



## **InfraGard Boston Members Alliance**

Board of Directors

### **MEETING MINUTES**

Mar 7, 2024

Virtual Meeting via Microsoft Teams

- Meeting called to order by President Rich O. at 7:30, a Corum was established
- Approval of Feb 1, 2024 meeting minutes
- Approval of Treasurer's report
- InfraGard Portal Join Button is functional (744 current members)
  - ID.Me registration is 1<sup>st</sup> step
  - Background check is 2<sup>nd</sup> step
  - Micheline processes additions after steps 1 & 2 completed
- Rick researching Donate/Payment button should be added to Chapter page, other business discussion
- Action – Debby will post on Chapter LinkedIn page that people that are on waitlist should receive a message that they can sign-up.
- Action – Rick to send out message via MailChimp that people can use JOIN process.
- Board member business
  - Action - Jim will change his status from Voting to Non Voting do to work requirements.
  - Vacancy on board created with Jim's status change, reviewing members that had expressed interest during last election.
  - Action – Rich Cote was nominated and approved for vacant position.
- Discussion regarding Board member responsibilities
  - Attend BoD meetings as required by position 10 BoD, Committee Mtgs
  - Action – Debby suggested adding BoD members 5/Mth hours.
  - Some Bod members need to track hours, their companies donate based on participation. Examples – Rick/Mass Mutual, Debby/Netscout
  - In-Person events - 2, Virtual events - 1.
- Sponsorship
  - Action – Frank depositing K Logix check
  - Action – Working on process for Sumo Logic , NEMs
  - Action – Send a 'Thank You' follow-up after payments completed.
  - Action – Debby created tracker process, Frank will use that going forward. In SharePoint sponsorship folder.
  - Action – Bob will reach back out to Towerwall, Debby will contact Recorded Future regarding sponsorships.
- Secure World

- Action – Diana leading Chapter participation
- Action – Rich will setup booth on Tuesday afternoon
- Action – Discount codes being sent to membership
- Staffing volunteers – Diana, Frank, SK, Tom, Rich, Debby, Bob, Rick
- Action – Debby , Dash 4 Prize package – Yeti cooler, glasses
- Action – Debby setting up speaker for Chapter Meeting, Thur. at 8am
- Action – Walter establish QR codes.
- Action – Diana will send out volunteer registration information.
- Sector Chief Program
  - Action – Rich / Micheline Contact other NE Chapters about creating a Regional Program
  - 16 Sectors, Chapter may not have all Sectors represented
  - Action – Recruit Sector Leaders, currently Chapter Sec. - Sector Chief Leader, Gary - Water Sector Lead
- InfraGard Member Orientation
  - Action Item – It was recommended that all BoD members take the Orientation.
  - IBMA will send out notifications to ALL members when Orientations are scheduled.
- Mail Chimp
  - Action Item – A new account for Secretary(Tom) needs to be established
  - Tom needs to login and use App
- IBMA Alias(s)
  - Action Item – Jose will update all the Aliases as appropriate.
- Zeffy is now the platform IBMA uses for in person ticketing
  - Action Item – SK will establish access for appropriate personnel (Tom/Rick/?).
  - Action Item – Rich can walk new users through the process.
  - Action – SK will see if there is a recording of the process.
- Exchange
  - Action Item – Jose will establish access for appropriate personnel ??
- Membership
  - Action Item – Download members from Portal (Feb 16<sup>th</sup>), Completed
- Committee Reports
  - Governance
    - Email addresses have been established
    - Rich indicated BoD Ins provided via National
  - Finance (Frank O'Donnell)
    - Filings (990)
    - Sponsorship
    - Citizens account is now assigned to Frank, Completed
    - Needed check to provide Rich info for NetScout
    - PayPal and online banking account info for Frank, Completed
  - Internal (Tom Hart)
    - Secretary (Monthly BoD Meeting Minutes)
    - Filings – Recertification, Read Policies and Certify

- Rich will review with me.
- MailChimp
- Sector Chief Leader??
- External Committee (Rick Burns)
  - Upcoming Events
    - ◆ April 9<sup>th</sup> – Debby has a Special FBI agent joining us at Microsoft in Burlington to discuss the Marathon bombing.
    - ◆ April 19<sup>th</sup> ??
    - ◆ May 8<sup>th</sup> - Recover
    - ◆ Drone (Stow) ??
    - ◆ Gillette ??
    - ◆ July 12<sup>th</sup> – Tour National Guard base in Westfield
    - ◆ Sept – Cyber Range in Springfield
    - ◆ Oct – MEMA event
    - ◆ Nov ??
    - ◆ Dec – Holiday Event

Cyber Range – IBMA has had a Cyber Range event every other year at the IBM Cyber Center in Cambridge. Action Item – Micheline will follow-up.

#### Range Day

- Rich will set up a meeting with Bob and Marc for further discussion.
- Micheline will research possible options, FBI 2025, June
- Bob A will contact Citizens Academy regarding possibilities.
- National Academy will be contacted as well, Who ??

- Action Items Remaining Open
  - Treasurer filing – Frank
  - Secretary filing – Chapter Recertification paperwork. Tom to work with SK for 2024
  - Cyber Range
  - Range Day
- Topics not reasonably anticipated by the President 48 hours in advance of the meeting, if any
- Next meeting date Apr 4<sup>th</sup> 2024
- Meeting Adjourn 8:30

## **Attendance**

### **Voting Members Present:**

1. REDACTED, President (RO)
2. REDACTED, Vice-president (RB)
3. REDACTED, Treasurer (FO)
4. REDACTED, Secretary (TH)
5. REDACTED (BA)
6. REDACTED (FO)
7. REDACTED (TZ)

### **Voting Members Absent:**

1. REDACTED

**Non-voting Members Present:**

1. REDACTED (MD)
2. REDACTED (GC)
3. REDACTED (WO)
4. REDACTED (MF)
5. REDACTED (RC)
6. REDACTED (MA)
7. REDACTED (DR)
8. REDACTED (RG)

**Non-voting Board Members Absent:**

1. REDACTED ()
2. REDACTED ()