairperson
- Mike Soberal, Best Practices Committee Chairperson
- David Devine, CPP ARVP

MINUTES

1) MINUTES

Approval of minutes from December 5, 2007 meeting.

Motion to approve: C. Carter / Secunder: T. Cook.

CARRIED.

2) SWEARING IN OF NEW EXECUTIVE

David Devine – ARVP ASIS International, conducted the swearing in of Tracey Cook to the Executive, in the position of Secretary.

3) ADDRESS BY ARVP David Devine

Mr. Devine advises that he was the chair of the Southwest Ontario Chapter, and has now taken on the role of ARVP. His experience with creating the Southwest Chapter, while its membership was small, with 63 members, compared to the size of the Toronto chapter, he understands the challenges that the Executive face.

Through his previous position, he believes he can bring some great ideas for the Toronto Chapter, which he will pass through to Patrick.

Regarding the recent Private Investigators' legislation, he continues to; make efforts to liaise with the Ministry. He acknowledges that there are 780 ASIS members in Ontario, and we need to be involved/informed.

He is a strong proponent of Police and Public partnerships, and feels as a Chapter, we need to push this more. We should draw on the Police membership bases in the Toronto and Ottawa Chapters to advance liaison. He has also reached out to Canadian Security Magazine and CSIS, in an effort to build greater relationships. He indicates that the Southwest Ontario ASIS and CSIS are starting to build this relationship, and believes we need to work together.

Mr. Devine sees his role as being a conduit amongst the Chapters, and his goal is to facilitate and get information to us all.

4) FINANCES / TREASURERS' REPORT

C. Lovell (Treasurer) provided the financial report for January. She indicates that as at this date, we had \$7681.34 in the bank. For today's event, she will be writing a cheque \$1839.20, and after that clears, we will have a balance of \$5842.41. This does NOT include the funds deposited for today's luncheon event. Once this has been reconciled and deposited, she will advise.

P. Ogilvie (Chair) asked ARVP D. Devine about his experience in dealing with members whom rsvp for events and then do not show. D. Devine has provided information/guidelines for our review on this issue, dealing with walk-ins and other typical issues. The Board agrees that "no shows" will be charged from here forward.

C. Lovell indicates that she has received a Plaque sponsorship cheque from DHL, which she included in the previous balance statement. Invoices have been sent out (13 minus DHL).

C. Lovell further indicates that she has received the file and receipts for the Chapters' activities in 2007, and will be moving towards maintaining the records in a computerized system (Quickbooks).

5) COMMITTEE REPORTS

a) Best Practices Seminar Committee – Representative: M. Soberal

M. Soberal indicates they have attempted putting together a meeting but ran into issues. They have forms and are recruiting speakers, but are having challenges. They would like to look at changing the date, as there are CSO and Emergency Mgmt. seminars being held the same week, and they appear to be canvassing the same speaker pool.

J. Caissie acknowledged that these other events seem to be attracting good speakers, and this may present a problem. M. Soberal suggests that we look at moving the Best Practices seminar out by a month and will have to look at venues. He plans on discussing the issue on Monday or Tuesday at their meeting.

J. Caissie advises he will follow up with the Columbus Centre, regarding availability. Various date options were discussed including the 3rd Thursday in May, in keeping with our standard meeting schedule. However, this is the day prior to the long weekend.

Motion was made to move the Best Practices seminar to the 3rd Wednesday in May, or the week prior for flexibility, which will depend upon venue availability. CARRIED.

b) Membership and Golf Committee – Representative: Paul McParlan

P. McParlan advises that the Golf committee has set a date of June 19th, and has a tentative booking with Deer Creek Golf Course. It is in Ajax, and it is a great tournament course.

We have a tentative booking, and the contract is being written. We would be looking for sponsorship, such as Mul-T-Lock as a platinum sponsor. The sponsor letters will go out next week.

c) Program Committee – Representative: Jim Jodouin

J. Jodouin advises he has met with Shelley and Peter. For February they have a few speakers, and Bill Anderson has sent an email on the history of the Program committee.

d) Education Committee – Representative: Jim Bradley

J. Bradley advises the CPP Study group starts next week, with 32 people registered, and it is being hosted at TSM. P. Ogilvie and J. Caissie will attend the first night to meet the group. J. Bradley advises they have eliminated the guest speakers and will focus on content for the exam. M. Soberal added that he was on the course last year, and found a disconnect was that they did not use the CPP study guide. He felt that the group presentation format was excellent, but need to use the study guide. J. Caissie added he has other ideas for the course, such as including exam quizzes. Suggests they contact Southwest chapter and Brian McGillivray (VP – Certification) for other information.

J. Bradley advises they have not looked into International Awards yet.

He raised the issue of virtual forums being available from International. D. Devine indicated that Southwest has a program where they get sponsors for the virtual forums and multiple members attend. By organizing one site, we only have to pay \$195. They were successful at having Companies sponsor the events.

Scholarships - to be discussed.

J. Caissie will look at the PCI and PSP courses for the fall.

e) Website Committee – Representative: Chris Carter

C. Carter advises that all job descriptions and committees are posted on the site. He has had issues to deal with around changing set-ups. He states we can look at WordPress, which is a blog format with editable templates, then we can add pages, which he can't do now.

He has found a new template that comes with 35 pages, but will need to find a new host.

P. Ogilvie suggested that C. Carter put together an outline for a new website, format and new ISP, which the Executive will review. Would like to do in time for this summer.

C. Lovell indicates a cheque has been issued to the current ISP, however it is for past services.

C. Carter advises the forums are working. He has made some changes and has asked free forums to upgrade their security. J. Caissie suggests we limit the number of forums.

C. Carter will get information to Luciano on the forum for security practitioner award applications.

6) NEW BUSINESS

a) Communications

P. Ogilvie suggests that event communications need to be timelier to the membership. We should plan the year and communicate as much as we can in advance.

The February and March meetings were discussed, regarding the venue at the Columbus Centre (February) and downtown (March). The Program Committee should put together a plan for the year and advise in advance.

b) ASIS International Conference – September - Atlanta

We should try to group Canadians in a common hotel. We will informally go to Chapter chairs and see if they are interested. P. Ogilvie will call Paul Stanley.

c) Chapter Business - miscellaneous

We should obtain tickets for giveaways, such as a ticket at the Best Practices seminar for members to draw for free admission to the International conference.

Banking – C. Lovell states we are not moving the accounts immediately, but is looking into it. She also raised the issue of the third party audit of our financial statements, which the Executive committee will discuss at a later date.

A copy of Chapter business guidelines from Southwest., brings in guidelines from ASIS International and other chapters. References that we get a list of CPP and other certified members, and ensure they get CE credits for the meetings that they attend. We will provide the letter, but they will keep track of their own points.

Documentation from “InfoSec”, indicating they would like us to join them. T. Cook will disseminate the documentation.

Future meetings for membership, we should attempt to get sponsorship for a draw for a gift.

Meeting adjourned at 11:52 a.m.

EXECUTIVE ACTION ITEMS

Responsible	Task
J. Caissie	Speak with Columbus Centre regarding BP Seminar
P. Ogilvie	Contact Paul Stanley regarding ASIS Int'l

	Seminar – Canadian hotel, etc.
C. Lovell	Input 2007 financial data into Quickbooks, prepare for third party audit
T. Cook	Disseminate InfoSec and Chapter guideline documents to Executive members

COMMITTEE STATUS / ACTION ITEMS

Committee	Task
Best Practices	Set date and venue for BP Seminar Procuring speakers
Membership	Meeting and report o/s
Golf	Obtaining contract for June 19 @ Deer Creek Sponsorships solicited Determine if charity affiliation for donation
Program	Compile schedule of events / venues / speakers for membership for 2008 Security Practitioner award – status and report o/s
Education	CPP study group soon underway Investigate Awards / Sponsorships available from International Virtual forums – opportunity for membership to attend group sessions Scholarships – will advise
Website	Put together proposal / outline for new website format and ISP