SETA IT Committee Meeting Minutes

08/24/2013

In attendance		Position/Description	Name
	☑	Chair:	Marshall W.
	☐	Alt Chair:	(open)
	☑	Webmaster:	Jeff H.
Via GoToMeeting	☑	Alt Webmaster:	Mike B.
	☐	Secretary:	Geoff J.
	☐	Alt Secretary:	(open)
Via GoToMeeting	☑	Postmaster:	Kyna D.
	☐	Alt Postmaster:	(open)
Via GoToMeeting	☑	Support:	Donni M.
	☐	Alt Support:	(open)
	☑	IT Review: (Scrubmaster/Past Delegate)	Betsy G.
	☑	Off Going Chair	Steve E.
Via GoToMeeting	☑	CFC Committee Liaison	Dori C.
	☑	Visitor	Earnest
	☑	IT Liaison – District 40	Jackie V.
	☐		
	☐		
	☐		

10:30 Meeting opened with Serenity Prayer by Marshall W.

Meeting Minutes – Betsy G.
- July minutes presented, Steve E. motioned to accept the minutes as amended, Jackie V. second - passed

Webmaster Report – Jeff H.
- No SETA website backup since July, however, Alt Webmaster has backed it up since then. Refer to *IT Committee - Webmaster's Logbook* for history.
- Nine postings to website for past month. Alt Webmaster included on correspondence.

IT Review Report – Betsy G.
- Website posting requests have been meeting guideline requirements.
- Several SPAM emails from Facebook have been rejected, will try to determine source and resolve.

Postmaster Report – Kyna D.

- Monitoring traffic
- Much discussion on moderating group mail lists
  - Will moderate only these five mail lists: SETA Newsletter, SETA Vote, SETA All, SETA Announce, SETA Roster. Moderator for other lists to be turned off.
  - Follow up correspondence concerning SPAM mail via the CFC list indicate additional moderating may be implemented – yet to be decided upon
  - Jeff H. motioned to include IT Chair and Postmaster be included on all SETA mail lists in order to monitor traffic, Kyna D. second - passed

OLD BUSINESS:
- SETA IT assets –
  - Equipment is now with new Marshall W. with a few exceptions
  - Need to determine how to disposition antiquated equipment, i.e., e-cycling disposal. Some old equipment stored at SETA Archives facility
  - Remaining assets from Mike W. to be delivered to Mark Dube via Mike's sister.
- SETA Ad Hoc Committee - Cooperation vs. Affiliation – Betsy G.
  - The committee met on August 3, 2013, via Go-To-Meeting. Harold announced that I would be representing the SETA IT Committee.
  - Harold has selected participants from the entire SETA area, including Beaumont, Bryan/College Station, Lake Jackson, Katy and other locations closer to the center of Houston.
  - There was a lengthy discussion concerning the scope of the committee and the topics we would cover during our discussions.
  - There was a lengthy discussion related to the web site and several links and flyers to outside organizations, such as Intergroup and other entities with whom SETA committees cooperate. No decisions were made at this meeting.
  - The committee will meet again via Go-To-meeting on Sunday, September 1st.
- Final set of guidelines – Steve E.
  - Need to address hardware/software Life Cycle management
  - IT Committee members need to review Current Guideline Draft Versions (http://www.aa-seta.org/itpolicy/index.shtml (General, Web & Email)) for discussion at September meeting.

NEW BUSINESS:
- Steve E. announced Geoff J. has stepped down as IT Secretary – position now vacant.

11:45 Jackie V. motioned to adjourn meeting, Kyna D. second – passed