



Board Meeting Minutes
12:30 pm, Tuesday 10 June 2008
Ernst & Young Building, Level 5, Allara Street, Civic

1 Apologies

Present: Salam Saffarini (SS)	Apologies: Les Selvarajah (LS)
Diana Adams (DA)	Peter Kalkman (PK)
Stephen Doyle (SD)	Grace Lee (GL)
Scott Waters (SW)	Jamie Norton (JN)
Keith Allen (KA)	Ahsan Sheikh (AS)

Board Member Attendance – 2008

Board Member	31/1	12/2	11/3	8/4	13/5	10/6	8/7	12/8	9/9	14/10	11/11	AGM	Total
S. Waters President	✓	✓	✓	✓	-	✓							5
S. Saffarini Vice President	✓	✓	✓	-	✓	✓							5
D. Adams Immediate Past President	-	✓	✓	✓	✓	✓							5
S. Doyle Past President	✓	✓	✓	✓	✓	✓							6
K. Allen Treasurer	-	✓	✓	✓	-	✓							4
G. Lee Secretary (resigned 10/6/08)	✓	✓	✓	-	-	-	-	-	-	-	-	-	3
A. Sheikh Webmaster	-	✓	✓	✓	✓	-							4
P. Kalkman Board Member	✓	-	✓	✓	✓	-							4
L. Selvaraja Board Member	✓	-	✓	-	✓	-							3
O. Aktas Board Member	-	✓	✓	✓	✓	-							4
J. Norton Board Member	-	-	✓	✓	-	-							2
Total	6	7	11	8	7	5							

2 Previous Minutes

The minutes of the April and May Board meetings were accepted with some minor amendments required to the April Meeting minutes. KA to make these changes. SS will obtain all the paperwork and PO Box key from Grace.

Some discussion occurred around the March Board meeting minutes. These needed some changes and would need to be retabled. SW will check with Grace on an update of the minutes.

Action

KA to amend April meeting minutes and distribute to Board members for final acceptance.

Action

SW to check with GL on the status of the March Board meeting Minutes and ensure these are updated and retabled for the next Board meeting in July.

3 President's Report

Advice received from the President that Grace Lee has resigned from the Canberra Chapter Board. There is an urgent need now to elect a replacement Secretary, also an Office Bearer for the ACT-Registrar-General's Office. Suggestion that Oner Aktas may like to take on that role. SW will check with OA.

Action

SW to ask OA if he would like to become the new Secretary for the Canberra Chapter Board.

Action

SS to collect all paperwork and PO Box key from Grace.

4 Secretary's Report

No Secretary's report tabled.

5 Treasurer's Report

KA provided the bank reconciliation statement as at 10 June 2008. Bank account balance, including term deposit, is \$66,888.

SD requested that a separate bank reconciliation/statement be presented at each Board meeting showing all the CACS expenditure and revenue. DA will also ask Conference Solutions to provide a monthly statement of all incomings and outgoings relating to the CACS conference.

Payment for SD's airfares and accommodation to Canada for the ISACA Global Leadership Conference in July has occurred.

The May Professional Update has not yet been paid for. Some discussion occurred around this and the invoice provided. It was agreed to pay the invoice as it was considered correct due to the large number of people that attended the May session.

SW will purchase a light projector that can be used for all Professional Updates and training workshops. This will save \$132 each month plus any future costs for hiring a projector for courses.

Action

KA to provide a separate CACS 09 Conference reconciliation statement for future Board meetings.

Action

DA to request that Conference Solutions provide a written statement of all income and expenditure relating to the CACS conference each month. This will then be presented to the Board each month.

6 Webmaster

AS was not available but SW stated that some parts of the website have been updated. SW and AS are still going through all pages and links to confirm they are relevant and are working. Most of the 'back' pages have been done.

The Presidents Message still needs to be changed (and shortened) and the home page will be re-jigged to make it easier for users to see the important information up front.

SW said that the Feedback form does not work and that there are reports that the website is down a lot. DA will check with Bullseye Graphics on their responsibilities for the site re maintenance of design etc.

Actions

DA to check contract with Bullseye Graphics to see what maintenance and support arrangements are in place.

7 Education Committee

Professional updates

- Peter Major will present a Security topic in June
- Cecilia Ridgley will present the July session on Ethics and Governance. This session will incorporate a 10 minute information segment on the CGEIT certification and grandfathering provision. DA will need to look at the ISACA CGEIR presentation and tailor for this presentation
- Session topics are needed for August, September and October. The Education subcommittee will meet next week. SD has offered to come along with his ideas, particularly around Certification and Accreditation according to the PSM and ACS133.

CISM and CISA Review Sessions

- All sessions have been held. Only one CISM candidate has turned up to the sessions. There have been around 4-6 people attending the CISA review sessions. The exams will be held this weekend (14th June).

Action

DA to review CGEIT presentation available from ISACA website and determine if this can be used for the 1 minute presentation segment in July..

CGEIT Marketing

- Align this with the July Professional Update. Ensure all expenses can be reimbursed through the Marketing Assistance offered by ISACA HQ.

8 CACS 2009

- DA provided an update of the progress of the organising for the CACS09 conference

- SW had an idea about the use of the Royal Australian Mint to produce special coins with the ISACA logo on them. These could be used as speakers gifts. DA will mention this to the CACS Organising Committee.

9 Other Business

- KA mentioned the urgent need to get a new Secretary ASAP – this person will be the new Public Officer as well. There is a need to lodge an Association Registration Form with the ACT Registrar-General's Office. This is already late.
- SS to check with Grace on the whereabouts of the completed form.
- SD requested that the next agenda include a topic for discussion about ideas to take to the ISACA Global Leadership Conference in late July.

10 Date of Next Meeting

Tuesday, 8 July 2008 – Ernst & Young Building