



# Monthly Board and Committee Meeting

August 18, 2017 noon - 1300

Dial in: +1 415 762 9988 Meeting ID 452 464 400  
<https://zoom.us/j/452464400> will not be using VOIP

**Meeting Facilitator:** Dan Ruggles

**Board Members:**

**Committee Chairs**

Name	Title	Attended the Meeting		Name	Title	Attended the Meeting
Dan Ruggles	President	Y		Ana Rodgers	Marketing	N
Grace Roth	Vice President	Y		Jared Knisley	Webmaster	Y
Jon Campbell	Past President	Y		Juan Vargas	CVENT and Email	N
Kami Murphy	Membership	Y		Sophia Czaus	Social Media	N
Joe Hernandez	Treasury	Y		Johan Lidros	CISA/CISM	N
Jay Anthony	Secretary	N		Grace Roth	CRISC	Y
Alan Zukowski	Sponsorship	N		Randy Pierson	CSX	Y
Cassandra Young	Student Affairs	Y			Events	

**Purpose of Meeting:** Discuss Board’s operating activities

- 1) Call to order. Motion made by Dan Ruggles and seconded by: [Cassie Young and all approved](#)
- 2) Approval of minutes from last meeting. Motion made by Dan Ruggles and seconded by: [Kami Murphy and all approved](#)
- 3) Miscellaneous

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- Today's call can only last 40 minutes as we are using the ZOOM free service
  - Motion made by Dan Ruggles to use Zoom as a paid service (\$14.99 per month). There is no annual contract to sign. Seconded by: Jose Hernandez and approved by all
  - Balanced Scorecard and Annual Report submitted to ISACA
  - By-Laws will be reviewed and updated as appropriate. Jay Anthony
  - Jay Anthony – stepping down as Secretary. Vidya Lingappa to step up in his place and the group held discussions held about other viable candidates.
  - Motion made by Dan Ruggles to vote Vidya in as Secretary. Seconded by: Cassie Young and approved by all
  - Tax issue to retrieve ~\$8K. Need a couple more documents from Jason and then contact CPA before a call is made to the IRS
  - Low expectation that we will ever get this money back
  - Annual Audit is grinding away. Jon, Kami and Johan have been requested to supply details.
  - Jay Anthony stepping down as Secretary. Motion made by Dan Ruggles to replace with Vidya Lingappa <lingappav@yahoo.com> who ran as Treasurer has agreed to take on the role and it requires a majority of the Board to approve. Seconded by: Jose Hernadez and approved by all
  - By-Laws will be reviewed and updated as appropriate and Dan Ruggles will work with Secretary to finish.
- 4) Survey Summary (sent August 10 2017)
- and Volunteer Update from August 10 sent August 17
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- Will distribute the detailed report by August 15 when survey closes)
- 5) Certification courses – Johan Lidros / Grace Roth
- CRISC class is locked in – 9 students confirmed.
  - Venue has been secured and booked – Holiday Inn Westshore is confirmed for Sept 9 & 10.
- 6) CSX formation –
- Randy Pierson volunteered to head up with assistance from Shawn Acker
- Other part-time possible assistance from Carla Vila, Curtis Holmes, Nelson Santiago, Shawn Acker and Mia Plachkinova
- Obtain information about ISACA trainers doing a two-day class Oct 14-15
- 7) Events and Committee formation – Grace Roth
- Not a lot of activity at this point on the Events Committee
  - Venue has been secured and booked - Westshore Grand Hotel. Security Event Oct 13 and need to advertise beginning of Oct.
- 8) Academic Relations – Cassie Young
- Volunteers include Ricardo Daza and Randy Pierson from CSX
- First class visit South University this week and will try arrange a meeting with D Ruggles and C Young
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9) Membership Activities - Kami Murphy

OPT-OUT project to make them OPT-IN (see note on Kat Estelle)

10) Social Media

<https://plus.google.com/u/0/100920318262931985929>

<https://www.facebook.com/isacawestflorida/>

<https://twitter.com/isacawestfl>

<https://www.linkedin.com/organization/1308974/>

<https://www.linkedin.com/groups/1781474>

11) Sponsorship – Alan Zukowski

12) Finances – Jose Hernandez

- Status of Audit report

13) Plan Monthly Board Meeting Calls

- Dan sent invitation for the second Friday of each month.

14) Marketing – Ana Rodgers

15) Website / CVENT / - Jared Knisley and Juan Vargas

- Terms of Use, Privacy (draft documents send Aug 16 for review and comment) and By-Law links on website and social media icons
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- Terms of Use, Privacy (draft documents send Aug 16 for review and comment) and By-Law links on website to be done. Social media icons already on website and have been added to several CVENTs.

16) Meeting Close

### Action Item:

To Be Updated by August 17<sup>th</sup> if applicable

#### CVENT

Title	Code	Status	Start Date	Yes	No	Invited
<a href="#">CISA Review Course-Winter 2017</a>	BLNN3P23NBR	Active	10/20/2017	3	0	858
<a href="#">CISM Review Course-Winter 2017</a>	QZN7F3CW26Z	Active	10/07/2017	1	0	2,580
<a href="#">CISM Review Course-Winter 2017</a>	7MNV442QXNB	Closed	10/07/2017	1	1	5
<a href="#">CRISC Review Course-Winter 2017</a>	73NZNNT3FTM	Active	09/09/2017	7	0	858
<a href="#">ISACA Networking Social</a>	XNNTG86NC7S	Closed	09/07/2017	48	23	2,584
<a href="#">2017-2018 CPE Survey</a>	63NYLCWLQ66	Active	07/31/2017	119	2	855
<a href="#">ISACA Certification Review Courses - Winter 2017</a>	FZNWJXL776W	Active	07/24/2017	0	0	2,576
<a href="#">2018 GRC Event Sponsorship Program-ISACA West Florida</a>	HRN96LF96GQ	Pending	07/21/2017	0	0	3
<a href="#">2017-18 Chapter Sponsorship Program-ISACA West Florida</a>	3VN84QM34WT	Pending	07/21/2017	0	0	1



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### Event Planning

Title	Start Date	Duration	Notes	Email Reminder Frequency
2017-2018 CPE Survey	Monday, July 31, 2017	N/A	Launched 7/24/2017	On 7/31/2017 at 7:00 AM ET (Every 7 Days) to Undecided Invitees
2017-18 Chapter Sponsorship Program-ISACA West Florida	Friday, September 1, 2017	N/A	In Pending mode, sent to Alan Zukowski for comment	
2018 GRC Event Sponsorship Program-ISACA West Florida	Friday, September 1, 2017	N/A	In Pending mode, sent to Alan Zukowski for comment	
CRISC Review Course-Winter 2017	Saturday, September 9, 2017	2 day	runs two days and registration closes by Sept 6	
CISM Review Course-Winter 2017	Saturday, October 7, 2017	2 day	runs two days and registration closes by Oct 4	
CISA Review Course-Winter 2017	Friday, October 20, 2017	3 day	runs three days and registration closes Oct 16	
ISACA Certification Review Courses - Winter 2017	Saturday, October 7, 2017	N/A	Manually send 7/28/2017	Manually send every Friday until 9/1/2017
ISACA Networking Social	Thursday, September 7, 2017	3 hour event	Launched 7/26/2017	On 8/2/2017 at 7:00 AM ET (Every 7 Days) to Undecided Invitees
Security Seminar	Friday, October 13, 2017	1 day	Need to book Westshore Grand Hotel now and needs to be published by Sept 8 speakers still being sought	Reminder weekly

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Assurance	Friday, November 17, 2017	1 day	full day?	
2017 ISACA Holiday Party	Thursday, December 14, 2017	3 hour event		
IIA Hosted Fraud and Security Seminar	Friday, January 12, 2018	1 day	need to find out IIA schedule	
Possible CSX - security - domains	Thursday, March 1, 2018	3 hour event		might tie to MeetUp and USF and UT
Networking Event	Thursday, March 15, 2018	3 hour event		
			<i>HIMMS event placeholder</i>	
Tampa Bay Governance, Risk and Compliance (GRC) Conference	Friday, April 6, 2018	1 day	Need to book Westshore Grand Hotel now and needs to be published by Feb 9	
Call for Board Members and Volunteers: 2018-2019 Fiscal Year	Monday, April 30, 2018	N/A	runs until May 24	weekly
CRISC Review Course-Spring 2018	Saturday, May 5, 2018	2 day		
CISM Review Course-Spring 2018	Saturday, May 5, 2018	2 day		
CISA Review Course-Spring 2018	Friday, May 11, 2018	3 day		
ISACA Certification Review Courses - Spring 2018	Tuesday, May 1, 2018	N/A	Issue May 5 and runs until May 1	Issue reminder every other week and consolidates all 3 courses





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2017-2018 Elections	Friday, June 1, 2018	N/A	Runs to June 15 and need bios and headshot from call for Board Members	weekly
2018 ISACA Annual General Meeting	Thursday, June 21, 2018	3 hour event		