



SETA IT Committee Meeting Minutes – February 28, 2015

Attendees:

Marshall W. (Chair), Betsy G. (Review/Finance) and Jeff H. (Webmaster).

Call to Order:

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

Minutes:

Each read the minutes from December monthly meeting. Betsy G. *motioned* to accept the minutes as presented, Marshall W. 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.

IT Chair: Marshall W. –

- Purchased QuickBooks for the Area Treasurer.
- Purchased 10 licensed copies of Defender Pro anti-virus software.
- Attended the SETA Finance/Budget committee workshop.
 - The NAATW budget line item was reduced from \$1,800 to \$1,500 – will be presented at the next assembly.
 - The Area Secretary turned over his lap top to Marshall W. for cleanup and virus/malware removal.
 - Provided screen projector and screen during the Finance workshop.
 - Installed Office 2013 on the Area Treasurer’s lap top.
 - Treasurer provided Marshall W. \$150 to purchase QuickBooks but software cost about \$90 – remainder to be returned to Treasurer.
- Purchased a collapsible hand cart (wagon) for transporting IT Chair materials
- We have available fifty licensed copies of MS Windows and MS Office 2013, one copy MS Access and ten copies of BitDefender anti virus software for use on SETA equipment.
- The IT General Guidelines (final of three guidelines) were provided to the Area Chair for a workshop and approval at the next Assembly.

Webmaster: Jeff H. – The SETA website was backed up on 02/27/2015 with 827 MB, 2719 files - last month was 807 MB, 2638 files. There were 28 website updates consisting mostly of meeting minutes, web page content changes and about nine event flyers. I am still pursuing a secure/password protected location on the website for internal business use.

Postmaster: Kyna D. – not present – no report

Support: Waco M. – not present – Marshall W. provided update. The lap tops that currently do not have anti virus software loaded need to be brought to the next assembly. Asset tagging may end up being simple labels. Use of metal/embossed tags may be cost prohibitive.

Review: Betsy G. – Nine SETA Announce requests were released, rejected 1 LinkedIn and one spam message. PI Committee and Assembly Procedure Ad Hoc Committee are now employing GoToMeeting in their meetings.



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Finance: Betsy G. – A copy of the IT Finance report was distributed and discussed.

Southeast Texas Area Assembly
IT Committee
Financial Report February 2015

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
APPROVED 2015 BUDGET		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Remaining Budget
3 Quarterly Assemblies	\$265.00													\$0.00	\$265.00
Area Convention	\$250.00	\$269.10												\$269.10	-\$19.10
Subtotal	\$515.00													\$269.10	\$245.90
Other Expenses:															
Telephone (Hot Spot)	\$150.00													\$0.00	\$150.00
Printing	\$50.00													\$0.00	\$50.00
Software	\$450.00		\$90.00											\$90.00	\$360.00
Supplies	\$250.00													\$0.00	\$250.00
Registration Fees (website fees)	\$175.00	\$46.80												\$46.80	\$128.20
Room Rental	\$100.00													\$0.00	\$100.00
Equipment	\$1,400.00		\$60.00											\$60.00	\$1,340.00
Subtotal	\$2,575.00	\$46.80	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196.80	\$2,378.20
TOTAL	\$3,090.00	\$46.80	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196.80	\$2,893.20

Old Business:

- GSR presentation still needs to be protected from update by users. It is believed several individuals have downloaded the presentation and are making changes before they present the material. Jeff H. is working on a solution.
- IT display board – Marshall W. is still looking for a suitable display. Desire is to include a laptop which could run website information presentations and demonstrations.

New Business: None

The next monthly meeting will be on Saturday, March 28, 2015, at 10:00 am at the Spring Branch Memorial Club.

Meeting was adjourned at 11:40 am

Respectfully submitted, Jeff H. – Webmaster