



SETA IT Committee Meeting Minutes – May 24, 2014

Attendees: Marshall W.(Chair), Jackie V.(D-40 IT Liaison), Jeff H.(Webmaster), Waco M. (IT Support), Betsy G. (IT Review)

10:10 Marshall W. opened the meeting at the Spring Branch Memorial Club with the Serenity Prayer.

Meeting minutes from April 26, 2014, were presented by Jackie V. Jeff H. motioned to accept the minutes as written, Waco M. second – passed.

Webmaster Report – Jeff H. – 5 website updates since 04/26/14. Website backed up 05/24/14 – 2,317 files, 597 MB. No progress on National AA Technology Workshop. Several discussion topics were suggested, including development of mobile applications and use of SSL.

IT Committee	
Chair	Marshall W.
Alt. Chair	(open)
Secretary	(open)
Alt. Secretary	(open)
Postmaster	Kyna D.
Alt. Postmaster	(open)
Webmaster	Jeff H.
Alt. Webmaster	(open)
Support	Waco M.
Alt. Support	(open)
Review	Betsy G.

IT Review Report – Betsy G. – Eleven email requests were reviewed, three of which were SPAM. There were no issues with the five website posting requests.

Postmaster Report – Kyna D. – not present – Marshall W. mentioned that Kyna D. has inquired about switching website hosting to Gossimer (<http://www.gossimer.com/about-us.html>) – the same as our Email provider. Marshall W. will follow up with discussion with Kyna D. to gain better understanding.

IT Support Report – Waco M. –

- SSL - An update on research into incorporating Secure Sockets Layer (SSL)¹ certificates into the SETA website was presented. Prices vary between \$100 and \$400 annual fee depending on type of certificate (Single Domain to Wild Card) and depends on how we host our sites (see postmaster report concerning switching to Gossimer. SSL will provide Email and password security
- Asset Inventory – Marshall will send a spreadsheet of inventory items to Waco. Betsy G. will donate a laptop (Win XP) to Waco for general SETA use. Waco spoke with Steve E. (past IT Chair) to clarify funding for SETA inventory items.
- Cloud storage – This option is being considered for SETA IT use in storing information

OLD BUSINESS:

- Meetings - Betsy G. – The date/time of our current meeting is 4th Saturday at 10 AM is in conflict with the Spring Branch Memorial Club events and proposed changing to another day. The committee decided to keep the current schedule and change on a case-by-case basis. We all agreed that, because of a conflict with another event, the June meeting will change to Jun 21st. Jeff H. will update the SETA IT web page with this change.
- Rent - Betsy G – Rent payments to Post Oak Club will not be refunded to the committee. Payments to the Spring Branch Memorial Club will be on a quarterly basis.

¹ Secure Sockets Layer (SSL) is a secure protocol developed for sending information securely over the Internet. Many websites use SSL for secure areas of their sites, such as user account pages and online checkout. Usually, when asked to "log in" on a website, the resulting page is secured by SSL. Typically, the webpage internet address Uniform Resource Locator (URL) will begin with "https://".



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- GSR Presentation - Betsy G. – The GSR orientation Power Point presentation will be provided to Jeff H. for posting to the SETA website. Any changes to content will need SETA IT Review concurrence.
- Guideline review – Marshall W. – Committee members need to review content and be prepared to discuss in preparation for a workshop at the next area assembly.

NEW BUSINESS:

- Jeff H. mentioned that District 82 is considering using hosted cloud service to store information and share among committee members.

The next IT Committee meeting will be on Jun 21st at 10 AM

11:25 meeting adjourned

Respectfully submitted,
Jeff H. – SETA Webmaster