



SETA IT Committee Meeting Minutes – September 27, 2014

Attendees: Marshall W.(Chair), Betsy G. (Review), Waco M. (Support) and Jackie V. (D-40 Rep).

No attendees via GTM

Meeting was called to order by Marshall W. at 10:30am with the Serenity Prayer.

Marshall W. presented minutes from August monthly meeting. Waco motioned to accept; Jackie second. Minutes were accepted.

Webmaster – Jeff H. not present:

Betsy G. had talked to Jeff prior to meeting and Jeff mentioned that he was working on the website being down and that back up to the web for the past month had not occurred, but will do so soon.

Betsy G. emailed SETA members per Marshall's request that the Committee was aware of the website being down and would resolve the problem as soon as possible.

Review – Betsy G.: A total of 8 emails were released since last meeting in August.

- Two of all documents presented needed corrections and Jeff was able to repair those two for posting.
- Three emails needed to be blocked, with one of those being able to be posted after deleting email addresses of Intergroup and Central Office members.

Postmaster – Kyna D. not present: No report.

Support – Waco M.: Has spent the last month making sure ready to back up laptops that are brought to him at next Assembly, October 4-5, 2014.

- Waco will email SETA Committee members a reminder to bring their laptops.
- Betsy G. will bring her portable hard drive to assist in the back up process.
- If the Committee can solicit Steve E.'s help in regard to a program he devised to electronically show the Assembly the results as ballots are drawn during the voting process on Sunday, October 5th, Waco may need to assist.

Financial – Betsy G.: An up-to-date spreadsheet was handed out to the Committee showing a balance of \$2,828.87.

- Since our last meeting it was determined that Patrick/Delegate and/or Melissa/Alt. Delegate purchased a screen in the amount of \$396.00 and case in the amount of \$65.00.
 - Motion was made by Betsy G. and passed that upon receiving the receipts of such items, the Committee would reimburse for these items (not to exceed \$500.00) and thus these items would be part of the IT Committee's equipment inventory and will be assigned to the next Delegate for his/her use.
- Motion was made by Betsy G. and passed for the Committee to purchase an additional screen and case not to exceed \$500.00.
- Motion was made by Waco M. and passed for the Committee to purchase a new display board – cost to be determined.

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.



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Finance Continued:

- It was agreed that any monies left over could be used to purchase 1-2 laptops for any Area Committee Member that might have a need.
 - Marshall to email Area Committee Members to get a census on those that have laptops as to how their laptops are working; and from this email it is hoped that those who do not have a laptop that need one, will express their desire to have one.

New Business to be given to new SETA Chairperson January, 2015;

- Request a revision to the 2015 IT Committee Budget to include the cost to send an IT Representative to the National AA IT Convention (held annually).
- Request a motion to add a budget item for this event.

Other New Business:

- Betsy G. received email from Bobby P. who has relocated back to Houston. Because his expertise lies in the tech area, he would like to be part of the Committee. Betsy G. emailed him in regard to our next meeting on Saturday, October 4, 2014 4:30pm at the Assembly in the Ballroom.
- Jackie V. this past month talked to Rachael R. who expressed an interest in joining the IT Committee possibly in the Secretary position who mentioned that she would attend the Committee's meeting at the Assembly on Saturday, October 4, 2014. Betsy G. will email Kyna contact info for Rachael.

Old Business:

- Although Postmaster Kyna believed she had fixed the problem, Jackie V. was having after changing email addresses to a Comcast.net email, Jackie is still not receiving emails from SETA. Jackie will make Kyna aware of this and hopefully problem will be resolved.
- Prior to January, 2015 the Committee (time permitting) needs to review changes it made to the draft IT Guidelines.

Next Meeting: Saturday, October 4, 2014 at the SETA Assembly; Ballroom; 4:30pm

Next Monthly Meeting: Saturday, October 25, 2014 at Spring Branch Memorial Club; 10am.

Meeting was adjourned at 11:30am.

Respectfully submitted,

Jackie V. – D-40 IT Rep