SETA IT Committee Meeting Minutes – April 25, 2015

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

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 10:05 am at the Spring Branch Memorial Club followed by the Serenity Prayer.

Minutes:
- Jeff H. read the March minutes. Waco M *motioned* to accept the minutes as amended, Marshall W. second – minutes were accepted.
- The April minutes for the Assembly IT committee meeting were gathered and discussed by all.
  - Paul M. (Delegate 53) was in attendance representing the SETA ad hoc committee on streamlining the SETA election process.
    - Paul requested IT support in streamlining the SETA officer and chair candidate voting tracking process and suggested a spreadsheet 'voting slate' to manage active and inactive candidates. Paul offered to provide us a prototype of what he was looking for – Jeff H. is working on a solution.
    - Paul inquired as to best way to determine if a candidate meets position requirements. These are typically found in the SETA Job Description documentation.
    - Paul informed us that the ad hoc committee will soon have a demonstration on a mobile device electronic voting solution and offered that a member of the IT committee attend if possible.
  - The IT committee was requested to provide a lap top to another committee.
  - The Area Chair (via email) requested that the SETA Contacts page be modified to require the sender to provide a means to contact him or her. Troy B. has been receiving email requests with no means to contact them with his response.
  - The area archivist requested IT support in troubleshooting a screen projector that they are having technical issues with.
  - Mary M. (SETA Convention 2016 Chair) requested support is setting up a Convention web page. The IT Committee is limited to basic content on SETA web pages only - Jeff H. will work with Mary to update the SETA web page. External web page(s) such as that established for the 2015 convention are the Convention Committee's responsibility - we provided Mary contact information for the 2015 Chair.
  - The area Treasurer's lap top was labeled with an asset tag
  - The CPC committee donated their old display board to the IT committee.
  - M&M® white and black (1's and 0's) candy was a success. We received feedback that the 0's were stale so we 'uninstalled' the black ones.
  - The IT Committee supported set up of one of the GSR workshops (see **Support** section).

IT Chair: Marshall W. –
- Asset tagging efforts continue. Lap tops and screen projectors are being tagged at each opportunity.

Webmaster: Jeff H. –

- On 04/23/2015, the SETA Website was backed up to external file, Size: 860 MB, 2818 files. The SETA Website was then purged of older documents resulting in a new size of 550 MB and 2,054 files. Typically, documents dated prior to 01/01/2014 were deleted but certain historical data such as committee meeting minutes, Policies&Procedures, Job Descriptions, ...etc. were retained. (See Attachment 1).
- The IT web page was updated with: 1) a note identifying PDF issues when opening SETA web pages on mobile devices, 2) Waco as Chair Alt, and 3) the approved IT Guidelines.
- The SETA Contact page was enhanced with **Required** fields. Submissions must now include text in the Message field and a properly formatted email address in the Email field. If accessing via desktop PC, additional information should appear when hovering your cursor over each field. (See Attachment 1).
  > Marshall W. requested that Jeff H. broadcast this change via SETA ANNOUNCE.
- Awaiting information from Mary M. to update the SETA Convention web page.
- There have been 19 postings to the SETA website:
  - 6 Meeting Minutes - CFC(2), CPC(3), PIC(1)
  - 4 Flyers - SCAP, D51, D82, D90
  - 9 Page Contents - Home (Assy Dates), Agenda (Assy), IT(3), SETA Convention, SETA Contacts, Literature, D52

Postmaster: On April 16, the Gossimer Hosting Dashboard was down.

- I submitted a support ticket and received a response the following day that this was due to the fact that our Email Hosting had changed. Upon logging in, I found that the Dashboard was different, given the recent changes to the webmail interface, I felt this was a consistent change. Later in the day, I found that our invoice had been updated to reflect changes in billing. Prior to April 17, 2015, we had been billed annually at a rate of $39.99. The new invoice is billed monthly based on the number of email accounts created. We currently have 130 email accounts. The new billing, referred to as the Enterprise Email Hosting Plan, is at a rate of $0.47 per email account, monthly. The current invoice is billed at $61.10 for 129 accounts.
  Even though I deleted an unused account to create a new account (delegate-51-02), the dashboard now shows 130 email accounts and 50 total mailing lists.
  Given the drastic changes to the billing system, I recommend that we revert back to the 1&1 Email system. This appears to be the best choice for an email system at this time, given time and budget restraints.
  I have included a copy of the invoice as well as a copy of the letter from support with this report.
- Given that we will have to continue service beginning May 15th under another contract/billing structure that is based on number of email accounts, Kyna's suggestion to return to our old 1and1 email host seems viable as it is already paid for as part of our current web host service with 1and1. Kyna believes we could migrate our files and set up 1and1 for SETA email service by May 15th - she will investigate 1and1's viability and reliability. Marshall gave Kyna authority to migrate to 1and1 if proven viable and, if necessary, pay the Gossimer monthly fee in case we are unable to complete migration by then. Jeff H. will support Kyna in the migration efforts as needed. The migration of email hosting from Gossimer to 1and1 will not change the email address but the graphic user interface (GUI) will change – this change will need to be communicated to all SETA email accounts. Marshall W. will also check into Tech Soup as to other viable email hosting solutions.
- Below are stats on email activity for the past month:

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MAIL LIST MODERATIO N
Approvals:      6
Rejections:     10


NEW/CHANGE EMAIL OR MAIL LIST
NEW EMAIL :   1              CHANGE EMAIL:          5
RESET PASSWORDS:      7
MAIL LIST CHANGE:     18
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Support: Waco M. –

- The screen projector that was provided by the archives committee to Waco for troubleshooting appears to have a properly functioning lamp and connections appear fine, however, a yellow stripe appears on the projected image. This is believed to be due to an internal filter becoming dislodged. Projector and needs troubleshooting/repair by a certified technician. Waco will check into repair cost and get back to Marshall. If repair cost approaches replacement cost, a decision will be made whether or not to purchase a replacement – appropriate consideration will be given current features and cost of a similar replacement (~$700). We prefer it to be in alignment with other projectors currently in use.
- Waco supported setting up one of the GSR workshops at the April Assembly with one lap top, one screen, and one projector. The workshop host inquired as to where the other set was so that they present simultaneous Spanish and English presentation – we are not prepared to support this type of setup. Much discussion ensued. Our committee take away is that we need to ensure clear communication of requirements and level of support required of IT and to offer alternative solutions where warranted. It appears SETA has evolved to wanting to present dual bilingual presentations both at the Beginner's GSR Workshop and at the Advanced GSR Workshop, resulting in 4 lap tops, 4 screens and 4 projectors. Marshal W. and Betsy G. will formulate a communication and with any suggestions to Troy B. (Area Chair) concerning GSR Workshops.

Review: Betsy G. – There were 3 SPAM email rejects and 8 satisfactory SETA email requests.

Finance: Betsy G. – A copy of the IT Finance report was distributed and discussed. There were several changes needed. See below updated report.

Rev 1

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				$87.75									$87.75	$177.25
Area Convention	$250.00	$269.10												$269.10	-$19.10
Subtotal	**$515.00**	**$269.10**			**$87.75**									**$356.85**	**$158.15**
Other Expenses:															
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				$180.00									$180.00	-$80.00
Equipment	$1,400.00		$93.63											$93.63	$1,306.37
Subtotal	**$2,575.00**	**$46.80**	**$183.63**		**$180.00**									**$410.43**	**$2,164.57**
TOTAL	**$3,090.00**	**$315.90**	**$183.63**		**$267.75**									**$767.28**	**$2,322.72**

Old Business: None

New Business:
- Marshall W. suggested we come up with a list of SETA candidates that are eligible to receive SETA assets (lap tops, projectors, …etc.).
- Marshall W. stated that we need to purchase cable locks for SETA lap tops and projectors (high value items) to assure greater security when such devices are left unattended by SETA members, e.g., during assemblies and conventions.
- Marshall and Betsy will submit correspondence on the GSR Workshops to the Area Chair.
- Betsy G. presented information regarding Mobile Beacon switching to Sprint 4G LTE – a much faster Hot Spot service with no change to billing rate. We have not received billing charges the past three months for Hot Spot service but anticipate a bill for services after the 4G conversion. Betsy G. will follow up on billing status.
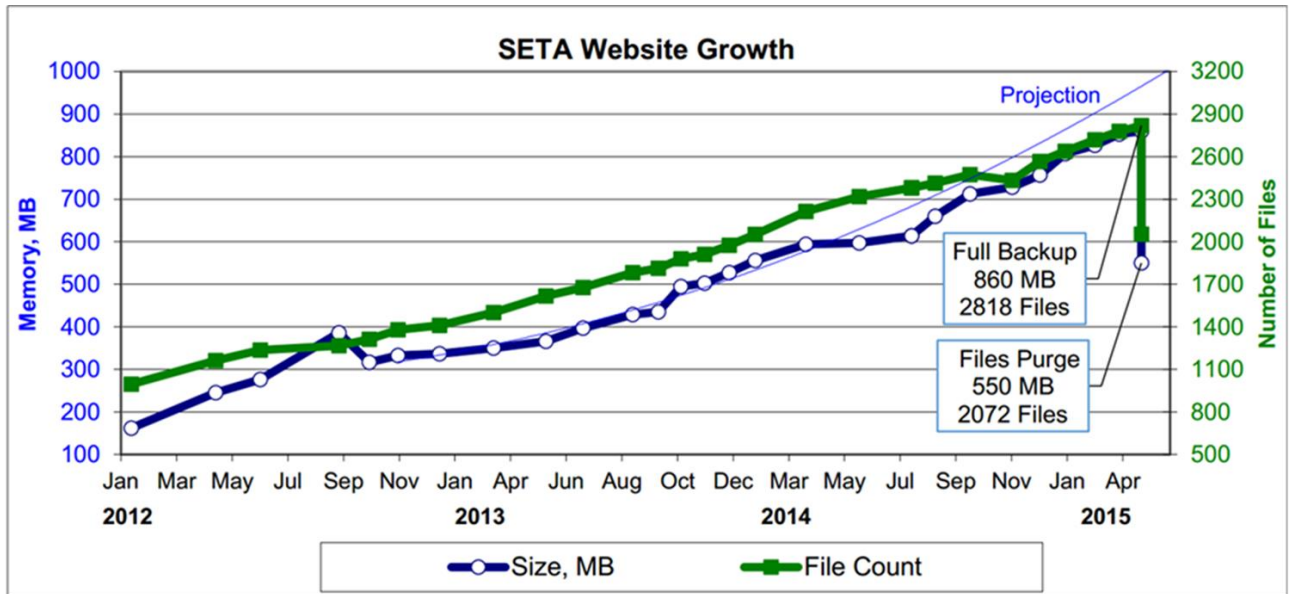
Meeting was adjourned at 11:55 am. The next IT Committee meeting will be held on Saturday, May 23rd, 2015, at the Spring Branch Memorial Club.

Respectfully submitted, Jeff H. – Webmaster

Rev 1

Attachment 1

SETA Website Growth

Full Backup
860 MB
2818 Files

Files Purge
550 MB
2072 Files

Projection

Legend: —○— Size, MB   —■— File Count

X-axis: Jan Mar May Jul Sep Nov (2012) Jan Apr Jun Aug Oct Dec (2013) Mar May Jul Sep Nov (2014) Jan Apr (2015)

Left Y-axis: Memory, MB (100–1000)
Right Y-axis: Number of Files (500–3200)

Southeast Texas Area Contact Page

Alcoholics Anonymous Area 67

Select email recipient from the drop down list.

Select email recipient: [Select Recipient ▾]

PLEASE BE SURE TO INCLUDE AN EMAIL ADDDRESS OR OTHER MEANS FOR US TO RESPOND TO YOUR MESSAGE. THE MORE YOU PROVIDE, THE BETTER WE MAY RESPOND.

Message*:

Type in your message. This is a required field.

This is a required field

Enter your email address or one that is properly formated, e.g., abc@def.ghi. This is a required field.

Your email address*:

Enter your name or leave blank if concerned about anonymity. This is an optional field.

Your name:

[Submit Email]

* Required Field

Rev 1