

## IT Area 67 Minutes Monthly Meeting Saturday, 10/26/13

Attendees: Marshall W./Chair; Betsy G./IT Review; Jackie V./D-40 IT Rep  
GTM attendees: Steve E.; Dori C./CFC IT Rep.

Note: Due to construction work on I-10 and SH-99, at least one member was not able to attend (Jeff H.) and it was believed others were also caught up in the traffic jam.

Meeting opened with Serenity Prayer by Marshall W.

Meeting Minutes – Jeff H. (from September's monthly meeting -- hard copy circulated; Marshall W. read)

- September minutes presented, Jackie V. motioned to accept the minutes as read, Betsy G. second – passed.

Meeting Minutes – Jackie V. (from October 5<sup>th</sup>'s Assembly meeting – hard copy circulated; Marshall W. read)

- October Assembly minutes presented, Betsy G. motioned to accept the minutes as read, Jackie V. second – passed.

Webmaster Report – Jeff H. (hard copy circulated; Marshall W. read):

- Webmaster Backups – Logbook, Website backed up to external file on 10/25/13, Size: 495 MB, 1880 files.
- Website Postings – 25 postings completed since Sep 24<sup>th</sup>. No major issues to report.
- Website Enhancements –
  - SETA Website Growth Chart added to IT web page
  - US Map Presentation added to the SETA Maps web page. This is an animated visual and audio PowerPoint show depicting AA in the United States with Regional, Area, and SETA details. This may be useful in promoting AA geographic awareness.

IT Review Report – Betsy G.

- One flyer request was sent back for changes and not received back.

Postmaster Report – Kyna D. (not present)

- One “outside” email to IT committee got through only to IT committee members due to fact IT Committee emails are not monitored.

IT Support Report – Donnie M. (not present)

- Marshall W. and Donnie M. did get together to discuss assets on hand.
- Marshall W. has worked on laptop returned by TFC and after buying battery will use this laptop for IT Committee use.

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- Deborah D. returned laptop from Bilingual Committee – apparently they have purchased their own.
- Betsy G. will bring her Dell laptop (17” screen) to next meeting as a donation to SETA for IT to distribute as needed or own use and believes it will also need a new battery.
- There are 3 laptops due to age need to be disposed of or given to non-profit organization(s).
- Marshall will look into the 3 keys for the 3 newest laptops that we have purchased.

### Old Business:

- Betsy G. will get with SETA Treasurer to determine what items, e.g., hot spot, webcam, speaker/microphone and new laptop that Mike W.’s sister apparently has in her possession and at next meeting we will probably decide to have her FedEx those items to us ASAP.
- Betsy G. will also contact AT&T in regard to our business account with them for hot spot and gtm’s.
- Possible new members to the committee:
  - Jackie V. will email the one response we received from Kyna D.’s email to Marshall and he will follow up.
  - Ernest who has attended at least one of our meetings – Marshall will email Kyna D. his email address: [REDACTED] so that he will receive Marshall’s notice to IT Committee in regard to our monthly meeting.
- Prior to close of the meeting Steve E. asked when we would be firming up the last proposal to SETA in regard to our guidelines. Jackie V. gave Marshall W. a hard copy of what she believed is what we need to work on.

### New Business:

- After some discussion it was decided to keep The Post Oak Club our monthly meeting place for 2014 and a check in the amount of \$100.00 will be given to the Club Manager after Betsy G. receives the check from SETA Treasurer.
- For 2014 SETA Convention to be held in Beaumont, Marshall will attend and a display board along with a laptop will be set up in designated area of hotel.

Respectfully submitted,

Jackie V.  
D-40 IT Rep