



**Northern Ohio Chapter of Infragard
Executive Council Meeting Minutes
2/6/04**

Attendees: Mickey Bauer, Glenn Brzuziewski, Dean Fear, Randy Kimbro, Diane Maier, and David Strothcamp.

Meeting Started 10:08 at The Federal Reserve Bank, Cleveland

Review Meeting Minutes:

January meeting minutes were approved.

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:** Mickey will contact candidates for Board seat. **(CLOSED)**
Action Item: Diane will create a draft of the speaker outline/standard. **(OPEN)**
Action Item: Keith will contact Dan himself to pursue how our members can help FBI by our November Board meeting. **(OPEN – MICKEY will contact Brad for any items that Keith had outstanding.)**
Action Item: Dave will contact Source One regarding logo shirts. **(CLOSED)**

Treasury Issues

Dean has received forms from the IRS to declare the organization's exempt status. He will check into this and file the proper forms.

It was also suggested that an annual report be prepared by the treasurer for the Board.

- Action Item:** Dean will file proper forms to IRS.
Action Item: Dean will create an annual treasurer report to submit to the Board at the next council board meeting.

December Meeting

Fifty (50) people attended the December meeting and evaluations received were very favorable.

March Meeting

The decision not to have a joint meeting with ISSA has been reached. Dean acquired a tech speaker for the March meeting; however, Ron Moritz is not available to speak. Glenn will call OPATA facility in Richfield to schedule the auditorium if possible, however, we may need to postpone the quarterly meeting until April.

- Action Item:** Glenn will schedule OPATA (or Middleburg Heights) for March meeting.
Action Item: Dave will supply refreshments.

Website Update

The discussion board is on hold until 'new' applications are completed and membership is approved by National. Glenn is still working on obtaining an SSL certificate for the site. e-command has donated the hosting of our site, and in return, Glenn has posted a link to their site.

New Membership Application Forms

Membership benefits need to be stressed so members reapply. The reason for these changes is due to a group of people within InfraGard that are trying to get all members secured so the government may use InfraGard in case of a regional or state emergency. So far, Brad has not received any new application forms. May 1 is the deadline.

Action Item: Mickey will ask Brad to follow-up in regards to the National membership cards and software.

Logo Items

Dave checked with the board to see exactly where the Northern Ohio Chapter should be printed on the shirts. The board voted to place the verbiage across the top of the logo. Dave will inform Source One and order a couple of the finished product (including a women's shirt) to show to members at the next meeting. With the extra verbiage, the shirts will cost approximately \$35/each. Dave will create an order form and take responsibility for ordering and paying for the shirts. An announcement will be made at the next membership meeting and shirts will be offered until June 2004. Next year we will check into using an automated link to Source One if it is offered and the quantities warrant it.

Action Item: Dave will create order form for logo shirts.

National Regional Meeting

The National Regional meeting will be held soon and the location is believed to be in Cincinnati (not many details are known at this time.) We will need to send a representative to the meeting and the Board needs to decide who that will be.

Dave brought up a complaint regarding the National conference regarding the \$1,000 registration fee for those members who are not delegates. Concerned members cannot afford to pay their way and the registration fee that means interested members would not be able to attend.

Action Item: Mickey will find out who the contact is and bring up this concern.

Miscellaneous Items

Dean will be opening a new Post Office box at a more convenient location. The old box will be kept until all members are notified and the website changed to reflect the new address.

Action Item: Dean will open new Post Office box.

The motion to have all quarterly meetings at the OPATA training facility in Richfield was carried and passed 3 to 2.

Action Item: Glenn will call OPATA to request facility for all future quarterly meetings.

Next Meeting

The next Board meeting will be held on March 5, 2004 at the Federal Reserve Building.

Meeting adjourned at 11:47 am.