



**Board Meeting Minutes**  
**12:30 pm, Tuesday 8 July 2008**  
**Ernst & Young Building, Level 5, Allara Street, Civic**

**1 Apologies**

Present: Salam Saffarini (SS)	Apologies: Les Selvarajah (LS)
Stephen Doyle (SD)	Scott Waters (SW)
Oner Aktas (OA)	Diana Adams (DA)
Keith Allen (KA)	Jamie Norton (JN)
Peter Kalkman (PK)	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	✓	✓	✓	-	✓	✓	✓						6
D. Adams Immediate Past President	-	✓	✓	✓	✓	✓	-						5
S. Doyle Past President	✓	✓	✓	✓	✓	✓	✓						7
K. Allen Treasurer	-	✓	✓	✓	-	✓	✓						5
G. Lee Secretary (resigned 10/6/08)	✓	✓	✓	-	-	-	-	-	-	-	-	-	3
A. Sheikh Webmaster	-	✓	✓	✓	✓	-	-						4
P. Kalkman Board Member	✓	-	✓	✓	✓	-	✓						5
L. Selvaraja Board Member	✓	-	✓	-	✓	-	-						3
O. Aktas Board Member	-	✓	✓	✓	✓	-	✓						5
J. Norton Board Member	-	-	✓	✓	-	-	-						2
<b>Total</b>	6	7	11	8	7	5	5						

**2 Previous Minutes**

The minutes of the June Board meetings were accepted.

**3 President's Report**

SS advised about the presidents report.

Roles and responsibilities of the Secretary has been discussed;

-clearing the PO Box

-preparing a list of correspondence

-open mails addressed to chapter

-mark personal mails

-reporting about the membership numbers. (This information is available from ISACA website). A copy of this list needs to be sent to Judy.

-Maintaining a file for keeping records (minutes etc.)

-Preparing the minutes and the agenda

**Action**

SS to ask Grace about file for the previous records.

It is agreed to raise the storage area requirements as an agenda item for the next meeting.

It is also discussed that there might be some document templates specific to the Canberra Chapter, which can be used when preparing Canberra chapter related documents. SS will check with Grace if there are any such templates. If there are not any we'll create ourselves by putting the logo and details.

**Action**

SS to ask check with Grace if there are any Canberra specific document templates.

It is also noted that SW has ordered 50 flyers for certifications.

**4 Secretary's Report**

No Secretary's report tabled.

**5 Treasurer's Report**

Treasurer's report has been accepted.

It is agreed that chapter fees to be left at the same level.

**6 Webmaster**

How to announce CACS 2008 on Canberra Chapter website needs to be discussed. SW's advice will be sought on this issue.

**7 Education Committee**

*Professional updates*

It is agreed that an information session on ITAF would be useful. PK will present an outline at the next board meeting. Actual date for this information session will be decided later.

**Action**

PK to present an outline at the next board meeting.

## **8 Other Business**

- OA has taken old keys to the mailbox from SS. OA has also two keys to the new mailbox. OA will check the mailbox once a week at least.
- Papers for the Secretary position needs to be lodged, OA will follow with SW.
- It is agreed that catering no longer to be provided for the board meetings.

## **9 Date of Next Meeting**

Tuesday, 12 August 2008 – Ernst & Young Building