



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

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

**Meeting Started 10:11 at The Federal Reserve, Cleveland**

**Treasurer's Report:**

The treasurer will update the council at the next meeting.

**Review Meeting Minutes:**

Meeting minutes from the February and March council meetings were approved.

**Old Business/Action Items:**

- Action Item:** Glenn will put new website and discussion board in a test area. **(CLOSED)**  
**Action Item:** The board will review new website and discussion board. **(CLOSED)**  
**Action Item:** Stan will contact the Internet Crime Center for a possible speaker for either the June or September meeting. **(CLOSED)**  
**Action Item:** Stan will draft a "Welcome Aboard" letter for new chapter members. **(CLOSED)**  
**Action Item:** Stan will find out about new application form and background checks for new members. **(CLOSED)**

**NOC Website**

The new website and discussion board are both functional. Glenn is looking into an "invite" email feature to better track the members. The board suggested four different discussion groups:

- ?? Training Committee
- ?? General membership
- ?? Secured Access group
- ?? Executive Council

Glenn asked if sponsors could be used on the website. This issued has been tabled for now.

- Action Item:** Glenn will put a disclaimer on the discussion board stating InfraGard is not responsible for the verbiage that is exchanged.

**Internet Crime Center**

Stan received a verbal commitment from the Internet Crime Center for a main speaker for our September meeting.

**Welcome Aboard Letter**

Stan has completed the Welcome Aboard letter.

- Action Item:** Stan will send copy of letter to Diane.

**InfraGard Application/Background Checks**

Stan informed the council that background checks are taking less than a week to perform. The new application form should be used. A flow chart of "how to join InfraGard" will be sent to Glenn to post on our website.

- Action Item:** Stan will send a copy of the new application form to Glenn for posting on the NOC website.  
**Action Item:** Stan will draft a "how to join" InfraGard flow chart and send to Glenn for posting on the NOC website.

### Logo Items

Global Idea Works (G.I.W.) was contacted by Glenn, however, they never returned his call.

**Action Item:** Mickey will try to locate the Berea vendor information.

**Action Item:** Diane will contact her vendor, Shamrock Inc., for prices.

### Award Nomination

The paperwork was submitted and Congrats to all! We are one of ten (10) winners of the Nor Tech Innovation Award! A packet of information was received and reviewed by the council. The awards dinner is Wednesday, June 6 at Landerhaven. Additional tickets will be requested. The board voted that NOC InfraGard will not submit any ads for the Enterprise magazine.

**Action Item:** Dean will check at E&Y for extra tickets.

**Action Item:** Mickey will contact Ben Keller for extra tickets if needed.

**Action Item:** Mickey and Stan will review Enterprise article draft for approval.

**Action Item:** Diane will email InfraGard logo to Ben Keller.

**Action Item:** Dean, Glenn and Dave will try to produce a one-minute video regarding InfraGard organization. If possible, a copy of the Flash movie (available on the North Carolina InfraGard website) will be purchased (committee approved expenditure of \$50.00 for purchase of copy).

**Action Item:** Diane will bring fifty (50) copies of the application form and welcome letter to event.

**Action Item:** Dave will bring digital camera to event. Pictures will be posted on website.

**Action Item:** Stan will email Dave the InfraGard presentation.

**Action Item:** Dave will bring laptop to run InfraGard presentation on display table.

**Action Item:** Mickey will check with Jerry Persona and see if he can attend the awards dinner.

**Action Item:** Stan will contact Dave Lyons to see if he can attend the awards dinner if Jerry can't attend.

### June Membership Meeting

Council board voted in favor of increasing speaker gifts to \$50.00. It is unsure at this time whether or not Ira's expenses will need to be paid. Thirty minutes will be scheduled for chapter business: Stan will provide terrorism update and Toni Paoletta will provide Training Committee update.

**Action Item:** Dave will take care of food.

**Action Item:** Glenn will setup website for registration and inform Dave of attendee count.

**Action Item:** Mickey to purchase speaker gifts.

### September Membership Meeting

Stan will be attending a presentation and will invite the speaker (Social Engineering) if he is good.

**Action Item:** Mickey will supply contact information of George Elwood to Gary.

**Action Item:** Gary will contact George Elwood for possibility of speaking at joint training seminar.

### December Membership Meeting

Dave suggested a gentleman from the Cyberwar DOD Naval Academy.

**Action Item:** Dave will contact Scott Charney to check his availability.

**Action Item:** Stan will contact the Air Force Office of Special Investigation (AFOSI) to see if there is someone available.

### Membership Cards

New membership cards will be produced from standard business card stock.

**Action Item:** Diane will create new membership cards.

### **IEB Nominations**

Deadline for submissions has been extended until 5:00pm today, May 2<sup>nd</sup>. Gary Sheehan volunteered to be our council delegate if there are no nominations received and the board voted and approved his nomination.

**Action Item:** Diane will immediately let Mickey know if any nominations are received.

**Action Item:** Gary will check with Toni Paoletta to see if she is still interested in running.

### **Training Committee**

Gary updated the board on the progress of the joint seminar entitled Information Security Summit 2003. It will be a two-day event on October 13 and 14<sup>th</sup>. The location is yet to be determined, however, both Tri-C East and the Corporate College in Westlake are being considered. There will be a manager track, technical training, general security and law enforcement presentations. The last day will have some sort of "wrap up" such as a sit down "honey pot challenge". More details to come.

**Action Item:** Gary will send the board a copy of the budget.

### **Next Meeting**

The next Board meeting will be held on July 11, 2003 at the Federal Reserve Building from 10:00 – 12:00.

Meeting Adjourned at 11:55pm.