SETA IT Committee Meeting Minutes – June 20th, 2015

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

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.

Service Material: Betsy G. read Tradition 6 and Marshall W. read Concept 6.

Minutes: Jeff H. presented the May 23rd. Betsy G. *motioned* to accept the minutes as corrected, Marshall W. 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.
- Received feedback that a link to the BAC was on the SETA website in conflict with the 6th Tradition. Link was immediately removed.
- Asset tagging efforts continue.
- Was requested to set up the Ad Hoc committee on assembly voting procedures with GoTo meeting to support their meetings – Betsy G. took care of setting up the meeting.

Webmaster: Jeff H. –
- The SETA website was backed up on 06/19/15 with 571 MB and 2,129 files
- There were 15 website postings since May 23rd with no issues - 4 meeting minutes, 3 assembly updates, 4 flyers, and 4 miscellaneous changes.
- An area voting display spreadsheet was provided to Paul M. Also added a template version of this spreadsheet to IT web page as Voting Slate (Excel) (you'll need to enable macros to use it)

Postmaster: Kyna D. - not present – Marshall W. provided update
- The SETA Secretary reported that he could not get his webmail account to work. The Gossimer account expired. Kyna D. made the monthly $61 payment and service was restored within a day.
- Kyna D. was delayed in completing the Webmail migration Gossimer to 1and1. We will continue with Gossimer on a monthly basis.

Support: Waco M. – not present – Marshall W. provided update
- Cable lock devices will be distributed at the July Assembly. Purchase for these devices totaled $62.
- The Archives committee screen projector repair were completed at cost of $178.61 and is ready for return to the Archives committee. The SETA Treasurer reimbursed Marshall for the repair and Marshall will forward the monies to Waco.

Review: Betsy G. – There were 19 emails approved and none were rejected.

Finance: Betsy G. –
- Copies of the IT Finance report were distributed and discussed - see below updated report.
- An invoice for the Hot Spot was received and paid in full. There was a mix up in the PayPal email account (wrong address referenced). Also, the Hot Spot will soon change from 4G to 4G LTE – no additional cost is expected.

Assembly
IT Committee
Financial Report June 2015

APPROVED 2015 BUDGET		Jan	Feb	Mar	April	May	June	July	Aug	Sept	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	$0.00	$0.00	$87.75	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$356.85	$158.15
Other Expenses:															
Telephone (Hot Spot)	$150.00						$120.00							$120.00	$30.00
Printing	$50.00													$0.00	$50.00
Software	$450.00		$90.00											$90.00	$360.00
Supplies	$250.00						$62.00							$62.00	$188.00
Registration Fees (website fees)	$175.00	$46.80				$61.00	$61.00							$168.80	$6.20
Room Rental	$100.00				$180.00									$180.00	-$80.00
Equipment	$1,400.00		$93.63				$178.61							$272.24	$1,127.76
Subtotal	$2,575.00	$46.80	$183.63	$0.00	$180.00	$61.00	$421.61	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$893.04	$1,681.96
TOTAL	$3,090.00	$315.90	$183.63	$0.00	$267.75	$61.00	$421.61	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,249.89	$1,840.11

Old Business:
- GSR Workshop Feedback – Marshall still needs to communicate the IT committee position on personnel and material resources necessary to support multiple workshops.
- Purchase SETA screen and projector - Discussion tabled until the next IT committee meeting.

New Business:
- Betsy G. – She is ready to purchase 4 copies of Adobe Acrobat Pro (~$45 each). She was give the OK to proceed and purchases were made by close of this meeting.
- Betsy G. – A Custody Agreement for SETA assets was presented to the committee and discussed. A revised version will be provided. It is intended that these agreements will be utilized at the July Assembly.

Meeting was adjourned at 11:30 am. The next IT Committee meeting will be held on Saturday, July 25th, 2015, at the Spring Branch Memorial Club (SBMC).

Respectfully submitted, Jeff H. – Webmaster