



**Northern Ohio Chapter of InfraGard
Executive Council Meeting Minutes
11/7/03**

Attendees: Mickey Bauer, Glenn Brzuziewski, Keith Kaid, Gary Sheehan, Bob Solomon, and Dave Strothcamp. Dean Fear joined by speakerphone.

Meeting at The Federal Reserve Bank, Cleveland

Old Business/Action Items:

Open Action Items Listed in Meeting Minutes:

(Note: Status is after November meeting action)

Action Item: Mickey will check the bylaws regarding helping another chapter start up. **(OPEN)**

Mickey reported that the existing resolution was for a one year term. The recommendation was to renew this resolution and make it a continuing resolution. Action was deferred to New Business.

Action Item: Diane will send message to Keith from Stan regarding an available speaker from the Air Force Office of Special Investigation (AFOSI) for our December meeting. **(CLOSED)**

Action Item: Diane will create new membership cards. **(OPEN)** Diane will handle all phases of production of the new membership cards.

Action Item: Dave will handle refreshments. **(CLOSED)**

Action Item: Dave will contact Scott Charney to check his availability to speak at our meeting. Dave reported that Scott Charney's schedule is extremely limited and will not be available. **(CLOSED)**

Action Item: Mickey will purchase the speaker gift. **(CLOSED)**

Action Item: Mickey will present the benefits of membership at our December meeting. **(OPEN)**

Action Item: Diane will compose a 'welcome' letter to the Board for approval to be sent when an application is received. **(OPEN)**

Action Item: Keith will contact Dan himself to pursue how our members can help FBI by our November Board meeting.

Action Item: Board will vote at the November meeting whether or not to hold an April meeting. **(CLOSED)**

Review Meeting Minutes:

October meeting minutes were approved.

Treasurer's Report:

Account is at same status as previous report.

The following expenses will need to be covered for Dave Strothcamp: Banner, pins, and air travel for the December speaker. Room expense will also need to be covered.

The following expenses will need to be covered for Bob Solomon: Plaques, estimated cost \$150.00.

December Meeting

December meeting will be held on Friday, December 5th. The facility at the Ohio Peace Officer Training Academy (OPOTA) in Richfield has been confirmed.

Dave Strothcamp said food arrangements are taken care of.

Biographies for both speakers have been received. The Dave Drab bio is in hard copy and needs to be sent to Glen.

Meeting information has been posted.

Dave will make room arrangements for the speaker.

Inviting NOITR group to the December meeting was discussed. It was moved and seconded to extend an invitation. Motion carried.

The December meeting agenda was reviewed and will be updated on the web site.

Action Item: Mickey will send an invitation to Mike Dobeck

Plaques for the Linda Franklin award and the appreciation award to SA Stan Paulson have been arranged.

Action Item: Speaker gift will be taken care of by Mickey

Action Item: Gary will prepare meeting handouts.

Action Item: Glen will contact Diane and provide her with the information for the distribution of the meeting announcements.

Membership and Membership Lists

There was an extensive discussion of the new membership form which was approved by the national organization. Membership will require a background check of all applicants. Mickey will try to get the new membership packet from national before the December meeting. All members will be secure members. Present members will need to re-apply. Fingerprints may be required. It was stated that there is a need to expedite processing, especially with the requirement for background checks.

The Northern Ohio Chapter mailing list will be a separate list from the membership list. That will assure that communications channels with those interested in participating in the activities of InfraGard remain open even for those who are not members. Keith will make sure that all applications get on the mailing list.

It was decided to change the routing of applications so that they first go to Keith. Keith will send e-mail addresses to Diane to put them on the mailing list. Keith said that he will talk about the application process at the December meeting.

Secure members will receive a member packet with information on connecting to InfraGard through a Virtual Private Network (VPN). Keith stated that members should not try to install the VPN software without the assistance of the Help Desk. The installation is complex and cannot be accomplished without assistance.

It was noted that some organizations and corporations do not permit the establishment of VPN's from the corporate network, or require that only authorized VPN technologies be used. This needs to be investigated.

Glen will update the website to remove the current application materials.

Meeting Details

New Business

Chuck Hudson from the Delaware Chapter has shirts from another supplier. A motion to purchase two shirts for a total cost of \$60.00 plus shipping was made and seconded. Motion carried.

Action Item: Order shirts from Delaware chapter.

It was proposed to update the wording of the resolution on Chapter development grants as follows:

The Northern Ohio Chapter of InfraGard will assist new in-district chapter formations, as well as Special Agents with their efforts in stimulating interest in our chapter, with a grant of up to \$150.00 for each event they hold. This financial assistance is subject to adequate treasury funds and council approval and is limited to \$1500.00 in any calendar year.

Motion proposed, seconded and carried.

It was proposed to establish a security library for the chapter. Motion made, seconded and carried.

Dave Strothcamp proposed purchasing a CD with a two hour AICPA presentation on How to investigate fraud under the Sarbanes/Oxley Act. Motion to purchase was made, seconded, and approved. This item will be part of the Chapter Library.

Improvement of Member Participation

We need to develop member participation to keep members involved in InfraGard. Keith talked about how our members can help FBI by our November Board meeting. The approach would be to involve members with specific expertise to serve as consultants or partners with the FBI. It would be like an on-demand subject matter expert. Keith will develop a list of examples. Further discussion was deferred, but it was agreed to develop a plan.

Training Update

Gary provided an update of the joint training committee seminar. It appears that the profit from the seminar will be in the neighborhood of \$20,000.00 to be split among the organizations. Final figures will be determined once all bills are received. Evaluations of the seminar were favorable. Activities are expected to be closed out by the end of November and funds distributed in early December.

Planning for next year's event will begin in January with a new training committee composed of members from all participating organizations.

Miscellaneous

Gary received a request from ISSA and ISACA to put on a free joint meeting in March, which the Board It was proposed that Infragard hold their Spring chapter meeting in April, near the end of the month. The proposal was approved.

Next Meeting

The next Chapter meeting will be held on December 5, 2003 at the Ohio Police Officers Training Academy.

Continuing Action Items

Action Item: Mickey will present the benefits of membership at our December meeting.

Action Item: Diane will compose a 'welcome' letter to the Board for approval to be sent when an application is received.