

ASIS BOARD MEETING MINUTES

December 10, 2010

Present: Tom Hamilton, Mike Mallon, Chris Dempster, Chuck Andrews & Ann Marie Acree

Tom Hamilton recapped:

We donated \$1000.00 to the ASIS Foundation and received the maximum amount of matching funds in the amount of \$2000.00. This is the first time we did this and we are very pleased.

Lone Star Training Academy

Allen Rice, Director of Continuing Education, sent a heartfelt letter to Tom expressing how embarrassed they are for misplacing the \$1000.00 scholarship check from last year. The letter informed that after a lot of effort in searching for the check, it was to no avail. Lone Star Academy has formally asked for us to put a stop payment on the check, reissue another check and deduct the stop payment fee from the total amount of the reissued check. Mr. Rice has informed that in light of this situation, they have established scholarship committee to ensure that this situation never happens again. All board members present above agreed to reissue the check in the amount of \$975.00.

Chris Dempster will put a flag on the account so that any check that goes 90 days and is not cashed, he will be notified.

Newsletter

We have a 12 page color newsletter coming out in 1/11 for about the same cost as the black & white issues that we have been doing. It also will be 25-30% advertising as it has always been..

Bruce Rodriguez

He is our only paid employee/contractor of the chapter. With all that he does, his loyalty and dependability, he is worth every penny.

Swearing In of New Officers

Tom is not sure if George Quin and Mike Mason will be attending the upcoming luncheon. If neither of them go, he will be there and would be honored to swear the new board in.

Accomplishments of 2009 & 2010

- CPP Review in place
- CPP library in place
- Annual seminars done and a success
- Ethics workshop done and was a part of the seminar

- Everything we have done over the last 2 years has been completely transparent and ALL meetings (board & Monthly) have been posted to the web sites.
- Mentor program is in place
- New member announcement is in place in that they are posted to the web site monthly

Duties of the new Chairman

- Appoint committee Chairs by 12/15
- Submit nomination for Walsh award by 1/11
- Approve all Chapter expenses
- Keep communication open between chairman & treasurer
- Appoint audit committee for year-end audit
- Ensure meeting minutes and board meeting minutes are posted to the web sites
- Ensure speakers are scheduled or appointment someone to schedule speakers
- Answer chapter emails in a timely fashion
- Attend other meetings that are related to the chapter or appointment someone to attend in your absence
- Nomination forms need your signature
- Oversee:
 - Website
 - Scholarships
 - Invoices being paid
 - Plaques for speakers
 - Public Safety Program
- Write an article for every newsletter
- Assist selling sponsorships for golf tournament
- Work with the incoming Board Members & Committeemen
- Attend functions of organizations in which the chapter gives money
- Assist in making sure the newsletter is profitable

Tom turned over all CD's, electronic and hard copies of all information to Mike Mallon.

Teddy Bears for Tots

Will be Thursday 12/16-certain hospitals will not allow us to distribute the bears to the children without a TB shot. Therefore, the nurses are willing to pass the out for us.

Falcon Point is donating teddy bears as well. All left over teddy bears will be given to the Breath of Life charity.