



SETA IT Committee Meeting Minutes – January 24, 2015

Attendees: Marshall W. (Chair), Betsy G. (Review/Finance), Waco M. (Support), Kyna D. (Postmaster) and Jeff H. (Webmaster).

Call to Order: Marshall W. called the meeting to order at 10:30 am at the Spring Branch Memorial Club followed by the Serenity Prayer.

Minutes: Waco M. read minutes from December monthly meeting. Kyna D. motioned to accept the minutes as presented, Betsy G. second - minutes were accepted.

Betsy G. expressed concern that more area committee meeting minutes have evolved towards not listing people's last names or other personal information in order to protect anonymity because they are being posted on the website. That is good from that perspective, however, she suggested that official meeting minute (long form) documentation should contain such personal information solely for communication within the AA service structure and be retained by committee secretaries for archival purposes. More discussion may be needed.

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 01/23/2015 with 807 MB, 2638 files (significant increase attributed to GSR presentation files).
- There were 21 website postings (typical around convention time), the majority being DCM and Committee page updates with a few meeting minutes and flyers.
- All officer, committee and DCM pages have been updated with new individual names.
- NAATW attendance funding was approved.
- Updated GSR orientation presentation in various formats on a new web page (on GSR page, navigate to "Click HERE for GSR orientation presentations...").
- Working through several requests that were received during the convention.
- Discussion: The issue of tradition breaks was discussed and what not to do when posting flyers/notices. Buzz words such as "raffle" or "auction" should be avoided – use terms such as "donation"

Postmaster: Kyna D.

- Moderation of Emails: 14, Password resets: 20, Email Removals from Lists: 8, Rotation Emails handled: 7
- Concerning rotation of officers and committee members: Currently, there is no set plan in place to advise incoming officers and representatives in accessing previously set email accounts. Word of mouth is the only practice in place for obtaining access if the member is aware email exists. I am looking for a way to notify each member of steps to take, as well as a set process for the rotation of email.

Support: Waco M.

- A 2 terabyte external hard drive to backup SETA files has been purchased.
- Laptop specs were received from Marshall W. for inventory purposes.
- The Archives committee screen projector needs repair – bad bulb (need to obtain it).
- The Area Secretary's laptop was updated to Office 2013.
- Marshall W. purchased a laptop and other material, including an external DVD drive, for the Area Treasurer.



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- Marshall W. purchased a laptop and other material, including an external DVD drive, for the Area Chair, however, they did not need it. We now have a spare Windows 8 touch screen laptop.
- The Area Treasurer expressed desire to purchase QuickBooks software. They currently use Quicken software, MS Excel spreadsheets and possibly MS Access to conduct business. The IT committee recommends not purchasing this product because it would entail extensive training of someone rotating on to that position and it would be a challenge to migrate data in/out of QuickBooks.

Review: Betsy G. – There were 9 rejected requests for SETA Announce/SETA All with 2 of them being spam messages from prior email recipients of the SETA Announce. These individuals have been requested to remove email addresses with “aa-seta” from their accounts. All website posted documents were of good quality.

Finance: Betsy G. –

Southeast Texas Area Assembly
IT Committee
Financial Report January 2015

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	APPROVED 2015 BUDGET		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Remaining Budget
2	3 Quarterly Assemblies	\$265.00													\$0.00	\$265.00
3	Area Convention	\$250.00	\$269.10												\$269.10	-\$19.10
4	Subtotal	\$515.00													\$269.10	\$245.90
5																
6	Other Expenses:															
7	Telephone (Hot Spot)	\$150.00													\$0.00	\$150.00
8	Printing	\$50.00													\$0.00	\$50.00
9	Software	\$450.00													\$0.00	\$450.00
10	Supplies	\$250.00													\$0.00	\$250.00
11	Registration Fees (website fees)	\$175.00	\$46.80												\$46.80	\$128.20
12	Room Rental	\$100.00													\$0.00	\$100.00
13	Equipment	\$1,400.00													\$0.00	\$1,400.00
14	Subtotal	\$2,575.00	\$46.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46.80	\$2,528.20
15	TOTAL	\$3,090.00	\$46.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46.80	\$3,043.20
16																

Old Business: none

New Business:

- Betsy G. - suggested we somehow secure the G.S.R. presentation material on the website to control access and updates to the source material PowerPoint document file. Waco mentioned that a password protected folder could be created on the website and we could then place this type of material in that folder. Jeff H. will also check into a possible solution.
- Marshall W. - the SETA newsletter needs input from the IT Committee and we are being asked to provide support. Betsy G, stepped up to assist in formatting an IT Committee newsletter article and sharing with IT committee members.
- Marshall W. - expressed desire to utilize the cloud environment to store and share information among IT Committee members. Waco M. stepped up to check into setting up a cloud account.

The next monthly meeting will be on Saturday, February 28, 2015, at 10:00 am at the Spring Branch Memorial Club. Meeting was adjourned at 12:00 pm.

Respectfully submitted, Jeff H. – Webmaster