

## ASIS GREATER MILWAUKEE CHAPTER 058

MINUTES OF BOARD MEETING April 14, 2015

**Attendance:**

- Willie Wills, CPP (Chair)
- Julie Schneider, CPP (Vice Chair)
- David Feller, CPP (Treasurer)
- Matt Anderson
- Eric Biernat, CPP
- Mike Cummings, CPP
- Chris Magnus
- Stacy Smulka
- Matt Blowers, CPP
- Don McInnes, PSP
- Paul Graf

**Guests:**

- Steve Bowman
- Jeff Mueller
- Mike Ramstack
- Dave Weber

**Apologies received:**

- Ann Hintz (Secretary)
- Michael Polenzani
- Michael Zens
- Jon Phillis, CPP
- Michael Schaefer, CPP
- Jeff Huber

**Opening**

WW called the meeting to order at 3.31pm and thanked all those present for attending.

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

WW reviewed actions from the March 2015 Meeting.

**Summary of actions from March meeting:**

<b><u>Section</u></b>	<b><u>Action</u></b>	<b><u>Person Responsible</u></b>	<b><u>Outcome</u></b>
<b><u>1.1</u></b>	Committee Titles Alignment with ASIS International	WW	WW reported that there was no conflict between ASIS titles and our naming conventions. He will work with AH to migrate the titles across and will include those that we

			currently have chosen not to fill in a separate section on the agenda/minutes for clarity. He will collaborate with SS to achieve the same result for the website.
<u>1.2</u>	Investment Options Update/Follow Up	DF	DF proposed that a total of \$9,000.00 be invested in bonds. \$4,500.00 be invested in a PRIMECAP Odyssey Stock Fund and \$4,500.00 be invested in PIMCO Income Fund Class D. These investments are to be long term with potential of investing for 3, 5, or 10 years. WW voiced that there will be imposed budget discipline due to having less money in checking. All elected officers agreed that this was a wise choice. No objections were voiced by the General Board Members. DF will develop policies and procedures for allocating the funds. The Board decided to have elected officers make the official proposal and second. <b>Proposed: JS Seconded: WW</b> WW thanked DF for this work on behalf of the chapter and also thanked all who had contributed to the debate.
<u>1.3</u>	Website Software Options Presentation	SS	SS proposed that the website vendor companies be changed to wix since it is more user-friendly and appearance capabilities are much more professional. See <b>Appendix A</b> for proposal. CM voiced that her family member is working on developing a website and found that wix is indeed easy to work with. Many Board members voiced concern regarding ensuring that if the domain name is changed that there be a link connecting the old website to the new site. SS will investigate and work on these logistics. <b>Proposed: JS Seconded: CM</b> On behalf of the board, WW thanked SS for her considerable work in progressing our website development.
<u>1.4</u>	POA Manuals	DF	DF purchased the POA Manuals and will provide to JS for keeping. JS offered facility space for training

			<p>classes. MB stated that the Chapter owns other manuals. MC suggested checking the “Suggested Study List” before investing in other materials. WW wants to list reading materials that Chapter owns on the website.</p> <p><b>ACTION – JS to compile a list of our ‘library’ and define the method of checking books etc out.</b></p> <p><b>ACTION – SS to enter list and ‘borrowing’ protocol on website.</b></p>
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### 1.2 Vice Chair –

JS is developing a draft business plan and a financial plan for consideration by the board. She would like for the Chapter to develop targeted sponsorships in the future. WW commented that this is a worthwhile exercise that will allow for focused planning and is in line with the other initiatives related to our stewardship of the Chapter assets.

### 1.3 Secretary’s Report -

WW voiced that his name had been left off of the March Meeting Minutes but had given his apologies for being absent. Given that this change be made to the March Minutes, SS asked for a motion to adopt March Minutes.

Motion to adopt:

**Proposed – DM**

**Seconded – JS**

None opposed – motion passed.

### 1.4 Treasurer’s Report -

General discussion pertaining to charging local Chapter dues was started and will continue during future meetings. ASIS International requires that chapters conduct an annual audit of financial records. On April 14, 2015 an audit was conducted of the Greater Milwaukee Chapter’s calendar year 2014 records. The audit was completed by local chapter members Jim Polczynski and John Makowski, CPP. No discrepancies or exceptions were noted, and no recommendations for improvement were presented. During the meeting with the auditors, they did suggest that the Chapter develop a business plan and a plan for every event to include costs, expenses, income, etc.

Then, DF presented the chapter financials and asked for motion to adopt.

Motion to adopt:

**Proposed – JS**

**Seconded – EB**

None opposed – motion passed.

## 2 – Committee Chair Reports

### 2.1- Membership Committee Report;

JP was unable to attend the meeting so no news was discussed. SS and CM requested Membership Roster. SS wanted roster to update contact listing in Constant Contact. CM wanted roster for contacting individuals pertaining to Golf Outing.

**ACTION – WW to contact JP to pass member roster to SS and CM**

### **2.2- Web Site/communication**

SS will update Constant Contact list in late April. AH will be in charge of sending communication through Constant Contact to general members.

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

MZ was unable to attend the meeting however he sent email communication. MZ made the official request to have Attorney General Brad Schimel serve as the Law Enforcement Luncheon speaker. The Attorney General's Communications Director, Anne Schwartz, will provide some dates for consideration in October, November or first week of December depending on availability.

WW congratulated MZ and DMcl on securing such a good, relevant speaker and commented that his presence is sure to be of interest to both public and private sector.

WW asked that the board reflect on the original aims and objectives (recognizing the work of the Law Enforcement community in our area and providing an opportunity to build working relationships) for holding this event and consider whether they remain relevant today. He stated that it is prudent to review such endeavors periodically and ensure they meet the needs of all concerned.

Related to this is the need to ensure that – wherever possible – our guests are sponsored by an appropriate group, persons or institution so that the event comes as close to breaking even as possible. DMcl advised that options for the venue will be brought to the board for consideration as a means of potentially reducing the overheads associated with running the event.

WW thanked MZ and DMcl for their continued work on behalf of the Chapter.

### **2.4 - Certification**

MS was not present. MS remains willing to do the study/training classes and is working with JS to coordinate a schedule. JS would like to discuss a mentoring program at the May meeting.

**ACTION – JS to brief the board on her ideas for mentoring at the May meeting**

### **2.5 - Young Professionals**

PG and JS to discuss mentoring program and develop a plan at a later date. WW would like to find someone to serve as Mentoring Chair.

**ACTION – Board members to consider volunteering as 'mentoring' chair.**

### **2.6 – MM SHRM Collaborative Workshop**

MB spoke on behalf of himself and MC regarding the planning process. Event remains scheduled for August 25 and to be hosted at Aurora. Mike Milsted at Manpower was contacted to potentially serve as a keynote speaker and he introduced to the group Nafessa Jackson who works with the onboarding process. MC and MB will continue working with the MM SHRM planning committee to coordinate the event. MC and MB will coordinate the ASIS certification points for attendance at the event.

### **2.7 – Women in Security**

CM/SS:

CM shared that she continues to coordinate logistics to have Wayne Breithbarth present “Promoting and Growing Business and Personal Branding” at Briggs & Stratton on June 4, 2015. The event will be marketed as an event sponsored by WIS and YPs but be open for all ASIS, MM SHRM, Briggs & Stratton employees, and other groups to attend. WW would like to keep the cost of this event at \$20.00 and is going to work with Briggs & Stratton to sponsor a continental breakfast.

### **2.8 – Golf Event**

CM started to discuss and share her plans for prices affiliated with event logistics but due to the meeting running long, WW stated that he trusted CM and EB to run the event. All present members agreed. In addition, it was discussed to keep cost to attendee the same as 2014.

### **3 – Past Business**

Nothing was reported

### **4- New Business.**

There was considerable discussion around proper budgeting for the use of Chapter funds for supported events and reimbursements of expenses incurred by Chapter representatives. WW identified that this is likely to become even more relevant should we decide to seek Chapter dues so, after taking cognizance of comments from the meeting regarding previous practices, the following process will be followed:

1. All events being planned on behalf of ASIS Milwaukee should have a basic plan that should be presented to the board at an early stage for approval. Without creating a complex document, the plan should include a description of the event and how it aligns with chapter goals, an indication of how it will be marketed, projected venue, estimated attendance, costs and revenues. If for any reason there is no reasonable opportunity to bring the plan to the board then any elected officer may give interim approval.
2. At any event where Chapter funds are being used to provide hospitality/refreshments members will be expected to exercise reasonable restraint in ordering food (contingent on the nature of the event and the venue) and to adhere to a 2 drink maximum – if a member wishes to consume more, the member should pay individually.
3. Where elected officers or any other board members anticipate incurring expenses that will be submitted for reimbursement from Chapter funds approval should be sought from the board in advance of incurring the expense. The format should be very simple – a note of the event and an estimate of the anticipated expense. Where time prevents a proposal being considered by the board approval may be granted by any elected officer and subsequently reported to the board.

MC mentioned that he is on the WCTC Criminal Justice Advisory Board. The WCTC Criminal Justice Program will start to have 3 different academic tracks including: Law Enforcement, EMS, and Security. MC also mentioned that WCTC will be looking for instructors and he recommended that WCTC consider the members of the Board for these positions.

### **5 – Adjourn Meeting**

WW checked that there was no further business from the members.

*Motion* - The meeting be adjourned at 5:06pm

*Proposed* – DM

*Seconded* – CM

There was no dissent therefore WW declared the meeting adjourned, thanked everyone for their input and wished them a safe journey home.

**Date of next meeting: Tuesday, May 12, 2015**

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

**Summary of actions and disposal:**

<b><u>Section</u></b>	<b><u>Action</u></b>	<b><u>Person Responsible</u></b>	<b><u>Outcome</u></b>
<b><u>1.1</u></b>	Committee Titles Alignment with ASIS International	WW	Discharged – remove
<b><u>1.2</u></b>	Investment Options Update/Follow Up	DF	Discharged - remove
<b><u>1.3</u></b>	Website Software Options Presentation	SS	Discharged - remove
<b><u>1.4</u></b>	POA Manuals	DF	Discharged - remove

**Actions for May:**

<b><u>Section</u></b>	<b><u>Action</u></b>	<b><u>Person responsible - comment</u></b>
<b><u>1.1</u></b>	Compile a list of our 'library' and define the method of checking books etc out.	JS – report to May meeting
<b><u>1.1</u></b>	Enter book/publication list and 'borrowing' protocol on website.	SS – report to May meeting
<b><u>2.1</u></b>	WW to contact JP to pass member roster to SS and CM	WW -ASAP
<b><u>2.4</u></b>	Board briefing on ideas for mentoring.	JS – report to May meeting
<b><u>2.5</u></b>	Board members to consider volunteering as 'mentoring' chair.	All board members – for discussion at May meeting

**Summary of Decisions**

<b><u>Section</u></b>	<b><u>Decision</u></b>
<b><u>1.1</u></b>	Board has mandated DF (treasurer) to invest Chapter funds as described above.
<b><u>1.1</u></b>	Board has mandated SS to develop replacement website as described above
<b><u>1.3</u></b>	Minutes of March 2015 meeting adopted
<b><u>1.4</u></b>	Treasurer's report adopted.
<b><u>4.0</u></b>	Expenses – events, meetings etc.  1. All events being planned on behalf of ASIS Milwaukee should have a basic plan that should be presented to the board at an early stage for

	<p>approval. Without creating a complex document, the plan should include a description of the event and how it aligns with chapter goals, an indication of how it will be marketed, projected venue, estimated attendance, costs and revenues. If for any reason there is no reasonable opportunity to bring the plan to the board then any elected officer may give interim approval.</p> <ol style="list-style-type: none"><li data-bbox="443 365 1451 527">2. At any event where Chapter funds are being used to provide hospitality/refreshments members will be expected to exercise reasonable restraint in ordering food (contingent on the nature of the event and the venue) and to adhere to a 2 drink maximum – if a member wishes to consume more, the member should pay individually.</li><li data-bbox="443 533 1425 762">3. Where elected officers or any other board members anticipate incurring expenses that will be submitted for reimbursement from Chapter funds approval should be sought from the board in advance of incurring the expense. The format should be very simple – a note of the event and an estimate of the anticipated expense. Where time prevents a proposal being considered by the board approval may be granted by any elected officer and subsequently reported to the board.</li></ol>
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### ASIS Website Proposal

Website Company		
	<b>WordPress:</b> <a href="http://www.asis-mil.org">http://www.asis-mil.org</a>	<b>Wix.com</b> Example: <a href="http://www.madisonareajobtransi.wix.com/MAJT">www.madisonareajobtransi.wix.com/MAJT</a>
<b>Package Inclusion</b>	Website and website administrative assistance	<b>Domain Name</b> (we can select as close to ASIS-Milwaukee as is available) and <b>Website</b> without external advertising; Website and website administrative assistance; <b>10gb Storage and Unlimited Bandwidth</b>
<b>Payment Frequency</b>		Annual
<b>Annual Cost for Website</b>	2014: Paid Lanex <b>\$100 to host our website for 1 year</b> . Paid for 4.5 hours of assistance from them at \$105/hr = <b>total of \$472.50</b> (training for MA & SS to learn how to work the website)	\$149.04/year
<b>Additional Services</b>	None	<b>Email Account</b> affiliated with domain name (ie: asismilwaukee.org); Able to establish 10 aliases where all email comes to one mailbox but mail can be automatically sorted to different folders - all board members would have access to same email account (ie: folder for Golf Outing Chair, Sponsorship, ChapterChair, LawEnforcement)
<b>Payment Frequency for Additional Services</b>	Annual	Annual
<b>Annual Cost for Additional Services</b>	<b>\$35</b> to renew our domain registration for the year.	\$49.00/year
<b>Total Annual Cost</b>	Total to paid to Lanex in 2014 was <b>\$607.50</b> .	<b>\$198.04/year</b>
<b>Assistance Turnaround Rate</b>	Multiple Days with Lanex (current provider) and usually have to leave messages (rare to be able to speak to a person the first time through)	Immediate Service



<b>Contact Info</b>	Max McCoy with Lanex. P: (262) 789-0966 x105 E: max@lanex.com	1-800-6000-WIX (949)
<b>Limitations</b>	1. Administrative side of the website is hard to work with and takes a great deal of time to manipulate; 2. Usually have to follow up with Lanex in order to finalize corrections (cannot be done by ASIS Web Administrator); 3. Future Transitioning of Responsibilities would be very difficult and time consuming and probably require time spent with Lanex staff	1. Administrative side is easy to work with; 2. Work does not require additional resources/staff; 3. Future Transitioning of Responsibilities would be easier

### Wix.com Package Comparisons

	VIP First Priority Support	eCommerce Best for Small Business	Unlimited Entrepreneurs & Freelancers	Combo For Personal Use	Connect Domain Most Basic
<b>BEST VALUE</b> <b>Yearly Savings Plans</b>	\$ <b>24</b> <sup>90</sup> /month <del>\$39.99</del> Save 35%	\$ <b>16</b> <sup>17</sup> /month <del>\$24.99</del> Save 35%	\$ <b>12</b> <sup>42</sup> /month <del>\$22.99</del> Save 45%	\$ <b>9</b> <sup>25</sup> /month <del>\$13.25</del> Save 30%	\$ <b>4</b> <sup>08</sup> /month <small>This Plan Displays Wix Brand Ads</small>
Domain	1 Year Free	1 Year Free	1 Year Free	1 Year Free	—
Ad Vouchers	\$350 value	\$350 value	\$350 value	—	—
Free Premium Apps	2 Premium Apps Free \$118 value	2 Premium Apps Free \$118 value	2 Premium Apps Free \$118 value	—	—
Special	VIP Support Line	—	—	—	—
Pay per Month ⓘ	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
			<b>Buy Now</b>		
Bigger Storage	20GB	20GB	10GB	3GB	500MB
Wider Bandwidth	UNLIMITED	10GB	UNLIMITED	2GB	1GB
Connect your Domain	✓	✓	✓	✓	✓
Google Analytics	✓	✓	✓	✓	✓
Free Hosting	✓	✓	✓	✓	✓
Premium Support	✓	✓	✓	✓	✓
Remove Wix Ads	✓	✓	✓	✓	—
Customized Favicon	✓	✓	✓	✓	—
No Mobile Ads	✓	✓	✓	✓	—
Site Booster App*	✓	✓	✓	—	—
Form Builder App*	✓	✓	✓	—	—
Local Listing Voucher*	\$125	\$125	\$125	—	—
Bing Ads Voucher*	\$100	\$100	\$100	—	—
Google AdWords Voucher*	\$75	\$75	\$75	—	—
Facebook Ads Voucher*	\$50	\$50	\$50	—	—
Online Store	✓	✓	—	—	—
Priority Call Back	✓	—	—	—	—

## Initial Questions

**Use of email:** We do not currently receive much email through the website nor do I see a need for a lot of communication. Obviously, an increase from zero messages to even a few is a great increase but with future communication re: Sponsorships and Golf Outing it will not be that great of an amount. We will still be using ConstantContact for the majority of communication to the membership.

**Data transfer via email:** I will investigate

**Expansion of the site:** We can always upgrade but it still remains at a reasonable cost. Our site does not require much space and gimmicks/frills. What the package includes is what we need – I am not going to get too artsy. But there is room to reassess after the first year.

**etc etc**

- **Are there any restrictions on size of the site, links to pages etc?** Please see additional charges and upgrades added to as a second page to the proposal.

- **How soon could we transition?** I can build it now (no charge) and then transition sites once we get information from Feller about the monthly/annual charges or I would contact Lanex to learn more about our contract with them.

- **Will our existing provider give us a 'redirect' option?** I can ask Lanex

**Can the administrator (Stacy) upload pictures? What type? Are there any extra charges for large pictures? 1gb etc...** Yes, pictures are an option. Jpeg pictures are easiest. Website Packages are provided on previous page pertaining to bandwidths and available space

**Is WIX approved by ASIS? Do we need approval from ASIS INTL to make a change?** Willie Wills is checking with ASIS regarding these questions