

**Greater Philadelphia Chapter- 031  
ASIS MEETING MINUTES  
December 10, 2014  
Executive Meeting Minutes**

<b>1. Meeting and Event Information:</b>	<b>Information for Chapter Compliance Report on Web</b>
Meeting Date	12/10/14
Speaker	None
Topic	None
Place/Venue	Philadelphia Cricket Club (Flourtown)
Meeting Type	Holiday Party
Chapter Members in Attendance	23
Guests in Attendance	13
Total Attendance	36
Promotion	Email/Newsletter
Topic Coverage (Above Avg, Avg, Below Avg)	N/A
Speaking Ability (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 <b>Completed</b></p> <p>1.1.2 Review new member list early March and contact members that have lapsed <b>Completed</b></p> <p>1.1.3 Create more value by developing the working groups - Specific distribution list developed for WIS <b>Completed:</b> File Name on flashdrive "Distribution Lists.xlsx" - Social event to be hosted for each WIS and YP <b>Completed</b> - YP to take ownership of Social Media Committee <b>In Progress:</b></p> <p>1.2.1 Build stronger relationships with local colleges <b>Not Completed</b></p>

	<p>1.2.2 Encourage non-member colleagues to join  - Created \$5 discount for Chapter Members (In Good Standing)  - Created Members Only Social Networking Event  - Chapter Members only eligible for main door prize at holiday event  - Free new members evening  <b>Completed</b></p> <p>1.2.3 Host more social events  - Chapter to host three social events (55<sup>th</sup> celebration, happy hour, holiday social)  - Two working group sponsored social events  <b>Completed</b></p> <p>1.3.1 Hold Chapter competition  - Member to get the most new members will receive a free admission to the Holiday social  <b>In Progress:</b>  - Free Seminar package – drawing chances based on attendance  <b>Completed:</b> (Gene Cummings winner)</p> <p>1.3.2 Sponsor first time attendees to encourage members to invite prospective members to events  - Sponsored 3 first time attendees to date  <b>Completed</b></p> <p>1.4.1 New Volunteer - Young Professionals Liaison - Kelly Argoe  1.4.2 New Volunteer - Woman in Security - Lil Burroughs  1.4.3 Fill vacant Committee Chair positions with new members or quiescent members  - Foundation &amp; Scholarship Chair – Open  <b>Not Completed</b></p> <p>1.5.1 Young Professionals - Fun Runs, Networking Hours, and Regional Networking  1.5.2 Woman in Security - Networking Hours  <b>Completed</b></p>
<p>Goal 2: Advance Knowledge and Opportunity</p>	<p>2.1.1 Survey for meeting topic interests  2.1.2 Survey for desired type of meeting (presentation, site visit, etc.)  2.1.3 Survey for preferred meeting locations  2.1.4 Survey for ideas on new fundraising events/activities  <b>Not Completed</b></p> <p>2.2.1 Develop standard monthly meetings to meet CPE requirements  - Host a minimum of three meeting that offer a CPE  <b>Completed</b></p> <p>2.2.2 Host social events to strengthen rapport among members  <b>Completed</b></p> <p>2.2.3 Publicize local seminars (NY Expo, SecureWorld, etc.)  - Publicized events in the Chapter’s Newsletter - “The Bulletin”  - NY Exp  - SecureWorld  - ASIS Executive Protection Course in Philly  - Monthly Webinars  - CPP Review Program in NY  - Two ASIS classroom programs in Denver  - ASIS program in Chicago</p>

	<p style="text-align: center;">- APC II in Charleston <b>Completed</b></p> <p>2.3.1 Donate \$1,000 to ASIS Foundation (this is over the suggested amount) <b>Completed</b></p> <p>2.3.2 Submit at least one Scholarship <b>Not Completed</b></p> <p>2.4.1 Submit "Website of the Year" by February 15 <b>Completed</b> (Honorable Mention)</p> <p>2.4.2 Submit "I.B. Hale Chapter of the Year" by July 1 <b>Completed</b> (Did not win)</p> <p>2.4.3 Submit "Newsletter of the Year" by July 1 <b>Completed</b> (Did not win)</p>
<p>Goal 3: Expand and Professionalize</p>	<p>3.1.1 Host a chapter CPP review course <b>Completed</b></p> <p>3.1.2 Host a chapter PSP review course <b>Removed:</b> Lack of interest</p> <p>3.1.3 Publicly recognize members that achieve certification at the meetings and in the newsletter  <ul style="list-style-type: none"> <li>- Developed Chapter recognition/congratulatory letter <b>Completed</b></li> <li>- Recognize accomplishments on the home page of the website <b>Completed</b></li> </ul> </p> <p>3.1.4 Make certification material available at each event sign-in area  <ul style="list-style-type: none"> <li>- Materials now available near the registration table</li> <li>- Benefits of Membership Pamphlet</li> <li>- Application</li> <li>- Board Certifications Pamphlet</li> <li>- Career Opportunities in Security Pamphlet</li> </ul> <b>Completed</b> </p> <p>3.2.1 Review potential partnerships <b>Not Completed</b></p> <p>3.2.2 Create a new Outreach Committee Chair <b>Not Completed</b></p> <p>3.3.1 ASIS Subject Matter Expert <b>Completed:</b> Jeff Bedser, CPP spoke at May monthly meeting  <ul style="list-style-type: none"> <li>- Former Chairman of the Cyber Threats Taskforce for ASIS International</li> </ul> </p> <p>3.4 N/A</p>

### 3. Other Chapter Business

#### **Old Business:**

Date of Meeting: 11/19/2014

Location/Time: Philadelphia Cricket Club @ 1630 Hrs.

Attendance: 19 Members / 81 Guests = Total 100

1. Election slate opened to all attending. Closed upon no comments, substitutions, or respondents.

#### **New Chapter Business and Committee Activity:**

Date of Meeting: 12/10/2014

Location/Time: Philadelphia Cricket Club (Flourtown) / 1630 Hrs.

Attendance: 23 Members / 13 Guests = Total 36

Executive Committee Members in Attendance: Josh Carver, Gene Cummings, Kurt Bittner, Mike Rossano, Kelly Argoe, Lillian Burroughs, Justin Kleskie, Bill Lutz, John Russell, Mark Wolfheimer.

Executive Meeting convened by Chairman Carver with distribution of agenda with 5 items to be discussed:

1. Review Secretary's Report (Secretary ill, could not attend)
2. Review Treasurer Report
  - a. IRS update (Gene) – 2015 Committee
3. PSAN Chair Update – Mark Wolfheimer has accepted this position.
4. Year End Strategic Review
5. Election slate ratified for acceptance of 2015 officers at monthly meeting.

#### **Monthly Meeting:**

6. Convened after introductory networking hour at 1700 Hrs.
7. Mr. Wolfheimer, as Election Committee Chair, read oath with acknowledgment by each officer for the following positions for 2015:  
Chair – Kurt Bittner  
Co-Chair – Gerald Forstater  
Treasurer – Gene Cummings  
Secretary – Michael Rossano
8. The following individuals were acknowledged for attaining certification:  
Joshua Carver – CPP  
Louis John DeShullo – CPP  
Matthew Gintner – PSP  
Craig P. Lawrence – PSP
9. Meeting adjourned at 2100 Hrs.

Submitted by: Jerry Forstater  
Chapter Secretary

Attachment: ASIS GPC 2015 Draft Calendar

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

12/10/14