

ISACA Ottawa Valley Chapter
2008 Annual General Meeting (AGM) Draft Minutes

1 Call to order and President's Report

President Liz Gyalokay called to order the June 19, 2008 Annual General Meeting (AGM). The meeting was held at the Minto Suites Hotel. Liz welcomed members and other attendees.

Liz reported success towards meeting the 2007-2008 Chapter objectives and provided the annual President's Address, the text of which was included in the 2008 Annual Report to Members.

2. Approval of Minutes from the 2007 AGM

The draft minutes from the 2007 AGM, included in the Annual Report, were presented by Neil MacDowall, Chapter Secretary.

Record of Decision: William Tse moved to approve the draft 2007 minutes and David Holder seconded the motion. All members present voted by show of hands in favour to accept the 2007 AGM Minutes. Record of Decision (RoD): AGM 2008-01

Quorum: Members in attendance: 35

3. Presentation of Financial Statements

Robert Venczel, Acting Treasurer presented the June 30, 2007 Final Chapter Financial Statements for 2006-2007 as well as the May 31, 2008 Interim Statements both of which were included in the Annual Report to Members. Robert stated that a written bank confirmation of the June 30, 2007 cash balances had been received by a Chapter Board member who was independent from the financial function. The confirmed balances

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matched to those stated in the Financial Statements. A review of the Chapter books of account and reasonableness checks had been conducted prior to the acceptance of the financial statements by the Chapter Board in April 2008. Robert added that the Chapter financial banking arrangements continue to require two signatures on all cheques and that two sets of supporting records are maintained for expenditures.

4. Program Summary

Tony Brigandi, Vice President Programs thanked the 2007-2008 Program Committee and summarized the successful 2007-2008 program that included six events.

A wide variety of topics had been covered including: IT Governance, Val IT, Privacy Risk Management, and Auditing Business Applications as well as the CISA and CISM examination preparation session. Details regarding the events were included in the Annual Report to Members.

5. Marketing

Andy Lim provided a summary of the Chapter 2007-2008 marketing initiatives the details of which were included in the Annual Report to Members. Notable were representations to professionals employed in firms in Kanata as well as students at the University of Ottawa.

Andy reported that the Chapter had secured funding from ISACA International for its proposed 2008-2009 Marketing Plan.

Andy indicated that the Chapter will continue to conduct marketing campaigns aimed at increasing our membership and promoting the CISA and CISM certifications.

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6. Chapter Scholarship

William Tse provided an overview of the Chapter scholarship commitment with the University of Ottawa, School of Management. The scholarship is aimed at third and fourth year students who demonstrate academic excellence in courses related to information systems audit and control.

This year's recipient of the fourth annual scholarship award was Mr. James Brooks. Mr. Brooks achievements were presented in the Annual Report.

7. IT Governance

David Campbell, Director, IT Governance provided an update to the Chapter's evolution towards the ISACA broadened mandate - Serving IT Governance Professionals. David said that this would be a long-term exercise as it requires the Chapter to reach new audiences, including board members, audit committee members, and CIOs and their immediate reports. Details of the progress including the May 10, 2008 event "Using Cobit to Address IT Governance" were included in the Member's Report.

8. CISA and CISM

On behalf of Lynda Copeman, CISA Director and Kevin Henry, CISM Director, Neil MacDowall reported on the success of the CISA and CISM examination candidates during the past year. Chapter pass rates exceeded international levels by considerable amounts. Notably Mr. Neil Farish achieved the highest mark globally when he wrote the CISM examination in December 2007.

The 2008 CISA and CISM pins were presented to newly accredited CISA and CISM

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professionals present at the meeting by President Liz Gyalokay.

9. Membership

Marcel Lacasse, Director, Membership reported that in 2007/2008 membership in the Ottawa Valley Chapter had grown to 302 members, a year over year increase of 8%. Membership was made up of 53% CISA and 14% CISM. More detailed statistics were included in the Annual Report to Members.

10. Website

An update regarding the Chapter Website (<http://isaca-ottawa.ca>) was included in the Annual Report by Arnie Francis, Webmaster.

11. Bylaws

President Liz Gyalokay reviewed the process followed to amend the Chapter Bylaws. The process included acceptance by ISACA International. Liz indicated that in accordance with the accepted procedures and existing Bylaws the draft had been posted on the Website for review by Members. Liz then identified all the changes that had been included in the draft.

Marcel Lacasse moved that the draft Bylaws be approved by the Members. David Campbell seconded the motion. A unanimous vote in favour was taken by show of hands of Chapter Members. The updated Bylaws will be displayed on the Chapter Website. **RoD: AGM 2008-02**

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12. Nominations and Election

Liz introduced the Nominating Committee: Ivan Mylam and Neil MacDowall.

Ivan thanked Liz for her efforts as President 2007-2008 and formerly as Vice President Programs and presented Liz with a President recognition plaque.

Neil outlined the nomination and election process and introduced a slate of nominees as well as the proposed Advisory candidates.

President - Tony Brigandi CA, CISA, Office of the Auditor General
Vice President Programs - Selma Tennenhouse, SelmaRT Consulting
Secretary - Jane Pope CISA, Hallux Consulting
Treasurer - Noël Dubois, Price Waterhouse Coopers
Communications – Robert Venczel, Deloitte and Touche
Membership – Marcel Lacasse, Price Waterhouse Coopers
Director CISA Certification– Lynda Copeman CISA, National Defence
Director Governance - Dave Campbell CISA , Canada Revenue Agency
Director CISM Certification - Kevin Henry CISA, ISC²
Director Marketing -Andy Lim, CISM, CPM, EWA Canada
Director at Large – Mary McBride, M.J McBride Consulting
Past President - Liz Gyalokay, CISA Gyalokay Consultants

Upon appointment by the new Board Advisory Non-voting:
Academic Advisor - Qui Tong, University of Ottawa
Webmaster - Arnie Francis, Hallux Consulting

Neil called for further nominations from those present. There were none.

Bob Fox moved that the slate of nominees be elected by acclamation. The motion was

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seconded by Bob Mitchell. By show of hands all members present voted in favour.

RoD: AGM 2008-03

13. President Elect Objectives

Tony thanked the Membership and indicated that he was looking forward to service as President. Tony spoke of the strategic planning that had been conducted in 2007-2008 and the goals that he was planning towards for 2008-2009. The slides from Tony's address would be displayed on the Website.

15. Adjournment and Guest Speaker

Liz announced that Jim Robbins President EWA would be the guest speaker after the AGM luncheon.

Liz wished all members a good summer and adjourned the 2007 AGM.