



**Northern Ohio Chapter of InfraGard
Executive Council Meeting Minutes
1/7/05**

Attendees: Glenn Brzuziewski, James Delaney, Alex Desberg, Dean Fear, SAC Mark Hudson, Diane Maier (via phone), SA Bradley Rex, Gary Sheehan, Thomas Siu, and David Strothcamp.

Meeting Started 15:15 at The Federal Bureau of Investigation, Cleveland

The meeting was chaired by SA Bradley Rex since there was not an Executive Council President appointed for this term.

Old Business/Action Items:

This was the first meeting of the year with new Executive Council members. No Old Business was addressed. New members to the board were recognized: James Delaney, Tom Siu, and Alex Desberg.

New Business

Election of new Executive Council Officers.

The roles and responsibilities of elected officers (president, treasurer, and secretary) were reviewed from the NOC InfraGard by-laws. Additional appointed officers (National Representative, Meeting Coordinator, Web Site Administrator) were discussed, but not acted upon during this meeting. Dean Fear requested the voting be performed by secret paper ballot. Nominees listed accepted the nominations, and were permitted to make brief statements pertaining to their candidacy.

- For the position of Executive President: two nominees were Dave Strothcamp and Gary Sheehan. A majority vote was cast for Gary Sheehan, who accepted the appointment.
- For the position of Treasurer: two nominees were Dean Fear (current Treasurer) and Dave Strothcamp. A majority vote was cast for Dave Strothcamp, who accepted the appointment.
- For the position of Secretary: two nominees were Diane Maier (current Secretary) and Tom Siu. A majority vote was cast for Tom Siu, who accepted the appointment.
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Action Item: Alex will coordinate with Brad on the near-term efforts to plan membership activities. **(OPEN)**

Action Item: Alex will develop the position description and Tom will work to add the new position to the by-laws and present at the next council meeting. **(OPEN)**

New Council Officer Position

Gary brought the idea of a new position of Vice-Director. A discussion ensued about the need for a membership coordinator, responsible for recruiting, combined with the Vice-Directory duties. Brad described a 3-tier membership setup at present (secure member, with National application completed; secure member, with National application yet to be completed; non-secure member, with National application yet to be completed.) Brad could use assistance in his role in membership 'marketing' Dave Strothcamp noted that a private sector representative would be useful and capable in fulfilling this role. The Council agreed. Dave nominated Dean Fear for the position. Dean declined. Alex Desberg self-nominates, and was approved by unanimous acclamation.

Additional roles for the new officer position may include: meeting coordination, weekly email communications to potential members and the general membership, and soliciting corporate sponsorships for things such as meeting locations and/or refreshments.

Action Item: Dean and Dave will conduct a pass down of the Treasurer's accounting materials. **(OPEN)**

Action Item: Tom and Diane will conduct a similar pass down of documentation (P.O. Box and correspondence) for the Secretary position. **(OPEN)**

Next Quarterly Chapter Meeting

Gary Sheehan began discussion of Chapter meeting timeframes and locations. Dave Strothcamp will check with the Ohio Peace Officers Training Academy (OPTA) for availability of dates/timeframe confirmation; the times for the meeting preferred are mornings. We will schedule the next meeting tentatively **March 4, between 0800-1200.**

Brad noted that he would be able to get an FBI speaker on the topic of terrorism. We would need to find a technical topic speaker. The name of Bill Matthews, who presented earlier at an InfraGard meeting, was suggested. Surveys of meeting feedback found that technical topics were an important issue for InfraGard members and meeting attendees. Gary will continue to build an agenda for the next Chapter meeting.

Action Item: Dave will coordinate the meeting scheduling at OPTA and report to Gary, who will be working the agenda. **(OPEN)**

Next Monthly Council Meeting

Brad noted that the Cleveland FBI Office is available for future council meetings. The parking is free and the security robust. The council discussed optimal timeframes, and agreed that the first Friday of each month will work, afternoon timeframes (1500-1700) will be best. Gary noted that Eaton has accommodated InfraGard with a telecom bridge, and this will continue. The next meeting was set for February 4, 2005, 1500-1700.

Action Item: Gary will provide the Telecom Bridge numbers to Tom, who will disseminate to the council.

National Chapter Information

IMA- InfraGard Member Alliance paperwork was submitted in November 2004, the complete package is due July 2005. Our National Representative is David Strothcamp.

Next Meeting

The next Board meeting will be held on February 4, 2005 at the Cleveland FBI Building from 1500 – 1700.

Meeting Adjourned at 1715.