



THE FORUM ESTABLISHED TO FACILITATE THE EXCHANGE AND DISSEMINATION OF INFORMATION REGARDING ALL ASPECTS OF CONTINGENCY PLANNING IN BOTH THE PRIVATE AND PUBLIC SECTORS, INCLUDING BUSINESS INTERRUPTION AVOIDANCE, BUSINESS RESUMPTION PLANNING, CONTINGENCY OPERATIONS, AND DISASTER RECOVERY PLANNING.

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**MINUTES**  
**General Membership Meeting**  
**April 17, 2008      2:00 p.m.**  
**Express Scripts, Inc.**

**Attendees:**

Basso, Lou .....	Input Technology	McDonough, Shawnee ....	Anheuser-Busch, Inc.
Bathon, Anna .....	Bank of America	Monroe, Tim.....	AOS
Bufalo, Vance .....	Ameren	Paddock, Milan .....	Business Continuity Planners
Cannon, Michael .....	Centene Corporation	Roeseler, Tom .....	Bank of America
Chesson, Jehu .....	MasterCard Worldwide	Seals, Jon .....	Disaster Recovery Journal
DiMaria, John .....	BSI Management Systems	Smallwood, Lisa	
Dolgin, Harlan.....	Reuters America, LLC	Spears, Keith .....	Enterprise Rent-A-Car
Drescher, Dan .....	Charter Communications	Stephenson, Marc .....	Charter Communications
Farinella, Sam .....	Input Technology	Thomas, Paul .....	DR International
Gonzalez, Carolyn.....	MasterCard Worldwide	Tognarelli, Gail .....	Express Scripts
Kilroy-Govero, Pat .....	Express Scripts	Weber, Gene .....	Express Scripts
Kriegshauser, Herman ....	The Salvation Army	Westrich, Eric.....	Express Scripts
Laney, Merlin.....	Wachovia	Woita, Glen .....	Centene Corporation
Mehrhoff, Kate.....	CitiMortgage	Zimmerman, Laura .....	Graybar Electric
Moynihan, Matthew .....	Fusion Risk Mgmt, Inc.		

The General Membership Meeting of the MidAmerica Contingency Planning Forum was held on Thursday, April 17, at Express Scripts, Inc., beginning at 2:00 p.m.

President Anna Bathon welcomed everyone and thanked Gail Tognarelli and Express Scripts for hosting the meeting. She encouraged members to contact any of the Board members with suggestions for future meeting topics, meeting sites, or any concerns/comments regarding the Forum. Introductions by all in attendance followed.

***Previous Meeting Minutes***

The meeting minutes for the March General Membership Meeting have not yet been completed or distributed.

***Program Updates***

Program Director Gonzalez provided the following upcoming meeting dates:

May 15 – CERT and Their Role in Your Company's BC Plan @ Scottrade

June 19 – Effectively Communicating During a Crisis @ Express Scripts

July 17 – STARRS Program Update (tentative topic) @ TBD

The attendees were reminded to contact Carolyn Gonzalez at [carolyn\\_gonzalez@mastercard.com](mailto:carolyn_gonzalez@mastercard.com) or call her at 636-722-7725 with any offers to assist with future meeting sites or speakers.

***Membership Status Report***

The Membership Status Report was given by President Bathon, reporting we have 60 members in good standing with 51 still not yet renewed for 2008. Membership Director Roger Hunt will be reaching out to those with outstanding status to determine their plans to renew or drop their membership.



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### **Treasurer's Report**

President Bathon provided the Treasurer's Report, stating the group has a balance of \$3,874.90 in the checking account.

### **Upcoming Activities**

Upcoming activities that may be of interest to MCPF members include:

- May 14–16 – BCP501 Instruction and Certification at Express Scripts. Register online at Disaster Recovery Institute (DRI.org) - [www.drii.org/DRII/Courses/wfCourseDescription.aspx?ID=14&PID=0805501STL&FID=MAIN](http://www.drii.org/DRII/Courses/wfCourseDescription.aspx?ID=14&PID=0805501STL&FID=MAIN)
- May 20-22 – CPM 2008 West Conference in Las Vegas, NV - <http://www.contingencyplanning.com/mcv/events/west/>
- September 14-17 – DRJ Fall World 2008 Conference in San Diego, CA - [http://www.drj.com/index.php?option=com\\_content&task=view&id=2072&Itemid=597](http://www.drj.com/index.php?option=com_content&task=view&id=2072&Itemid=597)
- DRJ Webinars - <http://www.drj.com/special/webinars/>
- Missouri SEMA Training Schedule - <http://training.dps.mo.gov/sematraining.nsf/TrainingSchedule?OpenForm>

### **New Business / Announcements / Miscellaneous**

Member Gene Weber with Express Scripts reminded the group of the upcoming BCP 501 course being presented at Express Scripts for those interested in working toward their certification. A flyer providing details was provided, as well as an email notification was distributed to the membership. Everyone was reminded that this course is considered a "refresher" course and should not be considered for beginners to the contingency field. Questions should be directed to Eric Westrich with Express Scripts at 314-872-2768 or [ewestrich@express-scripts.com](mailto:ewestrich@express-scripts.com).

Member Paul Thomas informed the group that DRII just announced a new certification for vendors – CBCV. More information related to this certification is available through the DRII website – [http://www.drii.org/DRII/courses/certification\\_cbcv.aspx](http://www.drii.org/DRII/courses/certification_cbcv.aspx).

### **Featured Presentation**

With no additional new business to discuss, the meeting moved to the Featured Presentation – **BS 25999 – The New Generation of Business Continuity Management**. John DiMaria of BSI Management Systems was the speaker.

Highlights from the presentation include:

- Who developed BS 25999
- Why was BS 25999 developed?
- Understanding BS 25999 Part 2
- Integration with other solutions
- The certification process
- What training is available?

Who developed BS 25999 – Leading experts in business continuity from both private and public sector.



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#### Why was BS 25999 developed?

- We live in a more uncertain world with new and evolving risks
- Ensuring survival of an organization is a top management priority
- More Board awareness of business disruptions and their impact on profits
- Civil contingencies/Homeland Security and similar obligations
- Provides common framework based on internationally accepted best practices for implementing and management business continuity
- Provides framework for organizations of any type, size, and location
- Improve operational effectiveness of an organization
- Allows for the proactive management of business risks
- Help demonstrate applicable laws, regulations and contractual requirements are being observed
- Brings a common understanding to the marketplace
- Facilitates integration and compliance with other required regulatory requirements

#### Understanding BS 25999 Part 2

- Part One provides BCM recommendations
- Part Two provides an auditable management system framework for managing business continuity
- Basic layout of Part 2 is Plan – Do – Check – Act

#### Integration with other solutions

- PLAN – Establish and manage the Business Continuity Management System (BCMS)
- DO – Implement and operate the BCMS
- CHECK – Monitor and review the BCMS
- ACT – Maintain and improve the BCMS

#### The certification process

- Certification involves a third party visiting an organization assessing their management system against the requirements of a standard.
- This, hopefully, results in the issuing of a certificate of registration to show that the organization abides by the principles set out in the standard, following industry best practice.
- Certification is important because:
  - Demonstrates to stakeholders that key services and products can continue to be delivered and applicable laws are being observed
  - Offers global consistency in BCM implementation
  - Protects the interests of shareholders, brand, and reputation
  - Mandating certification from suppliers can help reduce supply chain risks
  - Reduces overall burden of internal and external BCM audits
  - Adds value to the business by identifying opportunities for improvement
  - Demonstrates a commitment to business continuity and is an investment in your survival



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What training is available?

- Understanding BS 25999 – 2 days, provides solid understanding of business continuity management (BCM)
- Implementing BS 25999 – 2 days, provides practical tools and methods of implementing BCM
- Internal Auditor – 3 days, assists participants in developing their skills and knowledge to conduct audits and self-assessments against the requirements of BS 25999
- Lead Auditor – 5 days, provides the skills and knowledge to conduct and lead effective business continuity management system audits

Mr. DiMaria fielded questions following his presentation. Copies of the presentation material are available through the Forum's website (<http://www.drj.com/groups/mcpf/mcpf.htm>) or by request. John stated that he has a budget for executive briefings at individual organizations if anyone is building a business case and feels it may help. Contact information is available through the presentation material.

Thanks to John DiMaria for his wonderful discussion related to this topic.

Following the conclusion of the presentation, the attendance drawing was held. The winners include:

Shawnee McDonough - First Aid Kit  
Jon Seals - Moon Light Pack  
Laura Zimmerman - Flashlight Pack

Congratulations to all the winners.

The next meeting of the MCPF General Membership is scheduled for Thursday, May 22, at Scottrade Offices. The featured topic will be CERT and Their Role in your Company's BC Plan. Announcements will be distributed in early May.

There being no further items for discussion, the meeting concluded at 4:00 pm.

Recorded by:

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