

**Greater Philadelphia Chapter- 031  
ASIS MEETING MINUTES  
November 19, 2014  
Executive Meeting Minutes**

|   |   |
|---|---|
| <b>1. Meeting and Event Information:</b>        | <b><i>Information for Chapter Compliance Report on Web</i></b>  |
| Meeting Date                                    | 11/19/2014  |
| Speaker   | PSSA Yearly Event   |
| Topic   | Service Awards  |
| Place/Venue                                     | Philadelphia Cricket Club   |
| Meeting Type                                    | Dinner/Education  |
| Chapter Members in Attendance                   | 19  |
| Guests in Attendance                            | 81  |
| Total Attendance                                | 100   |
| Promotion                                       | Email/Newsletter  |
| Topic Coverage<br>(Above Avg, Avg, Below Avg)   | N/A   |
| Speaking Ability<br>(Above Avg, Avg, Below Avg) | N/A   |
| <b>2. Goal Implementation Reporting:</b>        |   |
| Goal 1: Retain, Grow, and Diversify             | <p>1.1.1 Send email to expiring members prior to Feb. 28<sup>th</sup> expiration date<br/>- Completed</p> <p>1.1.2 Review new member list early March and contact members that have lapsed<br/>- Completed</p> <p>1.1.3 Create more value by developing the working groups<br/>- Specific distribution list developed for WinS<br/>- Social event to be hosted for each WinS and YP<br/>- YP to take ownership of Social Media Committee</p> <p>1.2.1 Build stronger relationships with local colleges<br/>1.2.2 Encourage non-member colleagues to join<br/>- Created \$5 discount for Chapter Members (In Good Standing)<br/>- Created Members Only Social Networking Event<br/>- Chapter Members only eligible for main door prize at holiday event<br/>- Free new members evening (Completed)</p> |

|  |  |
|--|--|
|  | <p>1.2.3 Host more social events<br/> - Chapter to host three social events (55<sup>th</sup> celebration, happy hour, holiday social)<br/> - Two working group sponsored social events</p> <p>1.3.1 Hold Chapter competition<br/> - Member to get the most new members will receive a free admission to the Holiday social<br/> - Free Seminar package – drawing chances based on attendance (Gene Cummings winner)</p> <p>1.3.2 Sponsor first time attendees to encourage members to invite prospective members to events<br/> - Sponsored 3 first time attendees to date</p> <p>1.4.1 New Volunteer - Young Professionals Liaison - Kelly Argoe<br/> 1.4.2 New Volunteer - Woman in Security - Lil Burroughs<br/> 1.4.3 Fill vacant Committee Chair positions with new members or quiescent members<br/> - Foundation &amp; Scholarship Chair – Open</p> <p>1.5.1 Young Professionals - Fun Runs, Networking Hours, and Regional Networking<br/> 1.5.2 Woman in Security - Networking Hours</p>  |
| <p>Goal 2: Advance Knowledge and Opportunity</p> | <p>2.1.1 Survey for meeting topic interests<br/> 2.1.2 Survey for desired type of meeting (presentation, site visit, etc.)<br/> 2.1.3 Survey for preferred meeting locations<br/> 2.1.4 Survey for ideas on new fundraising events/activities</p> <p>2.2.1 Develop standard monthly meetings to meet CPE requirements<br/> - Host a minimum of three meeting that offer a CPE<br/> 2.2.2 Host social events to strengthen rapport among members<br/> 2.2.3 Publicize local seminars (NY Expo, SecureWorld, etc.)<br/> - Publicized events in the Chapter's Newsletter - "The Bulletin"<br/> - NY Exp<br/> - SecureWorld<br/> - ASIS Executive Protection Course in Philly<br/> - Monthly Webinars<br/> - CPP Review Program in NY<br/> - Two ASIS classroom programs in Denver<br/> - ASIS program in Chicago<br/> - APC II in Charleston</p> <p>2.3.1 Donate \$1,000 to ASIS Foundation (this is over the suggested amount)<br/> - Completed<br/> 2.3.2 Submit at least one Scholarship</p> <p>2.4.1 Submit "Website of the Year" by February 15<br/> - Completed (Honorable Mention Received)<br/> 2.4.2 Submit "I.B. Hale Chapter of the Year" by July 1<br/> - Completed<br/> 2.4.3 Submit "Newsletter of the Year" by July 1<br/> - Completed</p> |

|   |   |
|---|---|
| <p>Goal 3: Expand and Professionalize</p> | <p>3.1.1 Host a chapter CPP review course<br/>- Completed</p> <p>3.1.2 Host a chapter PSP review course<br/>- lack of interest (Closed)</p> <p>3.1.3 Publicly recognize members that achieve certification at the meetings and in the newsletter<br/>- Developed Chapter recognition/congratulatory letter<br/>- Recognize accomplishments on the home page of the website</p> <p>3.1.4 Make certification material available at each event sign-in area<br/>- Materials now available near the registration table<br/>- Benefits of Membership Pamphlet<br/>- Application<br/>- Board Certifications Pamphlet<br/>- Career Opportunities in Security Pamphlet</p> <p>3.2.1 Review potential partnerships</p> <p>3.2.2 Create a new Outreach Committee Chair</p> <p>3.3.1 ASIS Subject Matter Expert</p> <p>3.4 N/A</p> |
|---|---|

### 3. Other Chapter Business

#### Old Business:

Date of Meeting: 10/14/2014

Location/Time: Comcast Center Field Visit

Attendance: Total 31

#### New Chapter Business and Committee Activity:

Date of Meeting: 11/19/2014

Location/Time: Philadelphia Cricket Club @ 1630 Hrs.

Attendance: 19 Members / 81 Guests = Total 100

Executive Meeting convened by Chairman Carver with distribution of agenda with 8 items to be discussed:

1. Review Secretary's Report
2. Review Treasurer Report
  - a. 2013 Financial Audit by Fred Cantz CPA/CFE
  - b. IRS Reporting (990-N). Kurt states they have to meet again and reissue, if needed.Financial treasurers report from Kurt Bittner. Motions to approve received and agreed.
3. PSAN Chair; Bill Durso has relinquished command of a successful 10 years as Committee Chair of PSAN. Mark Wolfheimer has volunteered. \$7100 in sponsorships for Private security night.
4. 2015 appointments. Officers will be announced at meeting and offers to attendees if they wish to volunteer.
5. As of this issue date; Chair - Kurt Bitner, Co-Chair - Jerry Forstater, Treasurer - Gene Cummings, Secretary - Michael Rossanno have been nominated with no member comments.
6. PA Attorneys General Office can be a resource for speaking engagements. Joshua Carver has forwarded info.
7. Working group updates. Continuing quality group participation. Recommend a liaison to the Philadelphia Crime Commission. Sam will coordinate.
8. Calendar update for 2015 needed by Chair.
9. Need to do a new members invite to those new from ASIS National.

Monthly Meeting:

10. Convened after introductory networking hour at 1830 Hrs.
11. Meeting adjourned at 2045 Hrs.

Submitted by: Jerry Forstater  
Chapter Secretary

Distribution: All Executive Committee Members  
Philadelphia ASIS Website (Jim Moore)  
Posting onto International reporting site