



**Northern Ohio Chapter of InfraGard
Executive Council Meeting Minutes
01/08/2003**

Attendees: Mickey Bauer, Dian Maier, Dean Fear, Gary Sheehan, Dave Strothcamp, Stan Paulson, Glenn Brzuziewski, Bob Solomon and Tom Sample.

Meeting Started 10:06. Location: FRB, Cleveland

Treasurer's Report:

The treasurer reported that there is \$13,893.48 in the treasury as of 01/01/03.

Review Meeting Minutes:

The minutes from the November meeting were reviewed and approved via an e-mail vote.

Old Business/Action Items:

- Action Item:** We need a volunteer to document and monitor the logo merchandise order process. **(OPEN)**
- Action Item:** Stan will get in touch with a Homeland Security representative and keep us informed. **(OPEN)**
- Action Item:** Stan will draft a "Welcome Aboard" letter for new chapter members. The idea is to recognize and welcome new members in a timely manner. **(OPEN)**
- Action Item:** Board needs to address the attorney situation. The board last discussed the need to retain an attorney on an ongoing basis to review contracts, give legal advice and address legal issues on our behalf. Options discussed included soliciting a volunteer from our membership, making it a board position or acquiring one on a retainer. **(OPEN)**
- Action Item:** Membership cards need to be distributed for 2003. **(OPEN)**
- Action Item:** Stan explained the intent of a new "working" group called the Critical Infrastructure Protection Group. Stan would like to keep it under the InfraGard umbrella. This will need to be addressed by the new board. **(OPEN)**

Comments from Last Year / Welcome New Board Member

Mickey relayed to the rest of the Board positive comments she received from the membership. Mickey presented Tom with a plaque and thanked him for his past service. The Board welcomed Glenn Brzuziewski, our newest Board member

Linda Franklin Award

The guidelines for the Linda Franklin Award were discussed and approved. They are as follows:

- 1) The Linda Franklin Award will be a yearly award (Plaque) given to the member who is recognized by the membership as having best supported our organization and advanced our chapter.
- 2) Any member can nominate another member.
- 3) Nominations should be sent to: nocinfragard@nocinfragard.org
- 4) Nominees will be posted on our website as they are received from the membership.
- 5) Nominations should include a short (no more than 150 words) explanation as to why the person was nominated.

- 6) The entire membership will vote for the winner each September.
- 7) The winner will be announced at our December meeting and presented with the plaque.
- 8) All members are eligible for this award.

Action Item: Mickey will write the Linda Franklin Story to explain the award to the membership.

Membership Communication

The board discussed this topic at length. This topic will be addressed by forming two working groups among the board. These groups will be 1) Organization Development & Marketing and 2) Discussion Board on our website.

Survey Results

Mickey distributed the results from our survey and the Board had a short discussion about them. The results will be periodically reviewed throughout the year to ensure we are addressing our member's needs. Two direct results of the survey were:

- 1) Our meetings will be split between morning and afternoon meetings.
- 2) Afternoon meetings will be lengthened to include an Anti-Terrorism presentation.

March Membership Meeting

The board discussed this topic at length. Due to the fact that other local security groups will most likely hold a security seminar on March 7th, the board voted to push the membership meeting back to March 14th. Time and place are yet to be determined.

Action Item: Mickey will look into getting the speaker for this meeting.

Action Item: Dean will also look into getting a speaker for this meeting.

Action Item: We all need to look into securing a speaker for our Tech Session (Stan-Phil Adair/Dave-Frank Carroll/??).

Action Item: Location?

Action Item: Gary will work with our new meeting coordinator to ensure all the bases get covered.

Potential New Roles for Council

The council discussed all the things that need to get done throughout the year. The board decided to list the roles and accept volunteers from the Board – and possibly the membership – to ensure we address all the issues. Below is the list and only a few assignments have been accepted.

- 1) Quarterly Meeting Coordinator..... Glenn Brzuziewski
- 2) Organization Development/Mktg.....Stan Paulson & Gary Sheehan
- 3) Discussion Board on Website.....Glenn Brzuziewski
- 4) Training Committee Liaison.....
- 5) Law Enforcement Liaison.....Tom Sample
- 6) GCPCUG Liaison.....Ed Biesiada
- 7) Logo Item Coordinator.....
- 8) Poster Project Coordinator.....
- 9) Linda Franklin Award.....Mickey Bauer
- 10) Website Coordinator.....
- 11) Security Groups Liaison.....Gary Sheehan
- 12) Speaker Coordinator (Qtrly Mtgs).....
- 13) CIPG Formation Coordinator.....
- 14) Plaque Coordinator.....Mickey Bauer

Miscellaneous Items:

- 1) Stan Informed us that Mary Trotman will be moving to Akron and assuming new and exciting duties there. Stan is waiting to see who the new boss will be.
- 2) InfraGard's relationship with Homeland Security is still an unknown. Stan will keep us posted.
- 3) Gary will contact Randy Kimbro to see when the 2003 Training Committee will get started.

Action Item: Gary will work with Randy to form the 2003 Training Committee.

Officer Elections:

Secretary: Diane Maier
Treasurer: Dean Fear
Executive Director: Mickey Bauer.

Congratulations to all!

Next Meeting:

The next Board meeting will be held in February of 2003. Date, Time and Location to be determined.

Meeting Adjourned at 12:12pm