



## SETA IT Committee Meeting Minutes – May 23, 2015

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

**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.

**Service Material:** Waco M. read Tradition 5 and Betsy G. read Concept 5. Discussed meaning of “Right of Petition”, specifically, petitions for redress, from Concept 5<sup>1</sup>.

**Minutes:** Jeff H. presented the April 25<sup>th</sup> minutes. Kyna D. *motioned* to accept the minutes as written, Waco M. second – minutes were accepted.

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.

**IT Chair:** Marshall W.

- Asset tagging efforts continue.
- Attended the finance committee workshop.
- At a recent District 40 monthly meeting, Marshall, with assistance from Betsy G., gave a presentation on the SETA IT Committee, their processes and general website overview – it was well received by all attendees. Marshall hopes to continue similar presentations at other district meetings.

**Webmaster:** Jeff H. –

- There were 11 SETA website posting requests - 6 page content/flyer updates and 5 meeting minutes.
- The last website backup was performed on 04/23/15.
- SETA website domain registration email notifications were received by and responded to via GoDaddy. ICANN, the Internet Corporation for Assigned Names and Numbers, requires that all domain registrars maintain correct and current WHOIS contact data for domain owners.

**Postmaster:** Kyna D.

- There were 9 email moderations, 7 password resets and 14 mail list/account changes.
- Since the last meeting, began work towards migration from Gossimer email hosting to 1and1 email hosting. Thus far, have completed the following:
  - Populated Mail All lists (50)
  - Changed passwords to default on 1and1 mail system (169)
  - Removed mail forwarding to previous users
  - Forwarded Webmail User Manual to webmaster for review and posting on the SETA website
- Moving forward, the schedule to complete migration is as follows:
  - Send notification to all users regarding migration and steps to take, i.e., default password, downtime to expect, admin access to emails, and location of additional information (notification sent 05/24).
  - Changing passwords on current mail system to allow for email export
  - Import mails to 1and1
  - Changing mail configuration (NS, A Records, and CNAME)

<sup>1</sup> A.A. Service Manual – Twelve Concepts for World Service, BM-31



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- A payment was made to Gossimer for one (1) additional month on May 14, 2015. The next payment will be due on June 15, 2015. Anticipate the migration to be completed prior to that date.
- There were many automated email messages broadcast to SETA customers pertaining to subscription renewals to SETA group mail lists as a result of the above migration efforts.
- We are working towards a solution to a potential issue with 1and1 email SETA broadcast mail lists, i.e., SETA-ANNOUNCE, whereby, if someone were to Reply All to a broadcast message, it will go to all recipients.
- Customers will use the same email address and mail will go through Webmail1and1.com. Their User ID will remain the same and default passwords will be provided.

### Support: Waco M. –

- Cable locks for laptops and projectors were purchased, totaling \$70.00.
- The Archives Committee projector is being evaluated for repair or replacement.

**Review:** Betsy G. – There were 15 emails rejected, mostly subscribe/unsubscribe messages. Still have one member causing SPAM issues possibly due to SETA email addresses in the person's personal email list (needs to be removed), 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 no charges applied in May. There was one change to the report for \$61 for the Gossimer email account payment. Mobile Beacon bill still has not been received. See below updated report.

Southeast Texas Area Assembly IT Committee Financial Report May 2015														
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
<b>Subtotal</b>	<b>\$515.00</b>	<b>\$269.10</b>		<b>\$87.75</b>									<b>\$356.85</b>	<b>\$158.15</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			\$61.00								\$107.80	\$67.20
Room Rental	\$100.00			\$180.00									\$180.00	-\$80.00
Equipment	\$1,400.00	\$93.63											\$93.63	\$1,306.37
<b>Subtotal</b>	<b>\$2,575.00</b>	<b>\$46.80</b>	<b>\$183.63</b>	<b>\$180.00</b>	<b>\$61.00</b>								<b>\$471.43</b>	<b>\$2,103.57</b>
<b>TOTAL</b>	<b>\$3,090.00</b>	<b>\$315.90</b>	<b>\$183.63</b>	<b>\$267.75</b>	<b>\$61.00</b>								<b>\$828.28</b>	<b>\$2,261.72</b>

- Utilization of Goto Meeting continues to increase with more SETA committees getting on board.

### Old Business: Marshall W. continues work on:

- A list of candidates to receive seta assets was presented to the committee.
- Developing correspondence concerning the Assembly GSR Workshop process of providing dual (multi-lingual) presentations at the same time. IT Committee position is to address asset utilization and resource requirements to support the desired process of holding two GSR



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Workshops (Beginner and Advanced) at each Assembly, each with dual presentations, dual projectors, dual laptops, and dual (multi-lingual) speakers - totaling 4 presentation documents, 4 projection screens, 4 laptops, 4 projectors, and 4 speakers.

### **New Business:**

- Marshal W. – do we need another projector and screen for SETA? Topic was tabled until the next meeting.

Meeting was adjourned at 1:05 pm. The next IT Committee meeting will be held on Saturday, **June 20<sup>th</sup>, 2015 (3<sup>rd</sup> Saturday)**, at the Spring Branch Memorial Club (SBMC). This is a change from the usual 4<sup>th</sup> Saturday due to schedule conflicts with the SBMC.

Respectfully submitted, Jeff H. – Webmaster