



## Kentuckiana ISACA Website

The purpose of this news letter is to provide a medium by which the Kentuckiana ISACA members can share auditing information, enable new members to establish a professional network, provide valuable career opportunities to members, and keep membership updated on the industry trends. Also available from your Kentuckiana ISACA group is our web-page that contains similar information in a dynamic and GUI format. If you have not seen our website, please check it out [here](#).

This award winning site contains chapter general information, career opportunities, past newsletters, contact information, reference material and more.

## Next ISACA Lunch Meeting

**Time:** March 22 at 11:30 (registration)

**CPE:** 1 CPE Hour (Certificates available upon request)

**Speaker - Topic:**

**Chad Kimball**

**3rd Party Assurance Solutions - SAS-70, SysTrust, and WebTrust reports**

**Location:** Vincenzo's

**Menu Selections:**

**Caesar w/Chicken Salad**

**Country Club Sandwich**

**Farfalle w/Chicken (pasta)**

**RSVP:** Carrie Ramsey (By March 18th Please note, without an RSVP your lunch choices may be limited.)

Office: (502) 627-4738

[Carrie.Ramsey@lgeenergy.com](mailto:Carrie.Ramsey@lgeenergy.com)

**Cost: \$20.00**

Use PayPal (see explanation in 'Paypal Payment Instructions) or remit at meeting.

## Career Opportunities

The KY ISACA Chapter strongly believes in providing a medium by which members can network and grow professionally. To that end, the KY ISACA chapter offers a web page for job opportunities to our members and to the community. If you are interested in posting job opportunities on our website, please contact Michael Vincent for more information.

Current career opportunities posted are located on our [Louisville Area Job Openings Page](#).

Thank you for supporting the KY ISACA Chapter.

## Paypal Payment Instructions

**PayPal** is a quick and simple way to pay for monthly IIA meetings. From the chapter web site ([ISACA](#)), go to the meeting and seminar schedule page. Click the "pay now" button for the meeting you wish to pay for.

If you already have a "PayPal" account, simply verify the amount, enter your log-in and password. *If you don't already have a "PayPal" account*, you will need to fill in the information for new members (similar to other e-commerce web sites such as Amazon).

Once you have completed the transaction, you will be sent an e-mail receipt by PayPal and be returned to the Louisville IIA web site. The local chapter also receives an e-mail that tells us you have paid.

You will **still need to contact Carrie Ramsey** with your menu choice. All information is exchanged via HTTPS protocol (secure and encrypted) and remains with PayPal.

## Reminder: CISA Review Course

Good luck to those preparing to take the CISA!

There is still time to sign up for the CISA Review course being offered by the chapter. If you would like to sign up for the review course, please visit our web site [here](#) for details.

If you are taking the review course, please be sure to have your calendar marked for March 12<sup>th</sup> and 13<sup>th</sup>!

## PRESIDENT'S MESSAGE

From the desk of [Debbie Shelton](#)

Hello everyone,

Although the venue for our February meeting was changed at the last minute, everyone appeared to have received the message in time for a great turnout. Our thanks go out to Carrie Ramsey for all of her efforts to put the meeting logistics together each month—with a special thank you this month for the extra effort required. In addition, Dave Barker and Bruce Edwards made an informative presentation entitled *Wireless 101*. They even included a demo of some of the equipment they used for their audit. Thank you, gentlemen.

Chad Kimball, Ernst & Young will be sharing his thoughts on *3rd Party Assurance Solutions - SAS-70, SysTrust, and WebTrust reports* this month. And we're planning to have a large audience. As a part of Chapter marketing, Matthew Littlefield has invited a number of IT auditors from local companies to be our guests in March to see what we're all about. We hope to generate interest for Chapter expansion. Please plan to join us, if possible, to play host to our guests. We'll meet at Vincenzo's (we hope) on March 22 at 11:30.

Our appreciation is also extended to Lisa Buckner for coordinating the 2005 CISA Review course. The weekend blitz, March 12-13, features Trony Clifton and as of March 2, 10 people plan to attend. Good luck to all who are preparing to sit for the exams in June. By the way, take a look at the ISACA website ([www.isaca.org](http://www.isaca.org)). Beginning in 2005 the exam will be offered twice each year. I believe in June and November.

The Chapter is currently conducting its search for 2005-2006 Chapter Officers. Unfortunately, little interest has been demonstrated thus far. Attached below is information regarding roles and responsibilities for those positions. In the past, we've been flexible to combine or divide up responsibilities, as necessary. Please consider volunteering to serve the Chapter. If you are unable to serve as an Officer or Chairperson, would you consider being a meeting presenter, or taking responsibility for recruiting a presenter or assisting with coordination of a seminar? There are many ways to participate. We'd like to hear your ideas and we need your participation for a healthy chapter.

New Officers will be elected at the April meeting with the intent that a transition will occur through mid-summer. Please contact me if you are interested in an office or any time if you have any questions. We are constantly looking for new members. Please refer prospects to one of our Board members so we can get them on the mailing list.

We look forward to seeing you on the 22th.

Best regards,

Debbie Shelton

## **ISACA Officer Descriptions**

Position Descriptions are noted below. It is not uncommon for someone to hold two positions, such as Vice President and Web Master, so if you are interested in more than one position, please make that known. All members are encouraged to participate.

Below are a list of positions and requirements for the ISACA board members. Each year, the ISACA board works hard to affect positive change and maintain the level of excellence that is expected from ISACA. Special thanks to all of the members of our board who strive for excellence and who volunteer their time to serve.

The 2004-2005 Board

### **The Chapter President shall:**

- \* Preside at all meetings of the Chapter and the Chapter Board
- \* Coordinate Chapter Board meetings
- \* Appoint, with the approval of the Chapter Board, all committee chairpersons and committee members
- \* Be an ex-officio member of all committees except the Nominating Committee
- \* Represent the Chapter at Leadership Conference/Presidents Council Meeting(s)
- \* Maintain communications with the Association and respond to Association inquiries
- \* Be responsible for submission of the chapter annual report to the Association within 30 days after annual general meeting
- \* Supervise budgetary matters and proper internal control of finances

### **The Chapter Vice President(s) shall:**

- \* Perform the duties of the President in the event of his/her absence or disability
- \* Assist the President in special projects
- \* Attend Chapter Board meetings
- \* Contribute to the chapter annual report, as appropriate

### **The Vice President of Programming shall:**

- \* Work with the Chapter membership to develop a program schedule
- \* Work with the speakers to ensure preparation for presentations (equipment availability and set up, handouts, etc.)
- \* Assist in the development of Chapter sponsored seminars
- \* Lead the efforts in finding suitable meeting location(s), contracts for meals (if appropriate), etc.

- \* Attend Chapter Board meetings
- \* Contribute to the chapter annual report, as appropriate
- \* Collect RSVPs for meetings, create sign-in sheets and submit meal selections to the provider
- \* Maintain name tags, sign-in members at meetings and collect meal fees
- \* Maintain attendance records
- \* Work with the Treasurer to submit collections

### **The Chapter Secretary shall:**

- \* Take minutes of the meetings of the Chapter Board and membership meetings and maintain the files of previous minutes for at least three (3) years
- \* Attend Chapter Board meetings
- \* Be responsible for the legal affairs, Chapter reports, and communications and correspondence pertaining to the Chapter
- \* Contribute to the chapter annual report, as appropriate

### **The Chapter Treasurer shall:**

- Be custodian of Chapter funds
  - \* Maintain chapter checkbook and managed investments - currently certificates of deposit
  - \* Accept receipts from monthly meetings. Reconcile the amounts received to attendance listing and number of meals served.
  - \* Deposit cash receipts from meetings and chapter dues
  - \* Reconcile checkbook
  - \* Pay invoices
- \* Receive all monies and disburse funds only upon the sanction of the Chapter Board, or the Chapter membership
- \* Remit dues to the Association as required
- \* Submit a written report at each Board meeting
- \* Submit books and records for audit
- \* Attend Chapter Board meetings
- \* File any and all tax forms required
  - \* Prepare annual financial statements for inclusion in chapter tax return
- \* Maintain details records for audit of chapter records
- \* Contribute to the chapter annual report, as appropriate

### **The immediate Past President of the Chapter shall:**

- \* Attend Chapter Board meetings
- \* Serve in an advisory capacity
- \* Perform other duties as assigned by the President

### **The Webmaster shall:**

- Update web site for new content such as meetings, newsletters, officer contact information, etc.
- Maintain security of web site password
- Configure PayPal ecommerce transactions used on

web pages

- Technical administration of chapter PayPal account
- Administration/configuration of special email addresses to forward to appropriate chapter officers
- Contribute to the chapter annual report, as appropriate
- Other related duties as required

**The CISA Coordinator shall:**

- \* Responsible for being a source of information to current and prospective CISAs and CISM's
- \* Actively promote the CISA exam and program
- \* Coordinating a CISA review if the Board deems it beneficial to members
- \* Contribute to the chapter annual report, as appropriate

**The Newsletter Editor shall:**

- \* Gather information and prepare and submit to the Chapter a newsletter prior to each meeting and at other times, as necessary
- \* Coordinate with the Webmaster to have the newsletter posted on the Chapter website

**The Membership Director shall:**

- \* Maintain accurate lists of the membership
- \* Actively pursue new members
- \* Address Association inquiries, as appropriate
- \* Contribute to the chapter annual report, as appropriate

**The Academic Relations Liaison shall:**

- \* Liaise with local colleges and universities and/or the university's academic advocate
- \* Create relationships with university and college contacts
- \* Contact professors and instructors to promote ISACA and the ITGI and forward contact information to the director of academic relations, [research@isaca.org](mailto:research@isaca.org).

**The Standards Liaison shall:**

- \* Act as Chapter's primary contact with the Standards board
- \* Solicit feedback from Chapter members on exposure drafts of standards, guidelines and procedures
- \* Schedules and ensures proper delivery of the International Headquarters/Standards Board PowerPoint presentations to the Chapter.

**The Chapter Members shall:**

- \* Actively participate in Chapter meetings
- \* Occasionally volunteer as a presenter at Chapter meetings
- \* Assist Chapter leaders with special projects such as meeting coordination, development and scheduling of seminars, etc. as needed

## **Kentuckiana Chapter Officers\*\***

Chapter Position	Name of Officer
President	<a href="#">Debbie Shelton</a>
Vice President and Web Master	<a href="#">Bruce Edwards</a>
Vice President of Programming	<a href="#">Matthew Smith</a>
Vice President -- Newsletter Editor & Membership Recruitment	<a href="#">Michael Vincent</a>
Secretary	<a href="#">James Rose</a>
Treasurer	<a href="#">Melissa Perry</a>
CISA Coordinator	<a href="#">Lisa Buckner</a>
Academic Relations Liaison	<a href="#">Mike Howell</a>
Standards Coordinator	<a href="#">Nick Edmonds</a>
Past President	<a href="#">David Reilly</a>

# Calendar of Events

**ISACA**

**RSVP: [carrie.ramsey@lgeenergy.com](mailto:carrie.ramsey@lgeenergy.com)**

Date / Location	Topic	Speaker
9/28/2004 Vincenzo's	Perimeter Security	Keith Fowler/Britt Crawford – LG&E Energy
10/26/2004 Vincenzo's	TBD	
11/9/2004 Partner with IIA Bristol - Downtown	Systems Development Life Cycle Auditing	Teresa Snedigar IIA District Rep.
12/14/2004 Partner with IIA Bristol - Downtown	Fraud Hotline and Compliance Program	Jodi Renn & Kevin Field KY Housing Corp.
1/25/2005 Vincenzo's	Auditing PeopleSoft ERP's: World, Enterprise One and Enterprise	Nick Edmonds - Yum
2/22/2005 Vincenzo's	Wireless 101	Bruce Edwards - Humana Dave Barker – U of L
<b>3/22/2005 Vincenzo's</b>	<b>3rd Party Assurance Solutions - SAS-70, SysTrust, and WebTrust reports</b>	<b>Chad Kimball</b>
4/26/2005 Vincenzo's	IT security policies, procedures, and standards Annual meeting to elect 2005-2006 officers	Shannon Tompkins, MBA, CISSP, MCSE
5/10/2005 Partner with IIA	TBA	

**Institute of Internal Auditors**  
**RSVP: [carrie.ramsey@lgeenergy.com](mailto:carrie.ramsey@lgeenergy.com)**

<b>Date</b>	<b>Topic</b>	<b>Speaker</b>
9/14/2004 Bristol Downtown	Financial Auditing	Jennifer Burke - Crowe Chizek
10/12/2004 Bristol Downtown	Sarbanes-Oxley Act: 1 ½ Years Later	Dave Calzi - Partner, Ernst & Young
11/9/2004 Bristol Downtown	Systems Development Life Cycle Auditing	Teresa Snedigar IIA District Rep.
12/14/2004 Bristol Downtown	Fraud Hotline and Compliance Program	Jodi Renn & Kevin Field KY Housing Corp.
1/11/2005 Bristol Downtown	TBA	Norm Williams Williams Financial Investigations
2/8/2005 Bristol Downtown	Privacy Act	Mike Cook The Cook Group
3/8/2005 Bristol Downtown	Forensic Accounting	Tim Snoddy Snoddy Consulting
4/12/2005 Bristol Downtown	Economics of Baseball	Anthony Ward, Comptroller, Cincinnati Reds
5/10/2005 Bristol Downtown	TBA	