

IT Area 67 Minutes Monthly Meeting Saturday, November 23, 2013

NOTE: Underlined text indicate action items.

Attendees: Marshall W. (Chair), Betsy G. (IT Review), Jackie V. (D-40 IT Rep), Kyna D. (IT Postmaster), Donnie M. (IT Support), Jeff H. (IT Webmaster), Michael B. (Alt. Webmaster)

GTM Attendees: Steve E., Dori C. (CFC IT Rep)

Open: Meeting opened with the Serenity Prayer at 10:25am

Meeting Minutes: Minutes of the regular Saturday, Oct. 26th IT meeting (provided hardcopies and previously via email) were presented by Jackie V.

Discussion: Some minor spelling and date corrections were made

Jeff H. motioned to accept the minutes as corrected, Kyna D. second, –passed.

Webmaster Report: Presented by Jeff H. (Webmaster), provided hardcopies and previously via email

- SETA Website backed up to external file on 11/22/13. Size: 503 MB, 1910 files
- Eight posting to web site since 10/26/13 (group flyers and meeting minutes) - no major issues.
- Enhancements: Started incorporating iframes into some web pages, e.g., CFC, Dist 82, Events. No user feedback received yet on performance impact when launching on web pages.
- RE: 10/5 minutes (Events Page-clicked on a District link nothing came). These links have been restored, error on my part.

Discussion:

- Betsy G. asked about issues with Intergroup link on the SETA website. Jeff H. responded that a link to the Intergroup calendar had been added to the SETA Events page. Betsy G. asked that the link be removed until the Ad Hoc Committee votes on the related proposal. Jeff H. agreed to remove the link.

IT Review Report: Presented by Betsy G. (IT Review), verbal report

- Efforts to have missing equipment returned are ongoing. Betsy G. had spoken with Mark Doobie, who was working on locating and returning the equipment, but he had not reported back to date. Betsy G. will reach out to Mark again.
 - a. Mike had purchased
 - i. GoToMeeting (GTM)
 - 1. From Tech Soup, requires a credit card for \$46/year annual renewal. Expires Jan. 7, 2014
 - ii. Start 8, 2 licenses for new laptops
 - iii. 3 laptops and cases
 - iv. MS Office 2010, 2 licenses
 - b. Mobile hotspot from Mobile Beacon, \$120/year

Discussion:

- Kyna D. asked if Mike's laptop is in his son's possession, and if Mike's account UID's and PW's have been changed (i.e. GTM, Tech Soup, etc.). Betsy G. said the UID's are general and won't need to change, but she would change any relevant PW's and document/share changes for contingency. Marshall W. said he would try to access Tech Soup and update accounts for IT Committee members who need an access—Marshall W., Betsy G., Donnie M.
- Jackie V. asked if Mike had still been in possession of one of our (SETA's) laptops. Steve E. responded that he had been maintaining and had provided an inventory, but it did not include the three new Lenovo laptops. Betsy G. agreed to ask Mark Doobie if any laptops in Mike's effects are Lenovo when she speaks with him. It was also agreed, and Donnie M. accepted, that Support would take over responsibility for equipment inventory and control.
- It was noted that IT still has FY2013 (calendar, same) \$1,816 to disburse by year end, so Betsy G. agreed to personally renew and be reimbursed for the Mobile Beacon hotspot.
 - a. Additionally, Betsy G. asked if budget balance could be used to purchase a projector for IT use. (See New Business)

Postmaster Report:

Presented by Kyna d. (Postmaster), verbal report

- Spam is increasing and it doesn't seem that filters on the host are working properly. Kyna D. has been trying to get tech support help without success, but she will keep trying.
- An individual, known to Postmaster, has a virus that continues to spam SETA. Kyna D. will attempt to contact her and ask her to remove SETA email addresses from her contacts, and recommend that she change her password to stop the issue.

IT Support Report:

Presented by Donnie M. (IT Support), verbal report

- Donnie is continuing to check old laptops, and will be finished to make report at December meeting.

Discussion:

- Betsy G. offered that she will finish clearing her personal laptop ASAP and give to Donnie M. to add to inventory.
- After discussion about new batteries for refurbished laptops, Donnie M. agreed to source said batteries. It was noted that such batteries are consumable, and may therefore be purchased from the remaining balance of the IT Supply budget.

Old Business:

Post Oak Club rent

- Post Oak Club had budgeted SETA IT Committee at \$50/year
- Marshall W. suggested \$120/year (\$10/month); Jackie V. noted that IT had previously agreed on \$100/year. Committee concurred with \$100/year rent to be paid to Post Oak Club.

IT Support Guidelines

- Steve E. reminded Committee that the draft guidelines still need finalization.
- Michael B. suggested that the most effective way to review and finalize the support Guidelines might be as a group in a special session, and that we might table the project until after the Holidays, and we have a projector to facilitate review. Committee agreed, special session date TBD.

December IT Meeting

- Because the December meeting falls in the middle of Holidays and many Committee members will not be available, Committee agreed to meet early on Saturday, December 21st, or if the Club facilities are unavailable to postpone until the regular January 2014 meeting.

District 64 Spanish Website

- Jeff H. asked if it was appropriate to add a link to the separate Spanish website to the District 64 page. Committee thought there was affirmative precedent. Jeff H. will confirm before adding the link.

New Business:

New Projector

- Betsy G. asked if remaining budget could be used to purchase a projector for IT (or SETA general) use.
- Committee agreed need exists and budgetary use is appropriate. Donnie M. agreed to research options and report to Committee.

Asset Tags

- Dori C. asked if any equipment has asset tags. Committee discussed the need for asset tags, and Donnie M. agreed to research and report back on good options for SETA.

New purchases and end of budget year

- Committee agreed that Marshall W. should handle any new purchases discussed by Committee in order to use funds before the close FY2013.

Close:

Meeting closed with the Lord's Prayer at 11:50am

SUPPLEMENT: Action Items

IT meeting Saturday, November 23, 2013

- **Marshall W.**
 - i. Marshall W. said he would try to access Tech Soup and update accounts for IT Committee members who need an access—Marshall W., Betsy G., Donnie M.
 - ii. Committee concurred with \$100/year rent to be paid to Post Oak Club.
 - iii. Committee agreed that Marshall W. should handle any new purchases discussed by Committee in order to use funds before the close FY2013.

- **Jeff H.**
 - i. Betsy G. asked that the Intergroup calendar link on the SETA Events page be removed until the Ad Hoc Committee votes on the related proposal. Jeff H. agreed to remove the link.
 - ii. District 64 Spanish Website- Jeff H. asked if it was appropriate to add a link to the separate Spanish website to the District 64 page. Committee thought there was affirmative precedent. Jeff H. will confirm before adding the link.

- **Betsy G.**
 - i. Betsy G. had spoken with Mark Doobie, who was working on locating and returning the equipment, but he had not reported back to date. Betsy G. will reach out to Mark again
 - a. Betsy G. agreed to ask Mark Doobie if any laptops in Mike's effects are Lenovo when she speaks with him.
 - ii. Betsy G. said Mike's account UID's are general and won't need to change, but she would change any relevant PW's and document/share changes for contingency.
 - iii. Betsy G. agreed to personally renew and be reimbursed for the Mobile Beacon hotspot
 - iv. Betsy G. offered that she will finish clearing her personal laptop ASAP and give to Donnie M. to add to inventory

- **Donnie M. (*Italicized items will be coordinated and completed with Marshall W. before year end.*)**
 - i. Support would take over responsibility for equipment inventory and control.
 - ii. Donnie is continuing to check old laptops, and will be finished to make report at December meeting.
 - iii. *After discussion about new batteries for refurbished laptops, Donnie M. agreed to source said batteries.*
 - iv. *Donnie M. agreed to research projector options and report to Committee.*
 - v. *Committee discussed the need for asset tags, and Donnie M. agreed to research and report back on good options for SETA.*

- **Kyna D.**
 - i. filters on the host are working properly. Kyna D. has been trying to get tech support help without success, but she will keep trying.
 - ii. An individual, known to Postmaster, has a virus that continues to spam SETA. Kyna D. will attempt to contact her and ask her to remove SETA email addresses from her contacts, and recommend that she change her password to stop the issue.

- **Next Meeting**
 - i. IT Support Guidelines special review session date TBD.