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 1st step
  - Background check is 2nd 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 theAliases 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 16th), 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 9th – Debby has a Special FBI agent joining us at Microsoft in Burlington to discuss the Marathon bombing.
- April 19th ??
- May 8th - Recover
- Drone (Stow) ??
- Gillette ??
- July 12th – 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 4th 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 ()