

**ISACA Chapter Annual Report**

(This report will also serve as your chapter's 2003 K. Wayne Snipes award entry form)

The Membership Board recently designed a new Chapter Annual Report for all ISACA chapters to complete and return to ISACA International. This process is meant to be as painless a task as possible, while ensuring that good governance is in place and that all chapters support and protect the ISACA brands. We know that chapter leaders are volunteers and are very busy, therefore this report is designed to be very succinct, easy to complete, and multi-functional, eliminating the need for complete of separate chapter award entries. Since the report is to be completed at the time of each chapter's AGM, it can also serve as a reporting mechanism back to the chapter members.

Through completing and submitting this report by the due date, your chapter will automatically be considered for the K. Wayne Snipes Chapter Recognition Award. The Membership Board will carefully consider the information provided within and the four worldwide winning chapters are eligible to win a free registration to an ISACA-sponsored conference. One of these winners, a small chapter, can choose between the registration or a discount of up to US\$1000 off the price of a PSS course. The same chapter cannot win the award three years in a row.

In addition, submitting copies of your newsletter with this report will automatically enter you into the "Best Newsletter Award" competition.

**Chapter Name:** *Victoria, B. C. Canada*

**Chapter Number:** *100*

**Reporting Period:** *1 July 2002 through 30 June 2003*

**Due date:** *15 October 2003*

All chapters are required to complete and return this form to the membership department by e-mailing it to [mmaynard@isaca.org](mailto:mmaynard@isaca.org) by 15 October 2003 to cover the twelve-month reporting period shown above.

**Governance Information**

Date of Last AGM	<i>June 21, 2003</i>	
Number of Chapter Board Meetings	<b>10</b>	
Date of Latest Audited Accounts	<b>From</b>	<b>To</b>
	Accounts not audited in past year. (We intend to audit accounts for 2003/04 FY.)	
<b>Please attach a copy of the latest auditor's certificate</b>		
<b>Prepared By</b>	<input type="checkbox"/> Paid Third Party	<input type="checkbox"/> Board Appointed Volunteer
Date of Last Election	<i>June 21, 2003</i>	

### Your Current Chapter Board

Please show if any board members have a financial relationship (e.g. paid lecturing, administrative support, etc.) with the chapter and attach details in a separate memorandum. ***This does not include reimbursement of out-of-pocket expenses, speakers' gifts under US\$250 in value, and similar minor transactions.***

<b>Position</b>	<b>Name</b>	<b>E-mail</b>	<b>Business Phone</b>	<b>Financial Relationship if over US\$250?</b>
<b>President</b>	Colin Booth	Colin.booth@gems8.gov.bc.ca	250-952-2492	None
Vice President	Sam Harris	<a href="mailto:Sam.harris@bcbc.bc.ca">Sam.harris@bcbc.bc.ca</a>	250-952-8611	None
Past President	Peter Smith	<a href="mailto:pgmsmith@shaw.ca">pgmsmith@shaw.ca</a>	250-721-9605	none
Membership Director	Sam Harris	<a href="mailto:Sam.harris@bcbc.bc.ca">Sam.harris@bcbc.bc.ca</a>	250-952-8611	None
Treasurer	David Lau	<a href="mailto:dlau@bcauditor.com">dlau@bcauditor.com</a>	250-356-2663	None
Secretary	Marda Forbes	Marda.forbes@gems6.gov.bc.ca	250-387-8182	None
CISA & CISM Coordinator	Alan Swiatlowski	Alan.swiatlowski@bcferries.com	250-978-1317	None
				None
<b>Other Board Members</b>				
<b>Position</b>	<b>Name</b>	<b>E-mail</b>	<b>Business Phone</b>	<b>Financial Relationship over US\$250?</b>
Seminar Chair	Faye Fletcher	<a href="mailto:ffletcher@bcauditor.com">ffletcher@bcauditor.com</a>	205-356-2644	None
Luncheon Coordinators	Alan Swiatlowski Milinda Vitharana Peter Smith	<a href="mailto:Alan.swiatlowski@bcferries.com">Alan.swiatlowski@bcferries.com</a> <a href="mailto:milinda.vitharana@consulting.fujitsu.com">milinda.vitharana@consulting.fujitsu.com</a> <a href="mailto:pgmsmith@shaw.ca">pgmsmith@shaw.ca</a>	250-978-1317 250-479-2772 250-721-9605	None
Communications Director	Jackie Mignault	Jackie.mignault@gems3.gov.bc.ca	250-387-6696	None
Asst. Treasurer	Violeta Magnaye	<a href="mailto:Violeta.magnaye@gems3.gov.bc.ca">Violeta.magnaye@gems3.gov.bc.ca</a>	250-356-0695	None
Asst. Chair Seminars	Pam Hamilton	<a href="mailto:pamilton@bcauditor.com">pamilton@bcauditor.com</a>	250-356-2646	none

### Chapter Statistics

<p><b>Number of members at close of month prior to Annual General Meeting (AGM)</b> 36</p>	<p><b>Chapter Dues Amount</b> US \$0</p>
<p><b>Newsletter Produced?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, please attach the last two issues of your newsletter to this report.</p> <p><b>Newsletter Method of Distribution</b> (check all that apply)  <b>E-mail</b> <input type="checkbox"/> <b>Regular Mail</b> <input type="checkbox"/> <b>Posted on Website</b> <input type="checkbox"/></p> <p>If other please specify:</p> <p><b>Frequency of Newsletter distribution?</b>  <b>Monthly</b> <input type="checkbox"/> <b>Quarterly</b> <input type="checkbox"/></p> <p>If other, please specify:</p>	<p><b>Does your chapter have a website?</b>  <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/></p> <p>If yes, what is the URL?  <a href="http://www.isacavictoria.ca/">http://www.isacavictoria.ca/</a></p> <p><b>How often is your web site updated?</b>  <b>Weekly</b> <input type="checkbox"/> <b>Monthly</b> <input checked="" type="checkbox"/> <b>Quarterly</b> <input type="checkbox"/></p> <p>If other please specify:</p> <p><b>Are your bylaws posted on your web site?</b>  <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> (but this is planned)</p> <p><b>Does your web site include job postings?</b>  <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/></p>

### CISA and CISM Statistics

<p><b>Did you run a CISA Promotion/Marketing Event in the past year?</b>  <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/></p> <p>Comments: CISA was promoted at several of our luncheons in the November 2002-March 2003; we did not hold a dedicated CISA promotion event</p>	<p><b>Did you run a CISM Promotion/Marketing Event in the past year?</b>  <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/></p> <p>Comments: see comments for CISA</p>
<p><b>If Yes, how many people attended your chapter's CISA Promotion Event?</b></p> <p><b>Did you run a CISA review course in the past year?</b>  <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/></p> <p>Comments: Course consisted of several evening sessions to review course study materiel</p> <p><b>If Yes, how many people attended your chapter's CISA review course?</b> 2</p>	<p><b>If Yes, how many people attended your chapter's CISM Promotion Event?</b></p> <p><b>Did you run a CISM review course in the past year?</b>  <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/></p> <p>Comments:</p> <p><b>If Yes, how many people attended your chapter's CISM review course?</b></p>

**Chapter Event\* Summary** (add additional sheets if necessary):

The below information is used for K. Wayne Snipes Award determination.

Date Ddmm yy	Meeting Type (CISA, CISM, educational, social, etc.)	Total attende d	CPEs	Topic and Speaker (if multi-track seminar, say "multi-track")	Comments	Member Fee	Non Mem Fee	City or cities of event	Online Regis- tration?
18/09/ 02	Luncheon (see note below)	39	1	"Is your organization failing to manage it's risks?" Shayne Gregg, Partner, Deloitte & Touche	Shayne leads the D&T IT Risk Management practice in Vancouver, B.C.	12	17	Victoria	yes
16/10/ 02	Luncheon	24	1	"E-Business strategy – BC Buildings Corp. approach" Wayne Jensen, Executive Director, BCBC	Highlighted control issues needed for successful e- business	12	17	Victoria	Yes
20/11/ 02	Luncheon	39	1	"Changing Government Financial and Program Framework" Arn van Iersel, Comptroller General, B.C. Government	Arn is leading significant changes in financial system management and control for the Government of B.C.	12	17	Victoria	Yes
13/12/ 02	Luncheon	12	1	"Preservation of Digital Records" Gordon Gunn, KPMG	Focused on risks of digital media caused by rapid technological change	12	17	Victoria	Yes
15/01/ 03	Luncheon	51	1	"Issues in computer forensics" Francis Graf, CEO, Forensic Data Services	IT forensic investigation procedures and demonstration of Encase software	12	17	Victoria	Yes
27 & 28/01/ 03	Seminar (2 day)	18	14	"How to audit cross platform applications" Stu Henderson	Seminar attendees gave this a very high approval rating	600	650	Victoria	Yes

19/02/03	Luncheon	60	1	"Identity Theft" Susan Bedwell, Physical Security Specialist, B.C. Government	Presentation covered current risks, techniques used to perpetrate theft and actions which can be taken to protect against ID theft. Susan is a former Police Officer.	12	17	Victoria	Yes
19/03/03	Luncheon	42	1	"Control Risk Self Assessment for IT projects" David Fairbotham, Executive Director, Internal Audit, B.C. Government	Presentation covered development and use of a self assessment tool and framework developed by Internal Audit	12	17	Victoria	Yes
16/04/03	Luncheon	31	1	"Protection of Personal Information" Sharon Plater, A/Director, Corporate Information & Privacy Branch, B.C. Government	Presentation focused on the Provinces' new Public Sector Privacy Legislation	12	17	Victoria	Yes
15/05/03	Luncheon	40	1	"Education on the Web" Laura Proctor, IT Specialist, University of Victoria	Overview of educational uses of the Internet and Web.	12	17	Victoria	Yes
06/06/03	Seminar (members only)	21	4	"CICA Trust Services (SysTrust & WebTrust)" Paul Zonneveld & Shayne Gregg, Deloitte & Touche	Update on Trust Services changes, impact on outsourcing, impact of SOX, reasons for following this model	<b>Free!</b> For Victoria Chapter Members only		Victoria	Yes

NOTE: Luncheon meetings typically include brief presentation on ISACA and/or promotion of CISA/CISM or upcoming seminars and a main presentation lasting between 30-60 minutes including Q & A time. Luncheons are held at a private club that has excellent reputation for fine meals. The luncheon meal is served.

### Chapter Involvement

		Comments/Details
Is your chapter involved in the CISA Item Writing Program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Is your chapter involved in the CISM Item Writing Program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Does your chapter contribute funds to ITGI?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	\$US500
Is your chapter involved in other research work?	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	\$CDN500 support to the ISACA sponsored project at University of Waterloo (funds sent through ISACA Toronto)
Is your chapter involved in actively promoting student membership?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Is your chapter involved in the University Advocate Program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Does your chapter have new member and retention initiatives in place?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

### Chapter Involvement with Other Professional Organizations

<b>Organization</b>	<b>Details</b>
Accountancy Body	
Computer Society	Informal contacts with local Chapter of the Project Management Institute
DPMA	
IIA	
ISSA	
Other	

### How has the chapter become more valuable to its members?

<b>1</b>	Established working relationship with provincial government IT Learning Branch. (see Special Achievement section below)
<b>2</b>	Provided FREE half day seminar on Trust Services. (SysTrust/WebTrust)
<b>3</b>	

**Please list any special achievements of which your chapter is especially proud:** Established working relationship with the IT Learning Branch of the B.C. Government in early 2003. The IT Learning Branch co-ordinates and funds all learning activities of Provincial Government employees; as we are located in the Provincial capital city, our target market is primarily government employees or contractors working for government. The IT Learning Fund is now paying luncheon fees for government IT staff; this has noticeably increased our luncheon attendance and given us greater exposure to a large workforce.

**Please indicate any financial marketing assistance received from ISACA Headquarters in the past year: none**

**Recommendations or questions for ISACA International / Key Boards:**

**Please attach the following pages to completely answer the items on this form:**

- |  |   |
|--|---|
| <b>1) Latest auditor's certificate or signature page</b> | <b>3) Newsletter (if produced)</b>            |
| <b>2) Financial relationship details (if any)</b>        | <b>4) Any additional pages of information</b> |

Respectfully submitted by:

Name: Colin Booth

Chapter Position Held: President

Date: October 9, 2003

**For ISACA International use only:**

Date received: