



SETA IT Committee Meeting Minutes – October 25, 2014

Attendees: Marshall W. (Chair), Jeff H. (Webmaster), Kyna D. (Postmaster), Jackie V. (D-40 Rep) and Betsy G. (Review/Finance).
No attendees via GTM

Marshall W. called the meeting to order at the Spring Branch Memorial Club by Marshall W. at 10:15 am with the Serenity Prayer.

Jackie V. presented minutes from October 4th Area Assembly meeting. Jeff H. motioned to accept as amended, Betsy G. second. Minutes were accepted.

Webmaster report – Jeff H:

- Website backed up 10/3/14 with 712 MB and 2,473 files.
- There were 12 requests for postings/updates since September (all were okay); consisting of flyers, committee minutes and miscellaneous content updates.
- SETA Voting Tool (Excel file) was added to the IT web page
- A request was made to reduce the font size of the Notices section on the main web page as it appeared very large on mobile devices.

Review/Financial report – Betsy G.: There were 8 SETA Announce email requests – 2 were rejected as SPAM. Copies of the IT Financial report were handed out and discussed in detail (below).

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 (& Finance)	Betsy G.

APPROVED 2014 BUDGET	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining Budget
3 Quarterly Assemblies	\$265.00			\$87.75			\$87.75			\$87.75			\$263.25	\$1.75
Area Convention	\$250.00	\$238.85	-\$125.00										\$113.85	\$136.15
Subtotal	\$515.00	\$238.85	-\$125.00	\$87.75			\$87.75			\$87.75			\$377.10	\$137.90
Other Expenses:														
Telephone (Hot Spot)	\$600.00	\$120.00	\$39.99	\$39.99									\$199.98	\$400.02
Printing	\$50.00													\$50.00
Software	\$450.00	\$46.80											\$46.80	\$403.20
Supplies	\$250.00													\$250.00
Registration Fees (website fees)	\$175.00													\$175.00
Room Rental	\$50.00	\$50.00				\$30.00	\$30.00			\$30.00			\$140.00	-\$90.00
Equipment	\$1,400.00	\$15.00								\$461.00			\$476.00	\$924.00
Subtotal	\$2,975.00	\$61.80	\$170.00	\$39.99	\$39.99		\$30.00	\$30.00		\$491.00			\$862.78	\$2,112.22
TOTAL	\$3,490.00	\$300.65	\$45.00	\$39.99	\$127.74		\$30.00	\$117.75		\$578.75			\$1,239.88	\$2,250.12

* \$461.00 expense 19/14 was to reimburse the Alt. Delegate for the purchase of a projector screen and case to be assigned to the delegate position.

Postmaster report – Kyna D.: No report. Kyna D. asked about including statistics in her report – all agreed these would provide good metrics.



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Support report – Waco M.: not present. No report, however, Marshall W. has requested Waco M. to spec out various hardware and computers to be purchased by end of year.

OLD BUSINESS:

- Jackie V. provided suggested text for SETA motions concerning NAATW (below).

Agenda Item: Annual National Alcoholics Anonymous Technology Workshop (NAATW)

Motion 1: The IT Committee requests a budget line item to be added to the IT Committee Budget for 2015 and years following for one committee member to attend the annual National AA Technology Workshop (NAATW)

Motion 2: Expense to attend the annual National AA Technology Workshop (NAATW) not to exceed \$1,800.00 be added to the 2015 IT Committee Budget.

- Marshall W. is working on a projector screen purchase

NEW BUSINESS:

- Committee Positions:
 - Chair position: Marshall W. reported that he has stepped up to continue chairing the IT committee as voted on in the October Assembly.
 - Other positions: Kyna D. will continue as Postmaster, Betsy G. will continue as Review committee, Jeff H. will continue as Webmaster
- Jackie V. announced that she will be stepping down as the District 40 IT Representative.
- Jackie V. announced that Clarence B. has stepped down as Alternate Support.
- Jeff H. presented his write-up for response to Area 78's request via our Delegate for IT related information. Jeff will incorporate feedback then email the response.

Other:

The next monthly meeting will be Saturday, November 22nd, 2014, at the Spring Branch Memorial Club at 10 am.

Meeting was adjourned at 11:40 am.

Respectfully submitted,

Jeff H. - Webmaster