



## SETA IT Committee Meeting Minutes – March 28, 2015

**Attendees:** Marshall W. (Chair), Betsy G. (Review/Finance), Jeff H. (Webmaster), Sarah D. (Archives), Waco M. (Support)

IT Committee	
Chair	Marshall W.
Alt. Chair	Waco M.
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.

### Call to Order:

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

### Minutes:

Betsy read the minutes from the February monthly meeting. Betsy G. *motioned* to accept the minutes as amended, Waco M. second - minutes were accepted.

### IT Chair: Marshall W. –

- The Secretary’s lap top was purged of malware and returned to Jim K.
- The Bit Defender software that was recently purchased was the server version. Need to purchase the client version or consider the Windows Security as the anti-virus protection software.
- Looking into purchasing Malware Bytes (with scheduling feature).
- Marshall presented an economical solution for asset tagging which consists of affixing printed labels, about 1” x 2”, affixed with clear tape. All agreed.
- Marshall requested support at the Assembly for the IT guidelines workshop.
- Waco M. will support laptop and screen setup for the Assembly GSR Workshop.
- Marshall requested that the IT Alternate Chair position be filled - Waco M. stepped up. Betsy G. *motioned* to accept Waco M. as the IT Alternate Chair, Jeff H. second. All agreed - motion passed.

### Webmaster: Jeff H. –

The SETA website was backed up on 03/28/2015 with 853 MB and 2,788 files (last month was 827 MB and 2,719 files). There were at about 10 website postings. No update on creating a secure password protected location on the website – the 1and1 method did not work.

**Postmaster:** Kyna D. – not present – no report

**Support:** Waco M. – no report - see IT Chair’s report

### Review: Betsy G. –

- All postings were of good quality. There were 6 SETA Announce messages and 2 SPAM requests. Betsy G. shared the contents of the message that she responds with to rejected announcement requests which also serves as a backup notification to the email sender.
- Betsy G. requested to be added to all of the Moderated mail lists.

### Finance: Betsy G. –

A copy of the IT Finance Report was distributed and discussed. The February \$60 Equipment item should be changed to \$93.63 for Supplies.



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### Southeast Texas Area Assembly IT Committee Financial Report

APPROVED 2015 BUDGET	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining Budget
3 Quarterly Assemblies	\$265.00													\$265.00
Area Convention	\$250.00	\$269.10											\$269.10	-\$19.10
<b>Subtotal</b>	<b>\$515.00</b>												<b>\$269.10</b>	<b>\$245.90</b>
<b>Other Expenses:</b>														
Telephone (Hot Spot)	\$150.00													\$150.00
Printing	\$50.00													\$50.00
Software	\$450.00		\$90.00										\$90.00	\$360.00
Supplies	\$250.00													\$250.00
Registration Fees (website fees)	\$175.00	\$46.80											\$46.80	\$128.20
Room Rental	\$100.00													\$100.00
Equipment	\$1,400.00		\$60.00										\$60.00	\$1,340.00
<b>Subtotal</b>	<b>\$2,575.00</b>	<b>\$46.80</b>	<b>\$150.00</b>										<b>\$196.80</b>	<b>\$2,378.20</b>
<b>TOTAL</b>	<b>\$3,090.00</b>	<b>\$46.80</b>	<b>\$150.00</b>										<b>\$196.80</b>	<b>\$2,893.20</b>

#### Old Business:

None

#### New Business:

Betsy G. suggested the GSR Packet that the Chair posted to the SETA website be split into separate English and Spanish and combined but no mixing of languages. Feedback will be provided to the Area Chair.

The next monthly meeting will be on Saturday, April 4<sup>th</sup>, 2015, at the Area Assembly. There will still be a monthly meeting on April 25<sup>th</sup>, 2015 @ 10:00 am at the Spring Branch Memorial Club.

Meeting was adjourned at 11:50 am

Respectfully submitted, Jeff H. – Webmaster