



## SETA IT Committee Meeting Minutes – October 4, 2014

Attendees: Marshall W.(Chair), Waco M. (Support), Clarence B. (Alt. Support), Jeff H. (Webmaster), Jackie V. (D-40 Rep) and Lynda J. (D-32 guest). No attendees via GTM

Meeting was called to order at the Area Assembly by Marshall W. at 5:15 pm with the Serenity Prayer.

Marshall W. presented minutes from September monthly meeting. Jeff H. motioned to accept as amended; Waco M. second. Minutes were accepted.

Webmaster – Jeff H:

- Website backed up 10/3/14.
- Requests for posting 4-5 (all were okay)
- Updated SETA Calendar of Events

Review – Betsy G.: not present. No report.

Postmaster – Kyna D.: not present. No report.

Support – Waco M.:

- Response was good for Officers and Committee Chairs bringing their laptops to him and he performed malware updates and backed up their laptops and any problems on laptops were fixed.
- Laptops he worked on ranged from using XP, Vista, Windows 7 and 8. Waco suggested all laptops be converted to Windows 7 until Windows 10 is made available.
- CFC needs Microsoft Office and it was decided to purchase 10 licenses of such from Tech Soup by end of the year.
- It was also decided that IT Committee will purchase portable hard drive for backups by end of the year.

Financial – Betsy G.: Not present, however,

- When website went down, Jeff H. resolved the problem by paying \$35+ to renew the contract which had expired, and needs to be reimbursed. Problem arose when Steve E.'s credit card was stolen and discontinued. Two items from this need to be resolved:
  - Certain services/contracts in the past have been paid by various committee members' personal credit cards, and when they leave, the incoming member is not always aware of what services have been paid by personal credit cards.
  - Committee needs to see if Steve E. wants to be reimbursed.
- Treasurer/Chris H. talked to Marshall in regard to IT purchasing a new computer for the SETA Treasurer.

Clarence B. stood for Alternate Support and was voted in by acclimation.

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	Clarence B.
Review	Betsy G.



# SETA IT Committee Meeting Minutes – October 4, 2014

## Information for Next Monthly Meeting, Saturday, October 25, 2014 at SBMC:

**Recap of Finance Expenses including items to be purchased by the Committee: As of 9/27/14 balance: \$2,828.87**

Expenses Already Incurred since 9/27/14 and/or will be incurred:

○ Assembly Room for Marshall October 4,2015	\$ 87.75
○ Screen (\$396) and case (\$65) reimbursed to Patrick/Michelle	\$ 461.00
○ Additional Screen & Case not to exceed.....	\$ 500.00
○ Reimburse Jeff H. renewal contract for website	\$ 36.00
○ Reimburse Steve E for previous contract renewal?	<u>\$ 36.00</u>
○ <b>Total</b>	<b>\$1120.75</b>
○ <b>Remaining balance</b>	<b>\$1708.12</b>

Items to be purchased by IT Committee cost to be determined:

- Laptop for SETA Treasurer
- Display Board
- 10 licenses for Microsoft Office
- Windows 7 for laptops that need to be upgraded/downgraded
- Portable/External Hard Drive for Support’s use when upgrading SETA laptops
- Asset Tags

## **Motions to be composed and emailed to SETA Chairperson 45 days prior to January 1, 2015**

- Request a revision to the 2015 IT Committee Budget to include the cost to send an IT Representative to the annual National Alcoholics Anonymous Technology Workshop (NAATW).
- Request a motion to add a line budget item for this event.

### **Other:**

Prior to January, 2015 the Committee (time permitting) needs to review changes made to the draft IT Guidelines.

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

Meeting was adjourned at 5:55 pm.

Respectfully submitted,

Jackie V. – D-40 IT Rep