



**Northern Ohio Chapter of InfraGard
Executive Council Meeting Minutes
8/1/03**

Attendees: Mickey Bauer, Dean Fear, Stan Paulson, Glenn Brzuziewski, Dave Strothcamp, Bob Solomon, Diane Maier.

Meeting Started 10:12 at The Federal Reserve Bank, Cleveland

Review Meeting Minutes:

July's meeting minutes will be sent out Monday and voted on via email.

Old Business/Action Items:

- Action Item:** Mark will send logo information to his contact for prices etc. **(OPEN)**
- Action Item:** Stan will contact Internet Fraud Center for an available speaker for the September meeting. **(CLOSED)**
- Action Item:** Toni will check for an available room at the Tri-C East Campus for our September meeting. **(OPEN)**
- Action Item:** Mickey will purchase the speaker gifts. **(CLOSED)**
- Action Item:** Stan will contact the Air Force Office of Special Investigation (AFOSI) to see if there is an available speaker for our December meeting. **(CLOSED)**
- Action Item:** Diane will create new membership cards. **(OPEN)**

Membership Cards

The Board voted and approved that new membership cards will be created for the chapter membership and have an expiration date of 12/31/04. Diane will create the cards and Bob will laminate them. Membership cards need to be created by September/October so Bob can laminate them in time for the December meeting.

- Action Item:** Diane create membership cards.
- Action Item:** Bob laminates membership cards.

Bylaws Update

- Action Item:** Mickey will check the bylaws regarding helping another chapter start up. **(OPEN)**
- Action Item:** Mickey will write an update to the bylaws regarding "if the Board gets a free admission from the training committee" and send it to Diane.
- Action Item:** Diane will update the official record of bylaws regarding SPAM and new verbiage from Mickey (above).
- Action Item:** Diane will send updated bylaws to Glenn to post on the website.

Logo Items

Mickey contacted Ron Krisco from the Connecticut chapter. He works with BJ's for logo items and has already paid the \$175.00 setup charge. He has offered every chapter the opportunity to order items via BJ's so there is no setup fee, but requests a donation to the Connecticut chapter. The Board voted to purchase six (6) shirts from chapter monies to use for speaker gifts or sell.

- Action Item:** Mickey will place order for six (6) logo shirts.

September Meeting

Mickey received six (6) people from the Columbus chapter offering to speak on SPAM for our meeting. Glenn confirmed Susan Getgood to speak and she is not charging the chapter for travel. Stan confirmed that he will get one of three available speakers from the Internet Fraud Center in Clarksburg, WV.

Dave informed Board that Ohio Online has offered a room to host our meetings.

Tri-C has also offered to host our meetings. The downtown room is free, but the East campus has a fee.

Action Item: Mickey will check with Gary to see if the Ohio Patrolman's facility in Richfield is available.

Action Item: Stan will update members on membership form, introduce Mark Hudson and talk about what the FBI is currently involved in.

Action Item: Diane will send mailing list to Stan.

Action Item: Dave will supply food and refreshments.

Action Item: Mickey will purchase speaker gifts.

Action Item: Glenn was asked to change the "Comments" section to read "General Comments" the evaluation form.

Action Item: Diane will create ballots and ballot box for voting on the Linda Franklin Award.

Linda Franklin Award

There are two nominees thus far for the award and they are listed on the NOC website. Voting will take place at the September meeting and the winner will be submitted for the National Award.

Action Item: Listed under September meeting.

December Meeting

December meeting will be held on Friday, December 5th. Scott Charney has penciled us in for the December meeting and will confirm in September. The Board has already approved paying for Scott's hotel and airfare if he is able to speak.

Bill Bonti, Motorola Chief Information Security Officer has been named a backup if Scott is unavailable.

A Tech speaker is still needed. Dave offered up Zone Alarm Systems, who has offered to speak on hackers without giving a sales pitch. The Board feels that this has been done and the training committee will be doing something similar, so we are going to change the Tech topic.

Action Item: Stan will contact the Air Force Office of Special Investigation (AFOSI) to see if there is an available speaker for our December meeting.

Action Item: Dave will ask Zone Alarm Systems to write up a presentation so the Board may review it at the next meeting.

Membership Application Forms

Stan has spoken to Headquarters. There are several invalid versions of the application form. The valid form has October 2002 in the right-hand corner. The valid application may be found in the InfraGard booklet and on the National InfraGard website.

Action Item: Stan will be put on the September meeting agenda to let the members know which application should be used.

Action Item: Glenn will update Membership Application form and the Secure Access Agreement on the website and create a 'flow chart' of how to join InfraGard.

Action Item: Stan will bring an envelope to put application forms in which are received at membership meetings.

Website update

Glenn will be moving the hosting of our website so that he can have operating system control and the email feature will work. E-Command is donating rack space in exchange for a blurb on our website.

Videos

The FBI video is available to purchase for \$19.95 plus \$4.00 shipping charge.

Cyberwar video is also available which is an update from Frontline of the post transition of FBI and InfraGard. It is available for \$25 - \$30.00.

Action Item: Dave will make sign-up sheets for people to order either video and take care of ordering and collecting the monies.

InfraGard pins

Dave brought the InfraGard pin in for the Board to see. A proposal was put to vote and approved for the Chapter to purchase 200 pins for our members. The pins will be passed out with membership cards in December.

Action Item: Dave will contact Delaware chapter and order 200 pins.

Training Update

Mickey informed the Board that the training effort is going well with the exception of the website. The person working on the site is doing it for free, however, is having trouble getting things completed. Glenn volunteered to put information on our local chapter website.

Action Item: Mickey will speak with Toni to let her know Glenn has volunteered to put information on our website.

Alerts

Dave updated the Board on the Microsoft advisory that was sent out by DHS and supplied documentation.

Next Meeting

The next Board meeting will be held on ??? 2003 at the Federal Reserve Building from ???.

Meeting adjourned at 12:09pm.