

SETA IT Committee Meeting Minutes
2/18/2012

In Attendance:

Chair: Steve E.

Alt. Chair: Eddie A.

Secretary: Geoff J.

Postmaster: Cheryl M.

Webmaster: Jeff H.

Support: Glenn B.

4:05pm Meeting opened with prayer

4:07pm Approved last meeting's minutes with slight changes (Steve B. -> Glenn B.; Jeff V. -> Jeff H.)

4:09pm Jeff H. gives Webmaster report

coordinating with Intergroup about list of group names/contacts

scrubbing website update files with help of Betsy before posting

adding watermarks to files

noticing users not using SETA email addresses

suggestion is made that Jeff coordinate with Lee G. (Liason) at Intergroup and SETA Registrar for definitive list of groups/contacts

4:14pm Glenn B. gives Support report

Steve brought over hardware inventory

Glenn is looking at them to get broken ones working and see what can be salvaged

makes suggestion about installing open source office software to save money

discussed options with Steve about solutions for helping SETA Registrar at Assembly and integrating with email system

4:20pm Steve E. gives Postmaster report on behalf of Cheryl M.

separated email groups Newsletter and Announce because of feedback

noticing increasing spam problem - Cheryl will mess with spam filter settings to try to improve performance

changed a couple of account names to standardized name format

suggests that Cheryl should give an email usage training presentation at the next Assembly

4:28pm Steve E. gives Chair report

some discussion about IT solutions for registration at Assembly

expects to hopefully introduce web guidelines at April Assembly with vote for web guidelines approval at July Assembly

hoping to send guidelines out for workshop-via-email feedback if there isn't time for actual in-person workshop at April Assembly to introduce guidelines and solicit feedback

spends a bit of time describing how workshops usually work

announces he'll be giving a presentation for District 31 - 3/18 from 2-4pm on anonymity in the digital age

4:38pm No New Business

4:38pm Old Business

resume web guideline discussion at page 7 (4. SETA IT Chair)

some discussion about what "Review Panel" is

discussion about who can send requests to post material and updated wording (whether requests can only come from seta email addresses)

reviewed submittal process/guidelines in Appendix

some discussion about how process/guidelines will be included in the web guidelines proposal

some discussion about including content and change requests in submission section

some discussion about making sure DCM's are able to maintain their section of the SETA website within these guidelines

5:48pm expectation that next meeting we will preview Cheryl's email usage presentation

5:50pm looked briefly about Hardware guidelines

5:54pm meeting closed with responsibility statement