



## SETA IT Committee Meeting Minutes – August 22<sup>nd</sup>, 2015

**Attendees:** Marshall W. (Chair), Waco M. (Alt Chair/Support), Jeff H. (Webmaster), Kyna D. (Postmaster), Betsy G. (Review/Finance), Richard B. (District 40 Rep), and Dan P. (1502 Group Alt GSR)

IT Committee	
Chair	Marshall W.
Alt. Chair	Waco M.
Secretary	(open)
Postmaster	Kyna D.
Alt. Postmaster	(open)
Webmaster	Jeff H.
Alt. Webmaster	Dan P.
Support	Waco M.
Alt. Support	Richard B.
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.

**Service Material:** Waco M. read Concept 8 and Jeff H. read Tradition 8. Betsy G. explained in greater detail Concept 8 - it's history and meaning and how the General Service Board of Trustees is comprised of 7 Class A (the ain'ts) and 15 Class B (the be's) members.

**Minutes:** Jeff H. handed out the July 25<sup>th</sup> minutes. Kyna D. motioned to accept the minutes as corrected, Betsy G. second – minutes were accepted.

**IT Chair:** Marshall W.

- We recently experienced a website malware attack – Jeff H. to explain
- Kyna D. has acquired one or more Gossimer email host fees. She will submit for reimbursement from the SETA Treasurer.
- SETA IT flyer needed – Betsy G. will develop the flyer.
- **Note:** The Go To Meeting connection was lost during the meeting and could not be restored after repeated attempts. This disrupted the meeting flow.
- A Bluetooth connection was purchased. Marshall W. will submit for reimbursement from the SETA Treasurer.
- Committee member input to the SETA Quarterly Newsletter is needed. Send input to Kyna D. and she will prepare our report.

**Webmaster:** Jeff H. –

- A total of 31 updates were posted to the SETA website since July 25<sup>th</sup>: On the Delegate page, the GSC Report was added, on GSR page, Acronyms (Spanish translation) was added, Archives - Group Change Form updated twice, there were 8 meeting minutes/reports updated, there were 10 event flyers posted, 3 District/Committee contents updated, 2 Broken hyperlinks repaired on various pages, and the SETA Convention Committee was updated with a hyperlink to the seta convention.org page (had an anonymity issue with their flyer – flyer was removed).
- The SETA website was infected my malware on or about 07/25/2015, whereby malicious files were loaded onto the SETA website related to a phishing scam which referenced our site in mass email distributions to many educational institutions, mostly in the Northeast portion of the US. Suspect folders and files were found on or about 08/06/15 and subsequently renamed to prevent continued use. It appears no personal information related to this attack was stored on our website. Several affected entities were contacted to inform them of our success. There have been no further phishing scam reports since.
- I checked with 1and1 as to the memory limit for our website. One of their service technicians stated that, because our package, 1&1 Business Windows, is an old package and that they have no size limit information available and because we purchased a high end package, a limit of 1 GB could be



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applied in our situation. Using our current quota of 0.59+ GB, this would put us at 60% consumption.

- My NAATW and SWRF reservations in St. Louis, MO (10/2-10/4 and 10/09-10/11) have been completed.
- I will be participating in a District 52 anonymity workshop with Betsy G. on 09/19/15.

### **Postmaster:** Kyna D. -

- Email migration – no progress has been made since June, 2015. The issue still remains with transferring existing emails to the 1and1 hosting site. Since we do not have the resources available to successfully transfer data of this magnitude, there appears to be two solutions.
  1. Users who require historical emails must back them up to a third party email program such as MS Outlook. Step-by-step instructions will be provided.
  2. A zip file with user's emails will be downloaded and saved, however, these emails will remain in a file format and cannot be transferred to email format.

If we come to resolution during this meeting, the email could be switched over by September 14, 2015. I am submitting paid invoices for reimbursement for payments made to Gossimer out of my personal account(s). Monthly fee is based upon number of accounts and is about \$61.00.

- Email moderation/maintenance:
  - Emails moderated: 0
  - Mail lists updated: 12
- Discussions:
  - The majority of email accounts do not utilize our webmail service. We might consider reducing/disabling low/no use accounts in order to reduce monthly fees. As need arise, accounts could be added back in.
  - We discussed further on how/why 1and1 email host would not support our needs; issues include data migration (discussed earlier) and ability for users replying-all to broadcast accounts SETA-ANNOUNCE, SETA-NEWSLETTER, ...etc.
  - Waco M. suggested locking accounts and forcing password renewal. This would provide a yes/no status on accounts being utilized.
  - Betsy G. pointed out that the Gossimer monthly fees do not adversely affect our budget.
  - Marshall W. concluded with noting that the amount of effort and resultant short falls of migrating from Gossimer back to 1and1 email hosts surpass the current monthly fees and that we should continue with Gossimer until a viable alternative presents itself.

**Support:** Waco M. – Someone inquired about Malware Bytes. Waco M, explained that it targets, among other things, pop ups, advertisements and unwanted toolbars. Malware refers to software programs designed to damage or do other unwanted actions on a computer system. FYI - in Spanish, "mal" is a prefix meaning "bad," therefore, the term "badware".

**Review:** Betsy G. – Four email messages have been released for SETA broadcasting and one spam message was rejected. Website postings were all within traditions - no issues.

**Finance:** Betsy G. – Copies of finance report, shown below, were reviewed and agreed on.



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Southeast Texas Area Assembly IT Committee Financial Report August 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						\$175.50	\$89.50
Area Convention	\$250.00	\$269.10											\$269.10	-\$19.10
<b>Subtotal</b>	<b>\$515.00</b>	<b>\$269.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$87.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$87.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$444.60</b>	<b>\$70.40</b>
Other Expenses:														
Telephone (not Spot)	\$150.00					\$120.00							\$120.00	\$30.00
Printing	\$50.00												\$0.00	\$50.00
Software	\$450.00	\$90.00					\$135.00						\$225.00	\$225.00
Supplies registration fees (website fees)	\$250.00					\$62.00		\$30.07					\$92.07	\$157.93
Room Rental	\$175.00	\$46.80			\$61.10	\$61.10	\$61.10	\$61.10					\$291.20	-\$116.20
Room Rental	\$100.00			\$180.00									\$180.00	-\$80.00
Equipment	\$1,400.00	\$93.63				\$178.61							\$272.24	\$1,127.76
<b>Subtotal</b>	<b>\$2,575.00</b>	<b>\$46.80</b>	<b>\$183.63</b>	<b>\$0.00</b>	<b>\$180.00</b>	<b>\$61.10</b>	<b>\$421.71</b>	<b>\$196.10</b>	<b>\$91.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,180.51</b>	<b>\$1,394.49</b>
<b>TOTAL</b>	<b>\$3,090.00</b>	<b>\$315.90</b>	<b>\$183.63</b>	<b>\$0.00</b>	<b>\$267.75</b>	<b>\$61.10</b>	<b>\$421.71</b>	<b>\$283.85</b>	<b>\$91.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,625.11</b>	<b>\$1,464.89</b>

### Old Business:

- Marshall W. proposed we suspend efforts on email migration to land1. All agreed.
  - Kyna D. will issue a broadcast message to SETA email accounts stating this change in strategy. (COMPLETED 08/24/15)
- Marshall W. will provide a link to download Adobe Pro. Several copies of Adobe Pro are available for download to Jeff, Marshall and Betsy

### New Business:

- Open Positions: Dan P. stepped up to be alternate webmaster. Betsy G. motioned to accept Dan P. as the Alternate Webmaster, Waco M. second – motion passed.
- Our next IT Committee meeting on September 26<sup>th</sup> conflicts with another SBMC event. Meeting Date: Date was changed from the fourth Saturday to the third Saturday, September 19<sup>th</sup> just for this one meeting. Jeff H. will update the IT webpage with a note identifying this change (COMPLETED 08/26/15).
- Website Security: As related to recent malware attack, there was continued discussion in greater detail. We are unsure how this attack happened but suspect a person or persons knowingly or unknowingly exposed our site to this malware during security analysis and file source code evaluation on or around July 25<sup>th</sup>.

Meeting was adjourned at 12:10 pm. The next monthly IT Committee meeting will be held on Saturday, **September 19<sup>th</sup>, 2015, (the third Saturday this one time)** at the Spring Branch Memorial Club (SBMC).

Respectfully submitted, Jeff H. – Webmaster