SETA IT Committee Meeting Minutes – September 19th, 2015

Attendees: Marshall W. (Chair), Waco M. (Alt Chair/Support), Jeff H. (Webmaster), Betsy G. (Review/Finance) and Dan P. (1502 Group Alt GSR)

Call to Order: Marshall W. called the meeting to order at 10:17 am at the Spring Branch Memorial Club followed by the Serenity Prayer.

Service Material: Marshall W. read Concept 9 and Waco M. read Tradition 9.

Minutes: The August 22nd minutes were reviewed and stand approved.

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.

IT Chair: Marshall W.
- Reimbursement for Gossimer hosting payments to Kyna has not been confirmed
- Still need to offer to replace the Delegate's projector, possibly a like-for-like replacement

Webmaster: Jeff H. – The SETA website was backed up on 09/19/2015 and is at 62% of capacity with 4,902 files and 623 MB. A total of 16 updates were posted to the SETA website since August 22nd consisting of event flyers, committee meeting minutes, and Delegate agenda materials.

Postmaster: Marshall reported there was one request for removal from one of our SETA Distribution lists.

Support: Waco M. – no report

Review: Betsy G. – There were 12 SETA Announce requests accepted and 1 request was blocked.

Finance: Betsy G. – The finance report was reviewed and stands approved.

	Southeast Texas Area Assembly IT Committee Financial Report September 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
Subtotal	$515.00	$269.10	$0.00	$0.00	$87.75	$0.00	$0.00	$87.75	$0.00	$0.00	$0.00	$0.00	$0.00	$444.60	$70.40
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					$135.00		$55.00				$280.00	$170.00
Supplies	$250.00						$62.00		$30.07					$92.07	$157.93
Registration Fees (website fees)	$175.00	$46.80				$61.10	$61.10	$61.10	$61.10	$249.40				$540.60	-$365.60
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	$61.10	$421.71	$196.10	$91.17	$304.40	$0.00	$0.00	$0.00	$1,484.91	$1,090.09
TOTAL	$3,090.00	$315.90	$183.63	$0.00	$267.75	$61.10	$421.71	$283.85	$91.17	$304.40	$0.00	$0.00	$0.00	$1,929.51	$1,160.49

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Old Business:

- Bluetooth - purchase reimbursement to Marshall was obtained from the SETA Treasurer.

- Adobe Pro – Link to download was provided to Kyna. Betsy will send link to Jeff so that he may download the software.

- IT Flyer – Betsy presented a proposed flyer. A few more changes were identified then will be emailed to committee members.

New Business:

- Dan P. proposed a cheaper solution for the Gossimer hosted email service. There is an option with unlimited disk space at $146/year plus unlimited email. A write up will be presented to the committee for future discussion.

- Waco M. – We need to determine level of support needed for the October Assembly - equipment custody agreements, file backups, asset labeling, …etc.

- Marshall W. – A portable printer for IT Committee is needed. Dan P. stepped up and offered one of his printers. Marshall and Dan to discuss.

- Betsy G. – A committee roster was passed around and updated with individual contact information.

- General discussion – Ideas on what to information to provide on the committee trifold poster board were shared. Suggestions in include 1) a screen shot of the SETA website home page, 2) a reference material on the IT Guidelines, 3) the IT Committee Flyer, and 4) material on Anonymity Online. Jeff will pursue setting up the poster board and provide progress updates to the committee.

Meeting was adjourned at 11:35 am. The next monthly IT Committee meeting will be held on Saturday, **October 24th**, **2015**, at the Spring Branch Memorial Club (SBMC).

Respectfully submitted, Jeff H. – Webmaster