SETA IT Committee Meeting Minutes – November 22, 2014

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

  GTM attendees: Jeff H. (Webmaster), Kyna D. (Postmaster)

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.
Finance	Betsy G.

Meeting was called to order by Marshall W. at 10:19am with the Serenity Prayer.

Betsy G. read minutes from October monthly meeting. Jackie V. motioned to accept. Minutes were accepted.

Webmaster – Jeff H.

SETA website last backup was on 11/21 with 2,532 files/728 MB (10/3 was 2,473 files/712 MB)
  Eleven website postings: 3 flyers (D51, D52, SWRA Forum); 5 meeting minutes (IT, CPC, D40, D81, D82); 1 location change - D31; 2 reports (SWRAASA, NAATW)
  SETA Home Page 'Notices' section at bottom was updated and the font size was reduced

2) The three g-mail accounts below have been updated as of 11/24/14 to forward messages to Marshall's personal email account. These are also being forwarded to Jeff's personal email account.
  area67.treasurer@gmail.com
  area67.webmaster@gmail.com
  area67.itchair@gmail.com

Notes: These three g-mail accounts are independent of the SETA Webmail should we lose access to our SETA email or to the website.
    It is understood that, according to Kyna, the area67.itchair@gmail.com address is listed with both the **1and1** webmail host and the **Gossimer** website host.

3) As of 11/24/14 a request was submitted to the SETA Treasurer for reimbursement of 1and1 SETA webmail service fees paid on September 29th in the amount of $35.79.

Postmaster: Kyna D.
Activity October 25, 2014 - November 21, 2014:

Host Services
On November 4, 2014, the Email Hosting site went down after non-payment of an erroneous invoice dated 11/04/2014. Email hosting was down for approx. 25 hours. After attempting to reach Gossimer to no avail, Kyna made an additional payment of $**48.88** from her personal account and the hosting site was restored on 11/05/2014 at approx. 7p.m. Kyna received a refund check from SETA Treasurer in the amount of $**48.66**.

Apparently, information was gained about a "hack" which occurred in July, 2014, at which time, much of the billing invoices were obtained and distorted. Kyna was assured that this matter has been resolved by technical support at Gossimer and was advised that no customer details were compromised. She was advised that the amount invoiced will be refunded.

Email Accounts
Transferred ownership of PI Chair email From Tom K to Kate E. after agreement from both parties. Forwarded New Account Information Kate E. (Incoming PI Chair) for pi-chair@aa-seta.org. Also forwarded correction for PI Email on Roster to Area Secretary.

Month Totals
Moderator – Total Approved – 4
Moderator – Total Rejected – 14

Added the following to mailing lists:
SETA-IT (4): Lynda J., Rachael R., Padraig M., Robert P. (Bobby)
SETA-ANNOUNCE (3). SETA-NEWSLETTER (3)

Removed the following:
SETA-IT (2): Jenn S., Clarence B.
SETA-ANNOUNCE (4), SETA-NEWSLETTER (4), SETA-ALL (1)

The SETA Webmail Basic Handout (PDF) document has been revised to address corrections. It will be forwarded by email to members of IT Committee, Webmaster for posting and SETA email account holders upon request.

Review – Betsy G.: A total of 8 emails were presented; 6 approved, 2 rejected.

Finance – Betsy G.: Upon review of the financial report there were some discrepancies that Betsy will get with SETA Treasurer, Kris H. to correct by next month's meeting, so should have "clean" copy at that time.
- $458.72 was reimbursed to Melissa/Alt. Delegate for screen and case which was purchased directly from manufacturer, DA-LITE, Model 87063.
- There was also discussion about setting up a Pay-Pal account.

Support – Waco M.: Will get quotes for various equipment Marshall requested along with determining the cost of asset tags or sheets of labels may be more cost-efficient. He will also check unused licenses, etc. from Microsoft/Tech Soup.

Old Business:
- Betsy G will get with Marshall to assist in wording of the body of the two motions IT Committee will present to SETA Assembly, January, 2015 as it pertains to National AA Technology Workshop held annually (COMPLETED).
- Marshall W. will get with Kris H. to purchase equipment for Treasurer's needs and monies permitted, equipment for SETA Chair (COMPLETED).

New Business: Marshall mentioned his intent to visit the Districts within SETA to get more attendance for IT Committee.
Next Monthly Meeting: Saturday, December 27, 2014 at Spring Branch Memorial Club; 10am. Meeting was adjourned at 11:53am.

Respectfully submitted, Jackie V. – D-40 IT Rep