

Global Chapter Committee Meeting

Monday – 22-Aug-2011, 19:00 UTC

AT&T bridge line: 866-645-3167 OR 816-423-4241 Participant Code: 8656478

Tuesday - 23-Aug-2011, 14h00 UTC

Bridge Line: 1-866-534-4754, Code: "OWASP" (69277), Skype sarah.baso to connect to US bridge line

Present:

Tin Zaw (22-Aug)
Mandeep Khera (22-Aug)
Gustavo Barbato (22-Aug)
Sarah Baso (22-Aug, 23-Aug)
Kate Hartmann (23-Aug)

Absent:

Matthew Chalmers
Puneet Mehta
Andrew van der Stock
Seba Deleersnyder

Meeting Minutes:

Results of 3 committee votes last week:

- Results of last week's committee votes are posted at:
http://www.owasp.org/index.php/Global_Chapter_Committee_Voting_Record
- The new local and regional event split policy under the chapter committee:

Financing of local and regional conferences by the foundation via chapter committee is considered a loan, and it is expected that the loan be paid back fully.

For first \$1000 of foundation's resources, there is no need to split the profits. If more than \$1000 of the foundation's resources are used, the profits are to be split 50/50 with no cap.

new local and regional event policy

- The new event split policy will apply to LASCON in Oct. 2011. TZ will follow up with Josh Sokol to let him know about this policy as well as the committee's decision not to approve Josh's request for funding to attend the chapter workshop at AppSec USA.

Chapter Finances

- Tin has had follow up conversations with Kate and Alison regarding the handling of chapter finances, specifically trying to address:
 - Who's money is it?

Although money is allocated to individual chapter budgets, it ultimately resides in the account of one legal entity - the OWASP Foundation.

- If a chapter buys something (hardware/fixed assets), how is it accounted for within the chapter as well as by the Foundation?

Local chapters requesting reimbursement for equipment, projectors, laptops, video equipment, etc: These items are considered fixed assets, and should be tracked by the Foundation. Even though they essentially belong to the chapter, by allocating and tracking them at the Foundation level, the accountability of the expense rests at the foundation level. The local chapter would then "donate" the cost of the equipment back to the Foundation. Essentially, the goal is to process requests for reimbursement on capital expenses by allocating the purchase as a fixed asset cost to the foundation, since local chapters do not fill out tax returns. The local chapter retains possession of the equipment.

Chapter Handbook

- There are a number of topics that need updating in the chapter handbook and not much progress has been made to the [draft handbook](#)
- SB to help divide up handbook and designate sections to committee members for review/drafting, then compile them for final review by the committee as well as open for public comment.
 - Mandeep - Finances
- We need to spend the upcoming weeks focusing on this goal/objective, with the following timeline:
 - SB to assign sections to committee members for review - ASAP
 - Committee members provide their updated sections by the Sept. Chapter Meeting - Sept. 12 & 13.
 - Sarah compile revisions by end of week - Sept. 16
 - Draft handbook ready for comment/revision at AppSec USA & AppSec Latam.
 - Mid October - make available for public comment.
 - End of October - Finished Handbook & committee vote

Vetting Chapter Leaders

- SB has received a few questions from local chapter leaders about how we "screen" individuals who want to become new chapter leaders.
- If local chapter already exists with a process in place for chapter leadership, we yield to their process. If new chapter/chapter restart - right now there is now
- SB to set up form for new chapter leaders to complete, asking for name, contact info, company, position, how/why they will be successful as a new leader, at least one recommendation (2 preferred).
- When submission received, SB sends to Chapters Committee to approve.

Chapter Leadership - Both Delhi and South Korea chapters are experiencing some conflict regarding new chapter leaders wanting to jump into a possibly inactive chapter to give fresh energy, but meeting resistance from current leadership. SB to follow up with Committee members on exact facts of each situation before committee decides on how to move forward (or whether to get involved at all). SB to follow up with new and old leaders of each chapter to encourage them to work together to move forward.

Chapter leader workshops

- AppSec USA - Mandeep and Tin will both be in attendance, no chapter leader sponsorships by chapter committee
- AppSec Latam & AppSec Asia - a few applicants for sponsorship to each. Need to make a decision on Latam applicants since deadline has passed. Sarah to set up scoring matrix for each applicant based on criteria proposed by Tin:
 1. *Leader's professional caliber (work experience/academic credentials), reputation (bad press, etc.) and experience with OWASP (what he/she has contributed to OWASP projects, chapters and events)*
 2. *Leader's experience in running a chapter -- more experienced chapter leaders can share more experience*
 3. *Chapter's strategic importance to application security and IT industry -- e.g., Shanghai and Argentina are more important than other areas because there is more IT activities in these areas*
- Proposed: only one chapter leader per chapter is able to receive funding to attend (i.e. if 2 chapter leaders from one chapter apply for funding, we only grant funding to one of them or ask them to split funding)