



**Northern Ohio Chapter of InfraGard
Executive Council Meeting Minutes
1/9/04**

Attendees: Mickey Bauer, Dean Fear, Keith Kaid, Diane Maier, Bradley Rex, Gary Sheehan, Bob Solomon, and David Strothcamp.

Meeting Started 10:13 at The Federal Reserve Bank, Cleveland

Review Meeting Minutes:

November meeting minutes were approved via email.

Treasurers Report

All invoices for the Security Summit (approximately \$7100) have been paid. Balance of account is approximately \$20,000.00.

Old Business/Action Items:

Action Item: Diane will coordinate the creation of new membership cards.
(CLOSED)

Action Item: Details for December meeting (refreshments, speaker gift, benefits of membership to members) taken care of as assigned. **(CLOSED)**

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

Welcome

Congratulations to Keith Kaid who has been promoted and will be moving on to greener grasses. The Board was introduced to Keith's replacement, Special Agent Bradley Rex.

Board Replacement

As we say goodbye to Keith, we also send warm wishes to Bob Solomon who retired from NASA January 2004. The Board decided on a list of candidates to replace Bob. Mickey will contact the candidates to see if they are interested in the position. The opening is for one year and will conclude in 2005 with the rest of the Board seats.

Action Item: Mickey will contact candidates for Board seat. **(OPEN)**

December Meeting

The December meeting was discussed. Feedback was favorable except for the technical speaker. He presentation was too much marketing and not enough technical information.

The Board suggested an outline or standard be developed for both a technical and general speaker to avoid this problem. The outline will define exactly what we want covered in the presentation, the meeting agenda, when and where to speak, and a thank you for the speaker.

Action Item: Diane will create a draft of the speaker outline/standard.

New Membership Application Forms

Benefits of membership and explanation of the new application form were presented at the December meeting. The 'sponsor' on the application form should be SA Keith Kaid, SA Bradley Rex, or SAC Gerald Mack. The 'witness' is someone to testify that you signed the application. A notice will be sent out to inform everyone where the form is and the details outlined here. It is still unclear as to whether the applicant will receive a membership card from National and/or software.

Action Item: Diane will create a draft of the membership details.

Action Item: Keith will inform Diane about National membership cards and software as soon as he can get the details.

Logo Items

Shirts from Source One, Cleveland, were approved from the Board. Dave will see about getting Northern Ohio Chapter printed on the shirts by the logo. The shirts will cost approximately \$30/each.

Action Item: Dave will contact Source One regarding logo shirts.

March Meeting

The tentative Board approved meeting between InfraGard and ISSA needs to be confirmed so the Board can decide whether or not to have a separate meeting. A room at the Middleburg Heights Recreation Center has already been reserved. Ron Moritz is a possible speaker for either March or April.

Action Item: Gary will expedite decision on March joint meeting before the end of next week.

Action Item: Gary will speak with Ron's secretary, Amy, regarding Ron's schedule and whether he will be available to speak at the March/April meeting.

Action Item: Dean will check into booking a technical speaker for the meeting.

Next Meeting

The next Board meeting will be held on February 6, 2004 at the Federal Reserve Building.

Meeting adjourned at 11:48 am.