



Monthly Board and Committee Meeting

November 10, 2017 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	Y		Ana Rodgers	Marketing	N
Grace Roth	Vice President	Y		Jared Knisley	Webmaster	N
Jon Campbell	Past President	Y		Juan Vargas	CVENT and Email	Y
Kami Murphy	Membership	Y		Sophia Czaus	Social Media	N
Jose Hernandez	Treasury	N		Johan Lidros	CISA/CISM	N
Vidya Lingappa	Secretary	N		Grace Roth	CRISC	Y
Deep Patel	Sponsorship	Y		Randy Pierson	CSX	N
Cassandra Young	Student Affairs	Y		Ric Daza	Social Media (Facebook & Twitter)	Y

Purpose of Meeting: Discuss Board’s operating activities

- 1) Call to order. Motion made by Dan Ruggles and seconded by: **Seconded by Grace Roth and agreed by all**
- 2) Approval of minutes from last two meetings (9/8/2017 and 10/13/2017). Motion made by Dan Ruggles: **Seconded by Cassie Young and agreed by all**

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- 3) Introduce Deep Patel as Director of Sponsorship
 - Gave brief background on school and work and being Director of Sponsorship will help him network and he is beginning to reach out to sponsors
 - 4) Introduce Ric Daza being responsible for Facebook and Twitter
 - Gave brief background on school and work and he is slowly building up people that follow us on Facebook
 - 5) Introduce Juan Vargas who is responsible for CVENT
 - First time he has been able to make any of the meetings and provided brief background on work and his travels
 - 6) Recommendation made by Dan Ruggles to obtain a iPad and credit card reader (<https://squareup.com/>) so attendees that wait to show up for an event on the same day will have the opportunity to pay by credit card. Requires that the attendees be manually added to the Cvent and then register that they attended so they can receive their CPE certification.
 - See www.square.com; free sign up
 - 2.75% Per Swipe, Dip, or Tap or 3.5% + 15¢ Per Keyed-In Transaction
 - You can also set up invoices and get paid by credit card. Low fees around 3.5% in total.
 - It is free. If you want a reader that is more secure (chip) then it will cost a small amount.
 - Johan has used Square for years for HIMSS and Scandinavian trade association.
 - Grace Roth seconded the motion and the Board agreed with the following caveats:
 - Don't advertise that we have this capability so we focus on using Cvent as much as possible
 - People on the Waitlist should take precedence over people that just show up. You have to manually add them to Cvent and then check them in so they get their CPEs
 - Use the device with the existing iPad and don't buy another
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- 7) By-Laws were distributed to everyone and will be sent along with the Dec 14 holiday event and voted on by the Members after a short presentation by Vidya Lingappa
- Chapter board agrees on changes by October 2017 - **completed**
 - Vidya submits these changes to the chapter relations team at ISACA International for review. **completed**
 - ISACA International sends comments back to Vidya for review. **completed**
 - 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. **completed**
 - After 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 **completed; final sent out Oct 17 2018**
 - Only after steps above are complete proposed new bylaws can be sent to Members and voted, (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.
- 8) Should we replenish the \$5,000 USF Scholarship fund. **Jon will work with Jose to get the funds replenished. The board saw no reason not to proceed.**
- 9) Survey Summary for Cybersecurity Emerging Trends (sent November 3, 2017). 10% response rate
- 10) Sponsorship Committee: Deep Patel
- **Several companies have said they will contribute**
 - **Juan Vargas will set Deep Patel up as a Report User in Cvent so he can track who paid**
 - **Kami will send Dan the GRC flyer used last year to see if it can be converted to Word form Publisher and then forward to Deep.**
- 11) Certification courses – Johan Lidros / Grace Roth
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Title	Status	Start Date	Yes
CRISC Review Course-Winter 2017	Active	12/9/2017	8
CISA Review Course-Winter 2017	Completed	10/20/2017	13
CISM Review Course-Winter 2017	Completed	10/14/2017	15
CISM Review Course-Winter 2017	Completed	10/14/2017	0

- The time commitment for the instructor to get accredited is minimal (see details below) and all is done virtually (no travel required). The overall process from start to finish typically takes 2 weeks, a bulk of the time being on APMG's end to schedule, assess and document. The accreditation process consists of the following elements:
 - Product Knowledge Assessment - approximately 60-90 minute phone interview with an APMG assessor
 - Practice teach assessment – trainer to submit a recording of a teach (on any topic) they have conducted for assessment
 - **This will be a requirement come May 2018**
- CRISC course will take
 - Johan will contact students that have enrolled to notify them of change in venue
 - Johan will work with Grace on catching her up on logistics and arranging for lunch and snacks
 - **Dan sent Grace a list of all students enrolled**
 - Jared will update the ISACA.ORG and WESTFLORIDAISACA.ORG website for the change in address
- Recap of using South University as a venue
 South University 4401 N. Himes Avenue, Room 2121, Tampa, FL 33614,
<https://www.google.com/maps/place/4401+N+Himes+Ave,+Tampa,+FL+33614/@27.9767698,-82.5135236,14.14z/data=!4m5!3m4!1s0x88c2c3c1149c82cb:0x2dd9ccd3c86e180a18m2!3d27.9822987!4d-82.5003099>

Angelo E. Thalassinidis, Ph.D.
Chair, Department of Information Systems and Technology

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athalassinidis@southuniversity.edu**

- Dan Ruggles scheduled a call with Kenneth Knapp from University of Tampa next week as a possible alternate site for weekend classes in the Spring 2018

**Kenneth J Knapp, Ph.D
Director off Cybersecurity Programs
Associate Professor, Information and Technology Management
Sykes College of Business
University of Tampa
401 W. Kennedy Blvd,
Box O
Tampa FL 33606
813 257 3969 kknapp@ut.edu**

12) CSX formation

- Dan in discussion with Nathan Fisk at USF to use their facility for the Feb 2, 2018 events and then offer CSX on Feb 3-4, 2018, provided one of the professors or grad students pass the CSX Fundamentals and qualifies to teach. Discussion in progress.

13) Events and Committee formation – Nick has agreed to help as part of the events committee and is working to finalize the IIA event and speakers for the Feb 2, 2018 event with Grace Roth. Recurring meetings with Johan, Grace and Dan are underway. Grace will reach out to others to participate

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Nicholas Chugani, CPA, CISA

Audit Services

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- For the Holiday Event
- Discussion on the price of \$15 versus \$5. Possibly change back to \$5 at the next networking event
- Grace Roth will buy \$100 worth of gift cards and two gifts - FitBit Charge 2 and Google Home. Both are about the same price

14) Academic Relations – Cassie Young

- USF Beta Alpha Psi (BAP) Tampa Campus Visit - Wednesday, November 8th 5:00 - 6:00 PM
- University of Tampa Cybersecurity Club Visit - TBD
- USF BAP Tampa Case Competition - TBD (likely November)
- USF Tampa Student Chapter initiation - Ongoing effort
- Maybe doing training in the fall at South Florida University and training in the spring at University of Tampa and maybe hosting events in the fall and spring at University of South Florida will help spark interest in getting student chapter going and help reduced venue costs.

15) Membership Activities - Kami Murphy

- Holiday CVENT includes the revised By-Laws and went out in tandem with the CRISC training. We have three events in December: IIA joint event, Holiday Event, CRISC

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- Volunteers needed? *Maxime Wong, maximewong@gmail.com, 813-629-3951, I am interested in volunteering at the next local chapter event*

16) Social Media - Rick Daza / Sophia Czaus

17) Sponsorship – Deep Patel

18) Finances – Jose Hernandez – Monthly and Quarterly information sent out Nov 8, 2017

- open up a ticket at <http://www.paypal.com/mts> and/ or call and try to close this account
- Dan created a problem when he bought a pointer on Amazon with the ISACA Debit card. That card then replaced his normal payment method and he owes the chapter \$167.82 and has corrected the payment method on Amazon

19) Marketing – Ana Rodgers

- West Florida Chapter currently has US \$879.55 remaining to use toward marketing materials in 2017
- Grace to follow-up with Ana on what was purchased so we can use some at the Holiday event.

20) Website – CVENT – Jared Knisley and Juan Vargas

- New logo updated on website (thanks for Sophia for getting them)
- New ISACA website might roll out Q2 2018

21) Meeting Closed

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Event Planning

Title	Start Date	Duration	Notes	Email Reminder Frequency
IIA Hosted Fraud and Security Seminar	Friday, December 8, 2018	1 day event	need to find out IIA schedule	
CRISC Review Course-Winter 2017	Saturday, December 9-10, 2017	2 day event	runs two days and registration closes by Dec 4	
2017 ISACA Holiday Party	Thursday, December 14, 2017	3 hour event	Voting on by-laws	
Assurance and Security	Friday, February 2, 2018	All day		Planning with USF location
Possible CSX Fundamentals	February 3-4, 2018	2 day event		Planning with USF professor grad student to teach
Networking Event	Thursday, March 15, 2018	3 hour event		
Tampa Bay Governance, Risk and Compliance (GRC) Conference	Friday, April 6, 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		
CISM Review Course-Spring 2018	Saturday, May 5, 2018	2 day		
CISA Review Course-Spring 2018	Friday, May 11, 2018	3 day		



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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
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		