



SETA IT Committee Meeting Minutes – December 27, 2014

Attendees: Marshall W.(Chair), Betsy G. (Review/Finance), Waco M. (Support) and Jackie V. (D-40 Rep), Padraig M. (Incoming D-40 Rep), Jeff H. (Webmaster), Sarah D. (Area Archivist)

Meeting was called to order by Marshall W. at 10:15 am at the Spring Branch Memorial Club with the Serenity Prayer followed by individual introductions.

Minutes: Jackie V. read minutes from November monthly meeting. Betsy G. motioned to accept the minutes as amended, Jeff H. 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	Padraig M.
Support	Waco M.
Alt. Support	(open)
Review	Betsy G.
Finance	Betsy G.

Webmaster: Jeff H. – The SETA website was backed up on 12/27/2014 with 757 MB, 2567 files. The website backed up files were also copied by Waco M. onto an external hard drive for archival purposes. There were 13 website postings: 3 flyers, 6 meeting minutes, and 4 miscellaneous (Agenda, Newsletter, Webmail Basics). The NAATW has been scheduled for 10/1-10/4, 2015, in St Louis, MO. Discussions ensued as to when would be the best time to book a flight - we determined the best time is probably 6 weeks prior to the scheduled date. Betsy G. requested that an email link be added to the IT Webpage ‘Review’ contact name (COMPLETED).

Postmaster: Kyna D. – not present

Support: Waco M. – Working on upgrading SETA laptops to more recent versions, e.g., Windows 7 (or 8), Office 2013 Professional Plus. Estimated cost is \$32 per laptop for an estimated 8 laptops. Note: Tech Soup allows up to 50 purchases per year, e.g., 10 Windows updates + 10 Office updates + ...etc.

Betsy G. turned over an extra laptop and carrying case to Waco for use by SETA.

Waco M. indicated that he may soon be relocating outside of the Area 67 – we assured him that he could continue supporting SETA.

Area Archives Request: Sarah D. – IT support was requested for an Archives presentation at the upcoming SETA Convention. There will be a PowerPoint presentation while she will be speaking. A large projection screen will be provided. One of the IT Committee members will assist as the presentation ‘navigator’. Also, Sarah D. stated that their screen protector was displaying oddly – indicating eminent bulb failure. Waco M. will support troubleshooting/replacing the bulb.

Review: Betsy G. – There were 19 requests for SETA Announce/SETA All with 1 rejection.

Finance: Betsy G. – Copies of the finance report were distributed (see below). Jackie V. questioned line item on ‘Room Rental’, after some discussion, all were in agreement on the listed values. Another question was on line item 7 ‘Hot Spot’ having duplicate entries, this was because the Area Treasurer has not yet updated his files (we want to match what the treasurer indicates).



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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:

- Marshall W. - Equipment services/purchases – Waco M. presented supporting information for equipment purchases (such as a projection screen and lap top) targeted for the Area Treasurer and Area Chair. The projection screen is needed by the April Assembly
- Marshall W. – NAATW funding motions has been included on the Assembly agenda and posted to the Chair’s web page. With recent notification on the NAATW being in St. Louis, MO, the requested amount of \$1800 could be reduced to \$1200.

New Business:

- Padraig M. stepped up as Alternate Webmaster, all were in favor – accepted. Jeff H. will update the IT webpage and provide Kyna D. Padraig’s email information (COMPLETED). Jeff H. will also develop some form of turnover to Padraig on details of how the Webmaster conducts business.
- Waco M. requested to purchase another external 2 Terabyte hard drive for SETA backups – Marshall M. concurred – all were in agreement
- Jeff H. requested support in obtaining a list of oncoming Officers, Committee Chairs and DCMs. Betsy G. provided a list of Officers and Chairs and Jeff H. will contact the Registrar. *UPDATE: As of 01/15/2015, all SETA web pages have been updated with new Officers, Chairs and DCMs (DCMs obtained from the SETA Newsletter).*

Next Monthly Meeting will be on Saturday, January 24, 2015, at the Spring Branch Memorial Club at 10 am. Meeting was adjourned at 11:45 am.

Respectfully submitted, Jeff H. – Webmaster

Southeast Texas Area Assembly
IT Committee
Financial Report December 2014

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	APPROVED 2014 BUDGET		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Remaining Budget
2	3 Quarterly Assemblies	\$265.00				\$87.75			\$87.75			\$87.75			\$263.25	\$1.75
3	Area Convention	\$250.00	\$238.85	-\$125.00											\$113.85	\$136.15
4	Subtotal	\$515.00	\$238.85	(\$125.00)	\$0.00	\$87.75	\$0.00	\$0.00	\$87.75	\$0.00	\$0.00	\$87.75	\$0.00	\$0.00	\$377.10	\$137.90
5																
6	Other Expenses:															
7	Telephone (Hot Spot)	\$600.00		\$120.00	\$39.99	\$39.99									\$199.98	\$400.02
8	Printing	\$50.00													\$0.00	\$50.00
9	Software	\$450.00	\$46.80											\$139.99	\$186.79	\$263.21
10	Supplies	\$250.00													\$0.00	\$250.00
11	Registration Fees (website fees)	\$175.00											\$48.66		\$48.66	\$126.34
12	Room Rental	\$50.00		\$50.00				\$30.00	\$30.00			\$15.00			\$125.00	-\$75.00
13	Equipment	\$1,400.00	\$15.00									\$458.72		\$542.95	\$1,016.67	\$383.33
14	Subtotal	\$2,975.00	\$61.80	\$170.00	\$39.99	\$39.99	\$0.00	\$30.00	\$30.00	\$0.00	\$0.00	\$473.72	\$48.66	\$682.94	\$1,577.10	\$1,397.90
15	TOTAL	\$3,490.00	\$300.65	\$45.00	\$39.99	\$127.74	\$0.00	\$30.00	\$117.75	\$0.00	\$0.00	\$561.47	\$48.66	\$682.94	\$1,954.20	\$1,535.80
16																
17	* \$458.72 expense 10/14 was to reimburse the alt. delegate for the purchase of a projector screen and case to be assigned to the delegate position.															
18	* \$139.99 expense 12/14 was for one copy of Office Home & Student 2013 for Treasurer’s Laptop															
19	* \$542.95 expense 12/14 was for Laptop for Treasurer.															