

## Board of Directors Planning Meeting

August 9, 2018 12:00pm

Dial in: Participant

**Meeting Facilitator:** Grace Roth

**Board Members:**

**Committee Chairs**

Name	Title	Attended the Meeting		Name	Title	Attended the Meeting
Grace Roth	President	Y		Ana Rodgers	Marketing	N
Nicholas Chugani	Vice President	Y		Jared Knisley	Webmaster	N
Dan Ruggles	Past President	Y		Juan Vargas	CVENT and Email	Y
Kami Murphy	Membership	Y		Sophia Czaus	Social Media	N
Jose Hernandez	Treasury	Y		Johan Lidros	CISA/CISM	N
Jon Bebeau	Secretary	Y		Grace Roth	CRISC	Y
Deep Patel	Sponsorship	Y		Ric Daza	Social Media – Facebook	Y
Mia Plachkinova	Student Affairs	Y				
Brian Isserman	Events	Y				

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

- 1) Call to order. Motion made by Grace Roth and seconded by:

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- Motion Seconded by Jon on August 9, 2018 at 12:05pm
  - Attendees: Grace, Dan, Kami, Mia, Nick, Deep, Rick, Jon, Brian, Jose, Juan.
- 2) Approval of minutes from last meeting. Motion made by Grace Roth and seconded by:
- No changes to last meeting minutes. Motion to adopt minutes seconded by Dan, all agree.
- 3) Miscellaneous
- Discussion about opt-on / opt-out list and how members may be reinvested (Dan). Ana and Kami were investigating.
  - Suggestions from the ISACA national newsletter, Tips and Best Practices. Discussion among participants:
    - (1) Proactive welcoming new members – what newcomers could expect beyond dress code, details about the chapter
    - (2) A “buddy system” where current members meet and guide new members at events
    - (3) Mentor a new member where an experienced member serves as a resource to engage and support new members
- 4) Audit of Chapter
- Rich Pifko will perform the audit – begin on 8/8.
  - Jose Hernandez to prepare documents and post in google folder
    - Acquiring documents for two items from last year’s audit. Documents should be ready this week.
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- Need two bank statements.
- Create a new “audit” folder in the directory to house the 2017 audit documents.
- The audit report consists of two sections; the audit findings and the Presidents response letter.
- Last year’s audit consisted of a detail financial audit, reviewing each and every financial transaction.
- Length of audit can vary, may be a 2+ month endeavor.

### 5) Certification Courses

- Discuss rotation of universities hosting exam review courses
  - Discussion of various venue for courses. Most recent locations – Southern Univ, Univ of Tampa. Mai received interest for USF prof. in cyber security to host course at USF.
  - Concerns over logistics at potential sites – parking availability, lunch catering, access to facilities for Sat & Sun access to facilities. Scheduling the courses to not interfere with academic schedules was noted. This is a problem for campus congestion and enrolled students who may take courses might have conflicts with normal class schedule, finals schedule commencement activities.
  - Some courses can run 3 days, Friday, Saturday and Sunday may pose conflicts noted above.
  - Class size of 5-12 is typically but accommodations for up to 20 students should be planned.
  - Chapter may offer student discounts and offer free tickets to hosting institution.

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- We should consider fostering student chapters at higher education institutions where they don't already exist.
- Concerns were voiced about selecting dates and (appropriate venue) to secure instructors as there is often a long lead time needed and to confirm and publish the event.

### 6) Chapter CPE Survey Launched

- Nick received information yesterday, anticipating results soon.

### 7) ISACA Website – Dan

- Reactions to the website redo from ISACA
- West FL Chapter website redesign
  - National offers chapter website page hosting using “new and improved”, but still under development web site. Training is today (live)but the recorded tutorial (webinar) will be posted for offline access. Using the national page is free to the chapter. There was discussion about site reliability and functionality and the ease of use (for content providers, like the chapter) and does not allow tags and lacks support for multiple authors. Chapter plans to keep out own site, update it and likely use WordPress and have the site hosted by a WordPress centric commercial web hosting. The cost to overhaul is estimated at \$1,500 with a \$4,000 budget. Dan is driving this effort.

### 8) Sponsorship Update – Deep Patel

- Deep is creating a slide show as collateral material with the benefits of sponsorship of the chapter. The need for an Adobe (file) editor was identified. Suggestions include Adobe Editor and Adobe Illustrator. A package, with graphics, is created to send to sponsors as well as for social media.

### 9) Events Update

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- Brian Isserman – Security Event
- Kami Murphy – Networking Social
  - The Mahaffey theater upper atrium was suggested as a location. Likely to have 2 speakers (Grace researching) for the security event. Locking in speakers is becoming time critical if the event is on October.
  - The topics for the event are undecided, several areas of interest were floated:
    - (1) GDPR (General Data Protection Regulations (EU Standards)
    - (2) A CISO panel was discussed perhaps in a round table forum using preselected topics.
    - (3) Threat model
    - (4) Blockchain Technology
  - Kami reported 34 (who shared their identity publicly) people have registered for the Sept 6 event.
  - Suggestions for networking with other groups, combined events with ISC<sup>2</sup>, AITP.
  - Suggested events include: Golf, wine tasting, zoo, aquarium, cruise ship as a venue and some may be family orientated. The current limit of 60 guests may need review in the event of combined and/or family events.

### 10) Meeting Close

- Next BoD meeting planned for September 13<sup>th</sup>.

- Grace motioned to close meeting at 12:59pm, seconded and all agreed.

### Events Planning Schedule of Events 2018 – 2019

\*Need to pay attention to holidays and possible conflicts with other groups:

- BSIDES 2019 - 2019 is scheduled for February 2 at the Embassy Suites – USF
- Florida Cyber Conference 2018 Wed, Oct 10, 3:30pm
- OWASP Tampa Day 2018 Fri, Sep 21, 8:00am
- RSA conference - Monday March 4 – Friday March 8, 2019

Title	Start Date	Duration	Notes	Email Reminder Frequency
2018-2019 CPE Survey	Monday, July 31, 2018	Ends Sept 14 2018		On 7/31/2018 at 7:00 AM ET (Every 7 Days) to Undecided Invitees. *Survey launched on 8/1/18

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2018-19 Chapter Sponsorship Program-ISACA West Florida	Monday, September 3, 2018	N/A		
2018 GRC Event Sponsorship Program-ISACA West Florida	Monday, September 3, 2018	N/A		
CRISC Review Course-Winter 2018	Saturday, October 20 - 21, 2018	2 days		
CISM Review Course-Winter 2018	Saturday, October 20 - 21, 2018	2 days		
CISA Review Course-Winter 2018	Friday, November 2 - 4, 2018	3 days		
ISACA Certification Review Courses - Winter 2018	Saturday, October 6, 2018	N/A		Manually send every Friday until 10/6/2018
ISACA Networking Social	Thursday, September 6, 2018	3 hour event		On 8/2/2018 at 7:00 AM ET (Every 7 Days) to Undecided Invitees Location; Coopers Hawk
Security Seminar	Friday, October 19, 2018	1 day		Options: Mahaffey Theater
Assurance	Friday, November 16, 2018	1 day		Options: Station House, Tampa Bay History Center
2018 ISACA Holiday Party	Thursday, December 13, 2018	3 hour event		
IIA Hosted Fraud and Security Seminar	Thursday, December 6, 2018	1 day		Thursday, December 6 <sup>th</sup> at The Florida Aquarium.

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Networking Event	Thursday, March 7, 2019	3 hour event		March madness basketball may be an issue on the 15 <sup>th</sup> .
Tampa Bay Governance, Risk and Compliance (GRC) Conference	Friday, April 5, 2019	1 day		
Call for Board Members and Volunteers: 2018-2019 Fiscal Year	Monday, April 29, 2019	N/A		weekly
CRISC Review Course-Spring 2018	Saturday, May 18 - 19, 2019	2 days		
CISM Review Course-Spring 2018	Saturday, April 27 – 28, 2019	2 days		
CISA Review Course-Spring 2018	Friday, May 17 - 19, 2019	3 days		
ISACA Certification Review Courses - Spring 2019	Tuesday, May 1, 2019	N/A		Issue reminder every other week and consolidates all 3 courses
2019-2020 Elections	Friday, June 7, 2019	N/A		weekly
2019 ISACA Annual General Meeting	Thursday, June 20, 2019	3 hour event		