

InfraGard Council Meeting Minutes

Date: October 12, 2005

Start time: 2:00 PM

Attendees:

Alex Desberg (phone)
Bradley Rex @ FBI HQ/Cleveland
Gary Sheehan (phone)
Tom Siu (phone)
Dave Strothcamp (phone)

Absent:

Dean Fear
Diane Maier
Jim Delaney

Approval of Minutes

No minutes were available from the Council meeting in August. Tom noted that the actions items were a summary of preparations for the Quarterly Meeting which was held in September.

Review of Open Action Items

None.

Treasurer's Report

Balance in account remains \$ 17,355.58

This includes :

Checking account	\$6585.58
CD investment	\$10,000.00 (interest earned, approx \$300, not included)

Two checks have cleared for the FBI reimbursement of travel expenses for the National Conference, and the donation to the American Red Cross. Dave noted that this donation to the Red Cross matched the amount that INMA donated.

Discussion of the InfraGard P.O. Box

David Strothcamp noted that while he is working remotely (Denver), he can access the InfraGard account information online. The P.O. Box, which is locally in Cleveland, had placed a bi-annual bill placed there by the USPS, but because it was not visited regularly, the bill went unpaid. The box was reassigned and he no longer had access to it. The only mail that is/was received there was bank statements, which are available online. We would need to pay the bill, and get reassigned another box. This is the issue surrounding the printing of new InfraGard NOC checks, as they need the address/P.O. Box.

Alex noted that if Dave has access to online statements, why do we need a P.O. Box any longer? Dave noted that his online access obviated the current need for the mail box. Brad asserted that the mailing address for the checks could be changed to the

Cleveland FBI office address. What other correspondence comes to the old P.O. box?
The answer was none.

Gary moved to dispense with the P.O. Box.

Alex seconded, approval was unanimous.

The Council resolved to make the mailing address for the NOC InfraGard be:

Northern Ohio Chapter, InfraGard
Ref: SA Bradley Rex
Federal Bureau of Investigation
1501 Lakeside Avenue
Cleveland OH 44114
USA

Discussion of September Quarterly Meeting

Tom emailed a summary of the feedback forms, mostly in the Excellent category. Gary noted that we did not receive very many responses, but had also received positive verbal feedback from many attendees. The Progressive cafeteria was nice, but noisy at the end of the meeting.

Discussion of December Quarterly Meeting

The venue will remain OPOTA, targeted for Dec 9, in the afternoon. (update, as of 10/26/05, this date has been changed to Dec 2).

Agenda inputs:

Alex noted that from previous planning, the subject had been resolved to be Mobile and Wireless security. Glenn of Hurricane Labs would be the sponsor for this meeting.

Action Items:

- Alex will work on the agenda, and locate speakers (management and technical)
- Gary will coordinate the facility and scheduling

New Business

Information Security Summit:

Brad will be attending an InfraGard Coordinator's meeting in Florida, and won't be attending.

Need volunteers to work the IG booth and field questions and collect membership applications. Tom can work Thursday, need a volunteer for Friday.

Gary requested the purchase of \$100 in gift cards to present as door/drawing prizes for the Summit. Dave made a motion to approve, Alex seconded. The motion passed unanimously.

National InfraGard Report:

Alex discussed some of the highlights earlier from the INMA National Conference.

Citizens Academy:

Brad briefed the Council on the FBI Citizens Academy, and noted that a minimum 2 seats of the 40 seat class will be set aside for InfraGard members. The course is 8, 2-hr evening courses, weekly.

DHS Certification:

Dave pointed out that the Department of Homeland Security has courses and certifications in disaster recovery. He has a colleague in Chicago, Tom Delinsky, who is certified and can find out from him what is required, where the courses are, etc.

Linda Franklin Award:

Tom noted that the message to the membership was sent asking for nominations for the Linda Franklin award. None have been received yet.

December Meeting Speaker Gifts:

In the spring meeting, we had forgotten to bring the speaker gifts. We will recycle those gifts for the December meeting, and plan on having some available for all meetings. Tom asked Gary if we had a standing meeting checklist of preparation items that should be standardized, so we don't miss things. Gary noted that Glenn had a list that was in use a couple of years ago. Tom will follow up.

VOIP and CALEA:

Tom brought up the subject of CALEA, the Communications Assistance to Law Enforcement Act that requires network monitoring ports on all systems to be in place in 18 months to assist law enforcement with monitoring for case investigations. Alex noted that telecom has had to deal with CALEA for many years to assist with wiretapping, but now it has broadened to networks with the advent of VOIP.

Action Items:

- Tom will follow up with Diane Maier to see if she can cover the IG booth on Friday of the Information Security Summit
- Dave will provide funds for the gift cards.
- Alex will email the National InfraGard Report to Dave.
- Dave will provide Brad with contact information for Tom Delinsky.
- Tom will send follow up Linda Franklin award nomination request message to InfraGard members
- Brad will bring the December speaker gifts to the next meeting.
- Tom will follow up on the meeting checklist.
- Gary will pick up InfraGard fliers and materials for the Information Security Summit from Brad on Friday, 10/14/05.

The next Council meeting is Nov 4th, 2-4:00 PM.

The meeting adjourned at 3:00 PM