



SETA IT Committee Meeting Minutes – August 23, 2014

Attendees: Marshall W.(Chair), Betsy G. (Review), Waco M. (Support) and Jackie V. (D-40 Rep), Waco M. (Support), Clarence B. (guest). No attendees via GTM

Marshall W. called the meeting to order at the Spring Branch Memorial Club (SBMC) at 10:05 am with the Serenity Prayer.

Waco M. read the minutes from the June monthly meeting. Waco motioned to accept the minutes as amended, Jackie V. second. Minutes were accepted.

Marshall W. read the minutes from the July monthly meeting. Jeff H. motioned to accept the minutes as amended, Waco M. second. Minutes were accepted.

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

Webmaster report – Jeff H.:

- The SETA website was last backed up on August 22nd with 660 MB and 2,2414 files.
- There were 8 website updates since the July monthly meeting.
- General IT Guidelines (current draft) is on the SETA IT website (look for the “.” link.
- A brief synopsis of the 2014 National Alcoholics Anonymous Technology Workshop (NAATW) was presented to the members.

Review report – Betsy G.:

- SPAM issues are being addressed – the process appears to be working. Had to block 2 requests. There was one email containing personal email addresses in the CC list.
- One flyer contained a personal phone number – flyer modified then posted to website.

Postmaster report – Kyna D.: Not present, no report.

Support report – Waco M.:

- A copy of the SETA asset inventory spreadsheet was passed out and discussed. This list is incomplete and requires additional input from SETA members – including the IT Committee.
- Discussed methodology for October Area Assembly backups for area officers and chairs onto long term media storage device.
- Waco M. stated that asset tags may not be that expensive and will check into associated cost.
- Marshall W. will check into purchasing a projection screen and a committee display board. He will also check on SETA Treasurer’s laptop as well as need for Alternate Treasurer laptop needs.

Financial report – Betsy G.: A copy of the IT Committee financial spreadsheet was passed out and discussed (below).



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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	APPROVED 2014 BUDGET		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining Budget
2	3 Quarterly Assemblies	\$265.00				\$87.75			\$87.75						\$175.50	\$89.50
3	Area Convention	\$250.00	\$238.85	-\$125.00											\$113.85	\$136.15
4	Subtotal	\$515.00	\$238.85	-\$125.00		\$87.75			\$87.75						\$289.35	\$225.65
5																
6	Other Expenses:															
7	Telephone (Hot Spot)	\$600.00		\$120.00	\$39.99	\$39.99									\$199.98	\$400.02
8	Printing	\$50.00														\$50.00
9	Software	\$450.00	\$46.80												\$46.80	\$403.20
10	Supplies	\$250.00														\$250.00
11	Registration Fees (website fees)	\$175.00														\$175.00
12	Room Rental	\$50.00		\$50.00				\$30.00	\$30.00						\$110.00	-\$60.00
13	Equipment	\$1,400.00	\$15.00												\$15.00	\$1,385.00
14	Subtotal	\$2,975.00	\$61.80	\$170.00	\$39.99	\$39.99		\$30.00	\$30.00						\$371.78	\$2,603.22
15	TOTAL	\$3,490.00	\$300.65	\$45.00	\$39.99	\$127.74		\$30.00	\$117.75						\$661.13	\$2,828.87

OLD BUSINESS:

- IT General Guidelines – all were asked to review the current version from July, 2014 working session and submit any changes to him.

NEW BUSINESS:

- The IT Committee September monthly meeting will be held on September 20th instead of the usual 4th Saturday, September 27th, due to scheduling conflicts with the SBMC.
- Marshall W. will request a 2015 SETA budget line item for the 2015 NAATW.
- Betsy G. stated that getting the General IT Guidelines onto the Area Assembly agenda has lapsed the input window.
- The SETA Delegate wishes to be reimbursed for the projection screen that he purchased.
- Jeff H. expressed interest in attending the PI Committee meeting which was a Noon today if time permits.

Other:

Next Monthly Meeting: Saturday, September 20th, 2014, at the SBMC at 10 am.

Meeting was adjourned at 12:00 pm.

Respectfully submitted,

Jeff H. - Webmaster