

2- Motion for Secretary to add additional funding

From: Fernando B., Secretary Area 67

To: SETA Area Assembly

Motion

Request additional funding of **\$370** to cover future costs of transcription services and printing of the 3rd Quarter 2025 Assembly Minutes.

Background information:

Estimated Costs:

Printing: 50 English copies and 25 Spanish copies per quarter = **\$250 per quarter, Total \$250- October Assembly**

Transcription Service (TurboScribe):

\$20/month (billed monthly, already used for July/June Assembly).

■ **\$80 for September, October, November and December**

\$120/year (single-user annual license).

\$120/year (Teams license, multiple-user access).

Request:

Approval for additional monies to cover transcription services (annual license recommended for cost efficiency) and printing for the next two assemblies.

Total additional monies requested: \$250 + \$120 (annual license)

Supporting Documentation:

Security of Turbo Scribe