



Monthly Board and Committee Meeting

January 12, 2018 noon - 1300

Dial in: +1 646 876 9923 (US Toll) or +1 669 900 6833 (US Toll) Meeting ID 172 828 811
<https://zoom.us/j/172828811> 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	X		Ana Rodgers	Marketing	
Grace Roth	Vice President	X		Jared Knisley	Webmaster	
Jon Campbell	Past President	X		Juan Vargas	CVENT and Email	X
Kami Murphy	Membership	X		Sophia Czaus	Social Media - LinkedIn	
Jose Hernandez	Treasury	X		Johan Lidros	CISA/CISM	X
Vidya Lingappa	Secretary	X		Grace Roth	CRISC	X
Deep Patel	Sponsorship	X		Randy Pierson	CSX	X
Cassandra Young	Student Affairs	X		Ric Daza	Social Media – Facebook	X
				Nicholas Chugani	Events Committee	
				Cynthia Pal	Events Committee	

Purpose of Meeting: Discuss Board’s operating activities

- Call to order. Motion made by Dan Ruggles and seconded by: [Jose Hernandez all in favor](#)

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1. Approval of minutes from December 8 2017. Motion made by Dan Ruggles and seconded by: [Grace Rothall in favor](#)
 2. Insurance Coverage
 - Our D&O insurance was late paid \$535 per annum policy NFP0127663-00 from AON through the American Society of Association Executives Endorsed D&O Program with Arch and is effective from 9/10/2017 to 9/10/2018.
 - Our Business Liability policy 42SBMBA6882 – 001 from Hartford for \$360.36 per annum through Twin City Fire Insurance Company is effective from 12/10/2017 to 12/10/2018.
 - Chapter has never had E&O insurance, although ISACA encourages chapters to obtain. There is a slight overlap with D&O coverage that can be adjusted on the next expiration. We have no coverage for lawsuits that might arise from Professional & Technology use, Information Security & Privacy Liability, Multimedia & Advertising Liability, cyber events, etc.

[Motion made by Dan Ruggles to obtain the Lloyds of London policy for and seconded by: Grace Roth all in favor](#)

[Dan will initiate getting the E&O Insurance policy for the chapter.](#)
 - Student Policy and Boot Camps and Events - DRAFT
 - West Florida ISACA Chapter will allocate seven (7) free passes (per training boot camp) for students that attend from the hosting university allowing them to attend either CRISC, CISA or CISM boot camps for free for each occurrence. The chapter will pay for the materials and food costs associated with those seven (7) students. A faculty member from the hosting university may also attend free.
 - Any other students from other colleges will be charged \$50 to attend the boot camps.
 - CVENT discount codes will be used to track these students, although they may need to be manually registered to the boot camps or events
 - The professor or college contact will be given the codes to distribute for discount or free and it is up to them to help advertise and promote the events. They are also responsible for ensuring the school will validate student enrollment/status which will be subject to the chapter to review
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- All students will be charged a flat \$25 fee for education events.
- All students should be members of the West Florida ISACA Chapter for \$25 per annum

Student membership policy was approved by everyone. 7 free passes for the hosting university and after that each student will be charged at \$50.

- Certification courses – Johan Lidros / Grace Roth
 - Spring CISA will be hosted by South University (parking issue on a Friday at University of Tampa) and CISM and CRISC will be hosted by University of Tampa since they take place on Saturday and Sunday
 - **Accredited Chapter Trainer Program Requirements**
 - **Chapter**
 - At all times, the chapter must have a minimum of one accredited trainer for any exam preparation course that is promoted and or offered through the chapter. ISACA exam preparation training must be delivered by an Accredited Trainer. Chapters must use the authorized teaching materials provided by ISACA. (These will be provided to the instructor upon the successful completion of accreditation.)
 - **Reporting**
 - Reporting requirements will be made available in January 2018.
 - **Trainer**
 - Trainers must maintain the ISACA designation in good standing.
 - Trainers must successfully pass both a knowledge-based and teaching-based assessment.
 - Chapter trainers are permitted to train only on behalf of any ISACA chapter or ISACA facilitated event.
 - Assistant Trainers and Trainers-in-Training
 - Chapters can leverage assistant trainers and or “trainers-in-training” to assist in the delivery of exam preparation training alongside (overseen) by an accredited trainer.
 - Assistant trainers and “trainers-in-training” must have passed the respective certification exam(s).
 - Assistant trainers or trainers-in-training can assist/participate in the training delivery but are not permitted to deliver training independently

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- Document sent out on January 8, 2018 describing the plan to accredit five (5) trainers at a cost of \$2,250 and we should budget \$1,500 for next year for additional trainers in CISM and turnover. This process will take time to complete and we can continue with our trainer schedule for May 2018. It would be prudent to get this taken care of now so there is no impact to the Fall and Winter boot camp schedule.
- Motion made by Dan Ruggles to fund the \$2,250 expense this year and then set up a recurring budget to cover on-going accreditation in case of turnover. Seconded by Johan. Johan confirmed that by May-2018 trainers need to be accredited and is valid for 5 years. The accreditation process is via phone, web ex or skype and lasts for 3 hrs. This is a non-budgeted item.
- Motion made by Dan Ruggles to pay the money and get the process started now so there is no issue in holding training sessions late 2018. All in favor
- Finances – Jose Hernandez – Monthly and Quarterly information

Jose shared Dec quick books and discussed as to how to capture non-budgeted item – accreditation process cost. He will send the account summary to all Board members once he makes all updates.

- CSX formation
 - Continuing discussion with Nathan Fisk at USF to use their facility for CSX Fundamentals by May 2018, provided one of the professors or grad students pass the CSX Fundamentals and qualifies to teach. Discussion in progress.
 - Also started a discussion with a couple of other individuals that could assist with the 2-day course
 - Paperwork with ISACA to host the CSX class has been submitted. Need the date finalized and the trainer. Dan Ruggles will also train on CSX Fundamentals.

Dan – confirmed that payment received from Gold sponsor - GuidePoint

Dan to send the GRCEvent sponsorship and Chapter sponsorship links to everyone.

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- Sponsorship Committee: Deep Patel [No updates](#)
 - Events Committee – Nicholas / Cynthia / Grace [No updates](#)
 - Copy of P&L for events and boot camps sent out Jan 4 2018 for review and discussion
 - Dan met with local chapter Presidents for ISSA <http://tampabay.issa.org/> (Felice Flake) and ISC2 <http://isc2chapter-tampabay.org/> (Derrick Thomas) presidents to kick around ideas to help cross market events and maybe holding a joint networking event. Might be an ideal place to include student chapter members as well.
 - Felice will create calendar we can reference and update so we don't step on each other dates
 - Dan will create a generic type CVENT blast with logos for ISSA and ISC2 so our members know about the other events and Derrick and Felice will do the same. They use different tools than CVENT.
 - Felice to schedule a follow-up meeting in January
 - Academic Relations – Cassie Young [No updates](#)
 - University of Tampa Cybersecurity Club Visit - TBD
 - USF BAP Tampa Case Competition - TBD (likely November)
 - USF Tampa Student Chapter initiation - Ongoing effort
 - Describe the plan
 - Membership Activities - Kami Murphy
 - March 1 2018 event at Cooper's Hawk deposit done

[Kami confirmed that the venues for the Mar 1st social event and June 21st Annual General Meeting are confirmed.](#)
 - Social Media - Ric Daza / Sophia Czaus [No updates](#)
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- Marketing – Ana Rodgers [No updates](#)
- Website – CVENT – Jared Knisley and Juan Vargas
[Dan – GRC got moved earlier to Mar 30th instead of April 6th.](#)
- Meeting Closed - [12:58 PM](#)

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Event Planning

Title	Start Date	Duration	Notes	Email Reminder Frequency
Assurance & Security Trends and Topics	Friday, February 2, 2018	All day		Planning with Sofwerx location
Possible CSX Fundamentals	February 3-4, 2018	2 day event		Planning with USF professor grad student to teach
Networking Event	March 1, 2018	3 hour event		
Tampa Bay Governance, Risk and Compliance (GRC) Conference	Friday, March 30, 2018	All Day	Need to book Westshore Grand Hotel now and needs to be published by Feb 9	Looking for alternate space
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		Held at University of Tampa
CISM Review Course-Spring 2018	Saturday, May 5, 2018	2 day		Held at University of Tampa
<i>CSX Fundamentals</i>	<i>Saturday, May 12, 2018</i>	<i>2 day</i>		<i>TENTATIVE – still working though logistics and location</i>
CISA Review Course-Spring 2018	Friday, May 11, 2018	3 day		Held at South University
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 4 courses
2017-2018 Elections	Friday, June 1, 2018	N/A	Runs to June 15 and need bios and headshot from call for Board Members	weekly



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2018 ISACA Annual General Meeting	Thursday, June 21, 2018	3 hour event		
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