IT Area 67 Minutes Monthly Meeting Saturday, 01/25/14

Meeting opened at about 10:35 AM with Serenity Prayer – Marshall W.

Attendance:
- Present: Marshall W.-IT Chair, Jackie V.-Dist 40 IT Rep, Betsy G.-IT Review, Jeff H.-Webmaster
- GoToMeeting:Kyna D.-Postmaster, Michael B.-Alt Webmaster

Meeting minutes from December 21st, 2013 – Jackie V.
- Meeting minutes were presented, Jeff H. motioned to accept the minutes as corrected, Jackie V. second – passed.

Webmaster's Report – Jeff H.
- The SETA website was last backed up to an external file - Size: 556 MB, 2051 files total. Website growth rate is as expected - trend chart available on the SETA IT webpage.
- Responses to SETA website update requests are currently being directed (cc) to seta-itreview, it-chair and webmaster-alt.
- There have been 29 updates to the SETA website since our last committee meeting on December 21st - only a few updates needed to be modified prior to posting. Of these 29 updates, 5 were in response to a website inventory request that was e-mailed to 35 recipients (officers, standing committees, and district committee members) on January 3rd.
- The busiest time for update requests was immediately preceding the January 10th SETA Convention.
- The SETA CFC web page format was modified per request of the CFC committee to better suite their needs.

IT Review Report – Betsy G. – All posting requests looked good.

Postmaster Report – Kyna D.
- Kyna is Continuing to try to resolve the SPAM issues which we have been encountering. Gossimer customer support is working with her on these ongoing issues.
- Kyna Spoke to Cheryl M. who advised that the Email Server had been "blacklisted". She said that her ISP is blocking mail from our email server. A copy of the email message that she received was distributed to the IT Committee.

IT Support Report (Doni M.) – Marshall W. reported Doni availability has been sparse.
- Efforts continue with asset inventory and asset tagging options.
- An Epson EX 5210 projector was purchased. A special thanks goes to Kris H., SETA Treasurer, for his assistance in the purchase.
- Jeff H. reported he needed support restoring access the Webmaster laptop. Cannot log in to laptop since installing updates this morning.

IT Chair – Marshall W.
- Marshall shared some of his experiences at the SETA Convention
- Marshall is seeking additional members to join the IT Committee, i.e., IT Support

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- Request for PDF processing software for Webmaster – Adobe Pro would be cost prohibitive. Alternative may be Nitro Pro 9 at NitroPDF.com. Jeff H. to gather information and present to IT Committee

Webmaster Request: Jeff H. would like IT Committee to purchase Adobe Pro or something similar to make his work easier.

Due to some key members not being able to attend due to illness and/or weather conditions, etc., the second page of this report is a modified version of the Supplement of Action Items from our November 23, 2013 meeting that we may refer to if we deem necessary to discuss.

Meeting adjourned at about 11:45 AM.

Respectfully submitted,
Jeff H. – Webmaster

SUPPLEMENT: Action Items
IT meeting Saturday, November 23, 2013

1. **Marshall W.**
    a. Access TechSoup and update accounts for IT Committee members who need an access– Marshall W., Betsy G., Donnie M.
    b. Handle any new purchases discussed by Committee in order to use funds before the close FY2013. – ACTION CLOSED
    c. Committee review of IT Support Guidelines.

2. **Betsy G.**
    a. Reach out to Mark Doobie again and ask if any laptops in Mike's effects are Lenovo.
    b. Change any relevant PW's and document/share changes for contingency.
    c. Renew and be reimbursed for the Mobile Beacon hotspot
    d. Finish clearing her personal laptop ASAP and give to Doni M. to add to inventory

3. **Donnie M. (*Italicized items will be coordinated and completed with Marshall W. before year end.*)**
    a. IT Support take over responsibility for equipment inventory and control.
    b. Continue checking old laptops and provide report at December meeting.
    c. *Source new batteries for laptops refurbished.*
    d. *Research asset tags and report back on options for SETA.*

4. **Kyna D.**
    a. Work with Gossimer host tech support on filters working properly.

5. **Jeff H.**
    a. Research NitroPro PDF software and present to committee.