



Monthly Board and Committee Meeting

September 8, 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	N
Jon Campbell	Past President	Y		Juan Vargas	CVENT and Email	N
Kami Murphy	Membership	N		Sophia Czaus	Social Media	N
Joe Hernandez	Treasury	Y		Johan Lidros	CISA/CISM	N
Vidya Lingappa	Secretary	Y		Grace Roth	CRISC	Y
Alan Zukowski	Sponsorship	N		Randy Pierson	CSX	N
Cassandra Young	Student Affairs	N		Rick Daza	Events	N

Purpose of Meeting: Discuss Board's operating activities

- 1) Call to order. Motion made by Dan Ruggles and seconded by: [Grace Roth](#) and all approved. Meeting started at 12:00 PM
- 2) Approval of minutes from last meeting. Motion made by Dan Ruggles and seconded by: [Jose Hernandez](#) and all approved
- 3) Miscellaneous



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- Introduced Ric Daza and Vidya Lingappa

3)4)

- By-Laws will be reviewed and updated as appropriate.

5) Vidya worked with Dan on the by-laws. pdf version of the document was sent to all members for review and approval. Word document was also sent to review the changes. Members were requested to send the changes to Vidya who will incorporate them. The final version will be presented in the holiday party and will be submitted to ISACA International. **Steps to follow:**

- Chapter board agrees on changes by October 2017
- Vidya submits these changes to the chapter relations team at ISACA International for review.
- ISACA International sends comments back to Vidya for review.
- Chapter board either approves the comments/edits, or makes additional changes. If additional changes are made, steps two and three repeat until all parties agree.
- After your chapter board approves/provides feedback on all comments, ISACA International will inform your chapter when they are ready to be sent to your members for review by November 2017
- Only after steps 1-5 are complete can your proposed new bylaws can be sent to, voted on and approved by the members of your chapter. (With proper notice, bylaws can be voted on by your members at *any* chapter meeting, provided a quorum is present.)
- Vote December 14, 2017 at the holiday event.

4)6) Audit - Dan

- Dan prepared management responses for Audit.
- Grace and Jose - reviewed and confirmed as final
- Dan to submit to ISACA International

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- 5)7) Survey Summary (sent August 28 2017). Dan is waiting for comments from the BOD members
- 6)8) Sponsorship Committee: Alan Zukowski may not be able to continue and sent an email to the BOD members.
- 7)9) Certification courses – Johan Lidros / Grace Roth
- CRISC class is cancelled – 8 students, fees to be refunded.
 - New Schedule: Johan moved the classes to Oct 14-15 2017
 - Grace moved the CRISC classes to Dec 9th and 10th, 2017.
 - Grace - Offer discount 50% to University Students for CRISC? (\$25 is the membership fees). Review Course fees: \$300 for Members and \$400 for Non-Members. It was suggested that she ~~so~~ offer the class for students at \$150 to get any feedback on wiliness to pay.?
- 8)10) CSX formation –
- Dan talked to ISSA who uses USF facility to host events. Dan scheduled call on Sept 29th to discuss more with USF officials with Cassie, Grace and Randy.
 - Host CSX Fundamentals certificate class at USF : Two-day class Feb 3rd and 4th
 - Fees \$150 per student. Book can be downloaded for free
 - Possibly tie to a boot camp?
- 9)11) Events and Committee formation – Grace Roth
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~~10~~12) Academic Relations – Cassie Young **not present**

~~11~~13) Membership Activities - Kami Murphy **not prsenent**

~~12~~14) Social Media - Rick Daza **no present**

Face book, Twitter, Linked In promoter. Wait for the schedule during next meeting

Dan talked to Derrick Thomas - President ISC² Chapter advertise events in Face Bok/Twitter.

Dan to meet John to get PC and iPad, but Starbucks was closed.

~~13~~15) Sponsorship – Alan Zukowski stepping down

~~14~~16) Finances – Jose Hernandez

- Jose presented the Expense Payment Process work flow and discuss the capabilities to integrate Quick Book.
- Budget approved by all members and incorporated in P&L account.
- Jose is working on setting up Accounts payable, Accounts Receivable and Quick Books.. Work in progress.
- P&L set up for all events until Dec. Reach out to Kristie to incorporate P&L account and input line items, export capability?
- Next Action Items: Bill Pay - online payments
- Only Dan and Grace can add a Payee



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- Who can delete an activity? Audit trail? setting alerts?
- Approve the model once tested.

~~15~~17) Plan Monthly Board Meeting Calls

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

~~16~~18) Marketing – Ana Rodgers **not prseent**

- Dan to talk to Ana how to do survey from CVENT.
- Need feedback on speakers

~~17~~19) Meeting Closed

Action Item:

To Be Updated by August 17th if applicable

CVENT



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Title	Code	Status	Start Date	Yes	No	Invited
CISA Review Course-Winter 2017	BLNN3P23NBR	Active	10/20/2017	3	0	858
CISM Review Course-Winter 2017	QZN7F3CW26Z	Active	10/07/2017	1	0	2,580
CISM Review Course-Winter 2017	7MNV442QXNB	Closed	10/07/2017	1	1	5
CRISC Review Course-Winter 2017	73NZNNT3FTM	Active	09/09/2017	7	0	858
ISACA Networking Social	XNNTG86NC7S	Closed	09/07/2017	48	23	2,584
2017-2018 CPE Survey	63NYLCWLQ66	Active	07/31/2017	119	2	855
ISACA Certification Review Courses - Winter 2017	FZNWJXL776W	Active	07/24/2017	0	0	2,576
2018 GRC Event Sponsorship Program-ISACA West Florida	HRN96LF96GQ	Pending	07/21/2017	0	0	3
2017-18 Chapter Sponsorship Program-ISACA West Florida	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	Move to Dec 9-10, 2017
CISM Review Course-Winter 2017	Saturday, October 7, 2017	2 day	runs two days and registration closes by Oct 4	Move to October 14-15
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?	Move to February 2, 2018
2017 ISACA Holiday Party	Thursday, December 14, 2017	3 hour event		Contracts signed
IIA Hosted Fraud and Security Seminar	Friday, January 12, 2018	1 day	need to find out IIA schedule	Got moved to December 8 and still working through agenda with IIA
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		