
Minutes of the Board of Directors Meeting

Wednesday, January 10, 2007

The Board of Directors of the Security Analysis and Risk Management Association (SARMA) met at 4121 Wilson Blvd., Suite 800, Arlington, VA and by teleconference on January 10, 2007. Present were Ed Jopeak (President), Lisa Bendixen (Vice President), Ken Knox (Secretary), Geoff French (Treasurer), Robin Dillon-Merrill, and Irwin Pikus, being all directors and a quorum.

The President opened the meeting at 4:30 pm EST.

The minutes of the September 21, 2006 Board of Directors Meeting was approved as written. [Motion: Jopeak; Second: Pikus; Unanimous]

Reports of Officers and Committees

- **President's Report**
 - Call to Action: Mr. Jopeak urged all to seek new members for SARMA. Marketing materials will be made available to assist with this effort.
 - Re-organization: We are entering a new phase of the founding of SARMA, from start-up activities to more operations focused on our true mission. As part of this phase, a monthly meeting was suggested to share risk analysis ideas.
 - Task Tracker: Mr. Jopeak is using a spreadsheet to track the status of the various association activities, including management, financial, legal/policy, newsletter, conference, membership, and projects.
 - Corporate Sponsorship: We are close to finalizing several corporate sponsorships, and are considering incentives for higher levels of sponsorship.
- **Vice President's Report**
 - Newsletter: Need to make some basic decisions, such as frequency of publication, content, do we have a jobs section, length. Ms Bendixen proposes a bimonthly publication of approximately 10 pages for our first year. It will be offered in electronic format via the SARMA web site. Committee reports on SARMA activities will be included. Target date for the initial issue is early March, and will include the conference agenda and information.
- **Treasurer's Report**
 - Mr. French gave a summary of SARMA finances as of mid-December.
 - We are planning to file for IRS approval on our application for 501(c)(6) status.

- Secretary's Report
 - SARMA Elections: Dr. Knox summarized the requirements (per our Bylaws) for election of board members at the annual meeting to be held coincident with the May Conference at Georgetown University.
 - Nominating Committee: The Board appointed a five-member Nominating Committee comprised of Knox (chair), Jopeak, French, Dillon-Merrill, and Pikus. The Committee should begin identifying potential candidates.
 - A motion was passed to permit votes for Board members by either mail or by ballot in person at the Annual Meeting.
[Motion: Knox; Second: Jopeak; Unanimous]
- Membership Committee (report given by Mr. Jopeak): There has been minor activity on the web site. A few have tried to sign up and encountered problems with the site. Being addressed by our web developer.
- Conference Planning (report given by Dr. Dillon-Merrill):
 - We have two "unnamed" tracks, permitting people to move between both as desired. We are planning on 100 attendees, but can be adjusted.
 - Brochure is being developed. We anticipate printing 400 to 500 copies using in-house capability at Georgetown University. Will also have an electronic version for the web site.
 - Mr. Jopeak is seeking corporate sponsors for meals, reception, breaks, etc.
 - ACTIONS:
 - Need to identify speakers
 - Need conference title, photos, bullets/text on vision, and main speakers list for brochure by 19 January 2007
 - Need brochure by 30 January 2007
 - Block rooms at nearby hotel (preferably at government per diem rate)
- Open Discussion
 - Mr. Jopeak stressed that people with taskers need to be accountable to suspenses in order to keep our multiple activities moving forward.
 - Our Board meetings are open, and SARMA members are invited to attend and observe.
 - Projects: Initial project leads have been identified (see Task Tracker).

New Business – none

There being no further business, the meeting was thereupon adjourned at 5:50 pm EST.

Secretary

APPROVED:

President