

Security Analysis and Risk Management Association

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Minutes of the Board of Directors Meeting

Wednesday, July 9, 2008

The Board of Directors of the Security Analysis and Risk Management Association (SARMA) met at SRA International in Fairfax, Virginia, and by teleconference on July 9, 2008. Present were Ed Jopeck (President), Kerry Thomas (Executive Vice President), John Boatman (Vice President for Operations), Nancy Renfroe (Vice President for Projects), Ken Knox (Secretary), Phil Lacombe, and John Paczkowski, being all directors and a quorum. Also present was Dave Brown (Treasurer), Frank Moret, David Weinberg, Caroline Furey, and Casey Burns.

The President opened the meeting at 4:00 pm EST.

The minutes of the Board of Directors Meeting held on April 17, 2008 was approved, and the minutes of the Annual Meeting held on May 15, 2008 was approved as amended.

Reports of Officers and Committees

- President's Report
 - President Jopeck welcomed and congratulated Phil Lacombe and John Paczkowski on their election as new Directors of SARMA. Mr. Lacombe was voted in unanimously by the Board via email ballot on 4 May 2008 to fill Mr. Rich Roth's vacancy, effective 26 April 2008. Mr. Paczkowski was elected by the SARMA membership during the May annual membership meeting. Mr. Jopeck also expressed sincere thanks to Kerry Thomas for assembling an exemplary slate of nominees for Board membership.
 - Mr. Jopeck reviewed the state of the Association.
 - He stated we have come much farther in the first two years than he imagined, noting that we are already influencing national policy. John Paczkowski testified to a Congressional subcommittee on risk management, presenting a well-received statement on the SARMA vision. Several federal organizations are asking for SARMA inputs and comments, including feedback on the NIPP rewrite.
 - He expressed thanks to Craig Chellis and John Boatman on the excellent SARMA newsletter.
 - The Risk Management Institution of Australasia (RMIA) and SARMA are working on a Memorandum of Agreement on future collaboration. This may provide a new international focus for SARMA.
 - The following general announcements were made:

- We have received invitations to participate in both the OPSEC annual conference in San Antonio, TX, and the NRO conference for the national intelligence community.
- PCI Compliance – issues associated with processing credit card payments may lead to need to change our current process. Will likely be part of potential services from association management company if the Board decides to contract with one.
- Executive Vice President’s Report
 - Vice President Thomas suggested the Executive Committee look at SARMA’s organizational structure from a strategic perspective. Subsequent discussion covered several possible focus areas for the future:
 - We need to energize the common knowledge base process. This project is central to several future initiatives and opportunities.
 - Several fundamental issues for the Association need to be addressed, including international versus domestic memberships, and corporate versus individual member activities and financial support.
 - Our financial base is “okay,” but still limits some potential activities and opportunities to influence. We need to continue to build membership.
 - We should consider hiring a professional management firm to handle administrative tasks, relieving leadership for more strategic efforts.
 - We should continue to seek professional relationships such as the RMIA.
 - Public visibility will help maintain the momentum of recent successes. We may want to consider developing an on-going schedule of activities.
 - Discussion on election of new SARMA officers took place. Officer terms are for two years per the Association bylaws. This year the terms for President and Secretary expire. The SARMA Nominating Committee was asked to verify the details for officer elections with the bylaws, and to develop a proposed slate for the next Board meeting.
 - Status of DHS Competitive Training Grants – the guidance has been issued by DHS, but risk management is not a current focus area. SARMA will continue to monitor this and other potential grant opportunities.
- Conference Committee Report – general discussion on the recent conference was held. With one exception, the critiques were very positive and offered good comments. Planning for the next conference needs to begin, and a conference chair is needed. Audio CDs from the past conference are available covering 22 of the 34 sessions.
- Vice President for Operations Report
 - Vice President Boatman gave a status report on collaboration discussions with the OPSEC Professionals Society. Mr. Thomas and Mr. Miller are representing SARMA in the discussions, and have requested a meeting.

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- Outsourcing Association Administration – Mr. Thomas and Mr. Boatman have met with one association management company, and have contacted several others. Services include event management, member services, finances, etc.
- Website – Penn State University’s Security and Risk Analysis Club (SRA) has offered to help with the SARMA web site, focusing on design and content. Ms. Furey, representing the PSU club, noted that members can help with data input and also risk management research. PSU now has nine professors who are SARMA members. PSU requires a 400-hour internship for their risk management program.
- Newsletter – The March-May 2008 issue is out, and work is underway on the June/July 2008 issue. July 29th is the deadline for article submissions. We also now have a press release page on the website, and need more items for it.
- Marketing – Mr. Boatman reminded Board members that we have a booth, brochures and give-aways available for use at conferences and trade shows. He also solicited ideas for marketing.
- Vice President for Projects Report - Vice President Renfroe plans to reinstitute the regular monthly progress reports on all projects, which was temporarily interrupted by conference activities.
- Treasurer’s Report – Mr. Brown reviewed the Association financial status, including the May 2008 annual conference. The conference sponsorships and fees covered all expenses (biggest being GMU catering and brochure printing), leaving a decent amount to help start planning the next event.
- Secretary’s Report – Dr. Knox had nothing to report.
- Membership Committee
 - The chair is currently vacant. Mr. Miller is currently assisting with membership packets.
 - A membership renewal drive is needed. Casey Burns offered to assist with this important activity.

New Business

- SARMA Strategic Planning Committee – Mr Jopeck moved the Board establish a Strategic Planning Committee, chaired by Mr. Phil Lacombe, to look at SARMA’s organizational and operational focus for the next several years. Mr. Thomas seconded the motion, which passed unanimously. Mr. Lacombe noted that Task #1 is to develop the committee charter.
- Financial Committee – Mr Jopeck moved the Board establish a standing committee on finances. The ensuing discussion noted:
 - SARMA needs to identify new income opportunities, and take a comprehensive look at different/new revenue sources.
 - A “Finance Committee” could study and recommend financial polity to the Board of Directors.

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- Treasurer Brown noted that a tax exempt organization has some limits on sources of revenue.
- The motion was withdrawn upon the recommendation that this topic be considered by the Strategic Planning Committee.
- Immediate Past President – Mr. Lacombe moved the Board establish the position of Immediate Past President as an officer of SARMA. Discussion ensued but no action was taken due to the lateness of the hour.
 - Vice President Thomas subsequently on 14 July 2008 sought resolution by contacting all Directors. He moved that SARMA establish the officer position of Immediate Past President, with the roles and responsibilities to be established by the SARMA Executive Committee. The Board’s vote was unanimous in approval and completed on 20 July 2008.

There being no further business, the meeting was thereupon adjourned at 6:05 pm EDT.

Secretary

APPROVED:

President