SETA IT Committee Meeting Minutes

09/24/2013

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

10:40 Meeting opened with Serenity Prayer by Marshall W.
   Note: GoToMeeting issues encountered – no online guests
Meeting Minutes – Jeff H.
- August minutes presented, Betsy G. motioned to accept the minutes as amended, Donni M. second - passed

Webmaster Report – Jeff H.
- SETA website backed up 08/24. Refer to *IT Committee - Webmaster's Logbook* for history.
- Fourteen postings to website for past month. A few flyers not meeting guidelines – corrected prior to posting.

IT Review Report – Betsy G.
- Website posting requests have been meeting guideline requirements.
- At least four rejects from outside non-profit solicitations – need to add to blocking list if not already added.

- Discussed methodology for email moderating, accepting and rejecting requests.

Postmaster Report – Kyna D. – no report

IT Support – Donni M.
- Betsy G. will donate a lap top and printer to the SETA - IT Committee to manage. Laptop may need new battery.
- Marshall W. reported Steve E turned over three Del laptops – will give to Donni M. for cleaning and retention for proper disposal
- Marshall W. reported a member requested an Access Key to Microsoft product for running a CFC presentation – had to retrieve from Microsoft.com. Donnie M. will be added to Tech Sup access as well.

OLD BUSINESS:
- SETA IT assets –
  Remaining assets from Mike W. still needs to be delivered to Mark Dube.
- SETA Ad Hoc Committee - Cooperation vs. Affiliation – Betsy G. Committee met three times. Will be presenting their report in October followed up with a workshop in April, 2014.
- Open IT positions – Will be soliciting interested members at the October Area Assembly. At least one response received from recent broadcast email on open positions.

NEW BUSINESS:
- Marshall W. requested Area Assembly input for IT Committee – some suggestions were provided to him
- Jeff H. reported there was positive feedback from CFC committee on GoToMeeting effectiveness
- IT Committee meeting location beginning January, 2014, needs to be determined. All are asked to provide suggestions
- Jeff H. reported web site posting requests sometimes come from individuals not identifying themselves with a position, e.g., Group GSR, committee member title, group chair title…etc. Takes time to validate.

11:50 Jackie V. motioned to adjourn meeting, Donni M. second.