



Venus Adams, Information Mgr. ♦ venus.adams@jacobs.com

November 2002

ELECTION TIME!!!

It is time again to elect the New Year's Chapter Officers. Please see the below the By-Laws information on the Election process and requirements:

According to the Chapter By-Laws:

Elections: Officers are elected by a majority of members in good standing during the December Chapter meeting. Each member has one vote. Officers are elected for a one-year term. All officers, except the President, may serve consecutive terms. Any member in good standing may be elected an officer of the Chapter.

Process: The Secretary will prepare and distribute election ballots at the December meeting prior to elections commencing. The Secretary and one other member in good standing will tabulate and verify the results of the election. The results of the election will be present to the President for announcement to the membership. The election results will be announced prior to adjournment of the December meeting.

Nominations: Nominations will be accepted through the Nominations Committee or by any member in attendance during the election.

Nomination Committee: The Executive Committee will appoint three members in good standing to serve as a Nominations Committee. The Nomination Committee will be formulated in September of the preceding electoral year and serve until successful completion of the election process. The Nominating Committee will announce its slate of officers for election at the regular membership meeting in December, or the last scheduled meeting of the year. Members of the Nominating Committee may not be included on the slate of officers presented by the committee.

Member Nominations: Nominations by members in good standing will be accepted from the floor at the meeting in which the elections are conducted.

The members of the Nomination Committee for 2003 Elections are:

John Link – John_Link@mhhs.org
Michelle Freedman – mfreedm@us.ibm.com
BJ Bowling - bbowling@bmc.com

The current list of nominees for the upcoming election is:

President: Robbin Roberts Peter Walsh	Secretary: Jim Nowak	Treasurer: Iris Patton Mike Rivera Richard Vance
Program Director: W.D. Koempel	Information Manager: Venus Adams Debbie Noble	Membership: Lillibett Machado

Below is a brief (but not complete) description of each position:

President: Presides of all meetings; supervises all Chapter Officers; interfaces with other local and external organizations; acts as Primary interface with ACP Corporate; countersigns ACP checks presented by Treasurer.

Secretary: Keeps minutes of all Chapter meetings; maintains current list of all Chapter members; maintains meeting attendance records in support of continuing education credits; give notice of Chapter meetings; maintains Chapter documents; in absence of President, exercises all rights & powers of President; countersigns checks presented by Treasurer.

Treasurer: supervises Chapter financial affairs; has authority to Chapter checks; prepares financial statements to memberships; provides safekeeping of all Chapter securities and monies; files annual statements and forms with ACP Corporate.

Program Director: Develops, organizes, publicizes and presents monthly program for Chapter; arranges for speakers, panels and topics of interest; maintains records of all programs.

Information Manager: Develops, organizes, publicizes newsletter for Chapter memberships; manage local repository of materials & reference information pertinent to membership; provides copies of all information to ACP Corporate.

Membership: Develops new membership initiatives; contacts visitors to encourage them to become members; contacts inactive members and encourages membership renewal.

We also are taking nominations for this years MVP.

Please forward a complete nominee recommendation write-up to any member of the Nomination Committee. Nominees will also be accepted during the November Chapter meeting. This nomination should not be taken lightly. Nominees will be voted on during the December Chapter meeting.

If You Haven't – Please update your Information:

Please send your current information to james.nowak@acs-inc.com. This includes:

- Name
- Contact Number
- Company Name
- Email address (that you want your ACP email to go to)

Thank you.

Current Membership Numbers

As of November 6, 2002, we currently have 38 Active Members. We are growing!!! The South Texas Chapter thanks you for your participation, time, and commitment to continual growth.

Remember, every visitor is a potential member, so BRING a friend or two!!

Treasurer's Report

The South Texas ACP Chapter cash balances:

Balance 9/30/2002	\$4,763.06
Balance 10/31/2002	\$4,763.06

Next Meeting

When: Tuesday, November 12, 2002
Subject: Community Infrastructure Interface: Supporting Your Business Continuity
Speaker: Lt. Steve Ward, Houston Police Department
Place: RM 1553 of the IBM Building at Two Riverway, Houston, TX
Lunch: Bring your own lunch or purchase it in IBM's cafeteria
Time: 11:30 – 1:00

The chapter meets regularly on the second Tuesday of each month at 11:30 a.m. in RM 1553 of the IBM Building at Two Riverway in Houston. Please feel free to bring a guest. We would love the opportunity to make them members.

Future Meetings

Remember that attendance at ACP chapter meetings count toward your continuing education credits (CEUs).

The planned program schedule for 2002 is:

- December 10, 2002 - Annual Business Meeting & 2003 Election
January 14, 2003 – Business Contingency Preparedness
W.D. Koempel, CBCP
February 11, 2003 – NFPA 1600
Fred Sebren, MBCI, CBCP, Sr. Consultant w/ Sebren & Assoc.
March 11, 2003 – Emergency Preparedness, Incident Command Simulation
Geoff Robinson, CTSF/PEOC3S with US Army

Upcoming Conferences/Major Events

November 19, 2002 – 11:00a.m. – 1:00p.m. Houston, TX
Houston Chapter of Association of Information HESS Club, 5430 Westheimer
Technology Professionals
www.aitphouston.org **RESERVATIONS REQUIRED**

March 25-28, 2003 Las Vegas, NV
Contingency Planning & Management Venetian Resort & Hotel
www.ContingencyPlanning.com

March 30 – April 2, 2003 Orlando, FL
DRJ Spring World 2003 Coronado Springs Resort
www.drj.com

Upcoming Training/Workshops

Sponsor: ISSA Alamo Chapter
Contact: Nichole Beebe, Workshop Coordinator, (210) 674-5667

November 15, 2002 Austin, TX
Return on Investment Calculation – How to get Funding for you Security Plan
Full day / 6 CPEs

January 24th, 2003 San Antonio, TX
Forensics
Full day / 6 CPEs

March 28, 2003 San Antonio, TX
IT System Security Certification the HIPAA Security Standard
Full day / 6 CPEs

2002 Chapter Officers

President	Iris Patton, CPA, CBCP	ilpatton@shellus.com
Treasurer	Richard Vance, CBCP	rdvance@duke-energy.com
Secretary	Jim Nowak, CBCP	james.nowak@acs-inc.com
Membership	Pete Walsh, CBCP	WalshP@vankampen.com
Information Manager	Venus Adams, CBCP	venus.adams@jacobs.com
Program Director	WD Koempel, CBCP	wdk@BusinessContingency.com

Contact: Comments, suggestions, or items for publication, should be addressed to:

Venus Adams, CBCP

ACP Information Manager

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