

ASIS GREATER MILWAUKEE CHAPTER 053  
MINUTES OF BOARD MEETING July 16th 2013

**Attendance:**

- Matt Blowers, CPP (Chair)
- Eric Biernat CPP (Vice Chair)
- Alan Koepke (Treasurer)
- Willie Wills, CPP (Secretary)
- Dave Dulaney CPP
- Matt Anderson
- Bob Wiedel
- Jesse Livingston
- Michael Zens
- Chris Mangus

**Apologies received:**

- Michael Cummings CPP
- Michael Schaefer CPP
- Don McInnes PSP
- Dave Kurtz
- Michael Polenzani (Guest)

**Guests:**

- Jesse Livingston
- Taylor Green

**Opening**

Matt Blowers (MB) called the meeting to order at 3.30pm and thanked all those present for attending. He welcomed Jesse Livingston back as a guest and noted that his membership was being processed so he would soon be able to attend as a chapter member. He also introduced Taylor Green – Taylor is a college student whose perspective on young professionals may be of interest to the board.

MB asked all present to note that because of circumstances beyond anyone's control there had been no meeting in June so the minutes, actions and decisions being discussed relate to the May meeting.

**1 Officer updates:****1.1 Chair**

MB commenced by reviewing the actions from the May meeting.

<u>Section</u>	<u>Action</u>	<u>Person Responsible</u>	<u>Report to/when</u>	<u>Outcome</u>
<u>1.1</u> <u>1.4</u>	MZ will work with AK to explore viable options to place our savings account funds.	MZ/AK	Continued for report to June meeting.	MZ will make a final check with his organization's CFO regarding potential options and will report to the August meeting.
<u>1.4</u> <u>NEW</u>	MB to follow up regarding funds due from WPV event.	MB	Report to June meeting.	Check for \$230 has been handed to AK (Delay caused by late payment form ASIS members!) <b>Action Discharged.</b>
<u>1.1</u>	MZ to report on speaker for Fall Luncheon event.	MZ	Continued for report to June meeting.	MZ will confirm date and speaker at the August meeting.
<u>2.2</u>	DK agreed to explore the possibility of creating a banner heading on the website that will respond to searches and take enquirers to information regarding the event.	DK	Report to June meeting.	Now looking and working very well – kudos to DK. <b>Action Discharged.</b>
<u>2.3</u>	MZ to extend an invitation to Chief Flynn to attend the fall event.	MZ	Continued for report to June meeting.	Invitation extended – will be amended to include date when confirmed. <b>Action Discharged.</b>
<u>2.6</u>	All to consider whether they could assist by chairing the golf	All board members.	Continued for report to June meeting.	Chris Mangus and Eric are working together to bring the event home (more

	outing working group.			detail later). <b>Action Discharged.</b>
<b><u>2.6</u></b>	Golf working group to create a wish list of prizes associated with the event for eventual circulation to potential sponsors.	Golf working group.	Continued for report to June meeting.	Work in progress – will be completed by the date of the next meeting. MB asked all present to do what they could to assist with prizes and sponsorship. <b>Action Discharged.</b>
<b><u>2.7</u></b>	WW to submit summary of the event and associated feedback to ASIS HQ	WW	Continued for report to June meeting.	Summary of WPV event transmitted to ASIS. <b>Action Discharged.</b>
<b><u>4.1</u></b>	Members to consider options for a June event.	All	Report direct to MB prior to the June meeting	Nothing arranged in time for June – action continued to find events for later in the calendar.

MB Continued to report that he had received a request from ASIS for a donation to the ASIS Foundation of \$1 per member. There was discussion of what had happened on previous years and it was noted that this is a request, not a requirement – especially relevant when membership dues are set to increase from \$150 - \$195 at next renewal! (Student fees will remain the same.) After debate, it was,

**Proposed by DD:** “That the chapter makes a donation of \$200 (two hundred dollars) to the ASIS foundation.”

**Seconded by EB.** There being no one opposed, MB declared the motion passed.

**ACTION:** AK to send a check for \$200 (two hundred dollars) to ASIS from the Chapter checking account payable to the ASIS Foundation.

MB then turned to the subject of board succession planning and expressed his hope that by the end of the year we would be in the position of having a number of willing volunteers from whom we would select our office bearers. After discussion, the following action was agreed:

**ACTION:** All board members to submit their nominations for office bearers (Chair, Vice Chair, Treasurer and Secretary) to MB by the end of August. Thereafter, those nominees will be approached to confirm their willingness to serve and their ability to find time for the respective roles.

MB advised the board that he had one complimentary admission to the forthcoming ASIS event in Chicago at the end of September. This is approximately a \$900 value and he was anxious to ensure the opportunity to use it is allocated as fairly as possible. Having previously attended with a complimentary admission he did not wish to be considered for it on this occasion but suggested that a workable way of deciding allocation would be to ask each board member to email him a number one and number two nomination to receive the 'ticket'. No one should nominate themselves!

He would review the submissions and award the complimentary admission to the person with the most nominations. Persons should be nominated on the basis of their contribution to the work of the Chapter, the Board or ASIS over the past year. It was agreed that this is a good way to allocate this valuable item.

**ACTION:** All board members to send MB their top two nominations to receive the complimentary admission to the September ASIS Seminar by COB July 23<sup>rd</sup> 2013. MB to report to next board meeting regarding results.

MB asked all present to note that we are short of our projected number of Chapter Events for this year. In an effort to address this he suggested that we could look at arranging a Webinar at reasonably short notice. After discussion it was agreed that this is a good idea and will be followed up by WW arranging a presentation by the FBI on improvised explosive devices before the year end.

**ACTION:** MB to arrange a Webinar for August 21<sup>st</sup>.

**ACTION:** WW to arrange a presentation by the FBI before the year end.

## **1.2 Vice Chair –**

EB reported that progress with the golf outing was pretty good and he anticipated a similar attendance and return as last year. There was some discussion around ensuring the success of the event and MB pointed out that until about two weeks ago we were on the verge of cancellation. The efforts of Chris Mangus and Eric to get it back on line and headed for profit were greatly appreciated. The issue of setting up a credit card payment system on our website was fully explored with a number of options being considered. After a thorough debate it was decided to set up the 'Pro Pay' system.

**Proposed by MB:** "The board adopt the 'Pro Pay' system for handling all future events that can be booked and paid for through the Chapter Website."

**Seconded by DD**

There was unanimous support for the motion and MB declared it passed.

**ACTION:** AK to set up 'Pro Pay' on the Chapter Website as soon as possible.

### **1.3 Secretary's Report -**

WW asked if there were any amendments required for the May minutes as circulated. There were none and MB asked for a motion to adopt.

Motion to adopt:

**Proposed** – DD

**Seconded** – MA

None opposed – motion passed.

### **1.4 Treasurer's Report -**

AK presented his report, previously circulated by email.

MB reported that he had passed the 501C documentation to AK for review and submission to IRS to ensure we maintain our charitable status.

He further advised regarding an expenditure of \$64.04 to maintain our 'Constant Contact' membership.

Motion to adopt:

**Proposed** – DD

**Seconded** – MA

None opposed - motion passed.

## **2 – Committee Chair Reports**

### **2.1- Membership Committee Report;**

JP absent – no membership report.

### **2.2- Web Site**

DK absent – no website report. Several members commented on how good the site was looking and how it seems to be developing along a very professional line.

### **2.3 - Law Enforcement Liaison**

MZ reported that he continued to represent the board in various interactions with the Law Enforcement community. He is still actively pursuing a number of options for speakers at our fall event

## **2.4 - Certification**

In the absence of MS, MB relayed a request that the Chapter support the certification learning process by purchasing the following two certification course manuals:

- Exam Essential Topics Guide (\$66)
- The Complete Guide Examination Process(\$83)

There was a full but totally supportive discussion of this request.

**Proposed by MA:** “The board authorize the expenditure necessary to purchase the Exam Essential Topics Guide and The Complete Guide Examination Process.

**Seconded by WW**

There was unanimous support for the proposal and MB declared it passed.

**ACTION:** MS to arrange with AK the simplest and most cost effective way to purchase the required materials.

## **2.5 - Young Professionals**

Matt Anderson (MA) reported that despite efforts by many individuals it had proved necessary to cancel the proposed event. He expressed a willingness to try another approach but pointed out that there was a marked lack of enthusiasm among the academics he had approached.

All present expressed their sympathy for the amount of effort expended to no immediate benefit.

MB asked Taylor Green what her view would have been on attending a YP event

## **2.6 – Golf Event**

CM, EB and BW gave a detailed report regarding the considerable progress that has been made toward ensuring a successful event. On behalf of the board and the Chapter MB expressed his gratitude to everyone who has stepped up and given of their time and energy. He particularly thanked CM for taking the lead role and bringing everything together in a tight timeframe.

## **2.7 – Programs**

Nothing further to report.

## **3 – Past Business**

**3.1** MB confirmed that any issues under ‘past business’ had been addressed earlier in the agenda.

**4- New Business**

No new business not already discussed.

**5 – Adjourn Meeting**

MB checked there was no further business from the members.

*Motion* - That the meeting be adjourned at 5.10pm.

*Proposed* – MA

*Seconded* – MZ

There was no dissent therefore MB declared the meeting adjourned, thanked everyone for their input and especially Taylor Green for her patience and wished them a safe journey home.

**Date of next meetings:**

**Friday, August 2<sup>nd</sup> –**

Golf Outing

**Tuesday August 13<sup>th</sup> -**

Board meeting, 3.30pm to 5.00pm, Mo's Irish Pub, Wauwatosa.

**Summary of actions:**

<b><u>Section</u></b>	<b><u>Action</u></b>	<b><u>Person Responsible</u></b>	<b><u>Report to/when</u></b>
<b><u>1.1</u></b> <b><u>1.4</u></b>	MZ will work with AK to explore viable options to place our savings account funds.	MZ/AK	Continued for report to August meeting.
<b><u>1.1</u></b>	MZ to report on speaker for Fall Luncheon event.	MZ	Continued for report to August meeting.
<b><u>1.1</u></b> <b><u>NEW</u></b>	AK to send a check for \$200 (two hundred dollars) to ASIS from the Chapter checking account payable to the ASIS Foundation	AK	Report to August meeting.
<b><u>1.1</u></b> <b><u>NEW</u></b>	All board members to submit their nominations for office bearers (Chair, Vice Chair, Treasurer and Secretary) to MB by the end of August.	All board members.	End of August.
<b><u>1.1</u></b> <b><u>NEW</u></b>	All board members to send MB their top two nominations to receive the complimentary admission to the September ASIS Seminar by COB July 23 <sup>rd</sup> 2013. MB to report to next board meeting regarding results.	All board members	1- 7/23/13 2 MB to report to August meeting.

<b>1.1</b> <b>New</b>	MB to arrange a Webinar for August 21 <sup>st</sup> .	MB	Report to August meeting
<b>1.1</b> <b>New</b>	WW to arrange a presentation by the FBI before the year end.	WW	Report to August meeting
<b>1.2</b> <b>New</b>	AK to set up 'Pro Pay' on the Chapter Website as soon as possible.	AK	Report to August meeting.
<b>2.4</b> <b>New</b>	MS to arrange with AK the simplest and most cost effective way to purchase the required materials.	MS/AK	Report to August meeting.

### **Summary of Decisions**

<b><u>Section</u></b>	<b><u>Decision</u></b>
<b>1.1</b>	Send a check for \$200 (two hundred dollars) to ASIS from the Chapter checking account payable to the ASIS Foundation.
<b>1.2</b>	Set up 'Pro Pay' on the Chapter Website as soon as possible.
<b>1.3</b>	Secretary's report for May adopted as circulated.
<b>1.4</b>	Treasurer's report for May adopted as circulated.
<b>2.4</b>	Chapter will support the certification learning process by purchasing two certification course manuals:

### **APPENDIX 'A' – TREASURER'S REPORT**

**See separate attachment.**