



**Northern Ohio Chapter of InfraGard
Executive Council Meeting Minutes
2/5/03**

Attendees: Mickey Bauer, Diane Maier, Dean Fear, Gary Sheehan, Stan Paulson, Glenn Brzuziewski, and Bob Solomon.

Meeting Started 10:08. Location: FBI, Lakeside Avenue, Cleveland

Treasurer's Report:

The treasurer reported that there is \$13,701.48 in the treasury as of 2/1/03.

Review Meeting Minutes:

The minutes from the January meeting were reviewed and approved via an email vote.

Old Business/Action Items:

- Action Item:** Tom will document the logo merchandise order process. **(OPEN)**
- Action Item:** Stan will get in touch with 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:** The Board needs to address the attorney situation. The Board's last discussed the need to retain an attorney on an ongoing basis to review contracts, give legal advice and address legal issues on out 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)**
- Action Item:** Mickey will write the Linda Franklin story to explain the award to the membership. **(DONE)**

Logo Items

Rather than have Tom Sample document the procedures to order the logo items, it was decided by the board to change direction and order directly from a company who would produce items, maintain inventory and ship directly to buyer to make it easier to offer the InfraGard merchandise directly from our website.

- Action Item:** Glenn will look into Global Idea Works (G.I.W.)

Membership Cards

Membership cards should be passed out at the next general membership meeting. Members should be contacted and cards mailed out for any that are leftover after the meeting. No new 2003 cards will be created - new 2004 cards will need to be prepared. Louisiana headquarters will keep record of members that have signed Secured Access Agreement for National membership cards.

- Action Item:** Stan will find out about new application and background checks for new members.

Attorney

Glenn volunteered to act as our attorney as long as his schedule permits. Should there be a problem for Glenn to handle an issue, the board will determine an alternative solution at that time.

March Membership Meeting

The board decided due to the combined security seminar being held by local security groups on March 7th, the March membership meeting will be postponed until April 4th.

Dean has confirmed Sajay Rai as a speaker for March and will confirm the new April date. His topic will be general security and how to apply it to your organization.

Dave spoke with Frank Carroll from Cisco and will confirm his speaking at the April meeting today. Diane will ask Matt Neely (National City) to speak if Frank is not available. Glenn also has a contact at Columbia University who he thinks could address the membership on "new age" technology.

Stan will do a general anti-terrorism talk about what to look for.

Location for the meeting needs to be determined.

Action Item: Dave will confirm Frank as speaker for the March meeting.

Action Item: Backup speakers will be contacted if necessary.

Action Item: Gary will contact Tri-C (downtown campus.)

Action Item: Glenn will contact OPATA and Civic Center (Independence.)

Action Item: Once all details have been confirmed, Gary will send flyer to Diane to send to the membership.

June Membership Meeting

A possible speaker is Mike Young, Security for Hopkins Airport.

Council Roles

Gary, Glenn, Diane, Bob and Mickey attended a working group meeting to discuss the new council roles. The board discussed the outcome from the working group meeting and their recommendations. The roles were determined, volunteers accepted and approved. Additional roles were determined today: Tax Issues, Treasurer; Legal Liason, Glenn; Speaker Coordinator, Diane; "Other" Liasion, Gary. A complete list of the council roles and the duties assigned to each role is attached to these minutes.

Plaques

Bob is researching purchasing plaques from another vendor.

Action Item: Mickey will supply Bob with the information for Quality Trophies.

Next Meeting:

The next Board meeting will be held on March 14, 2003. Date, time and location to be determined.

Meeting Adjourned at 12:21pm.