



## SETA IT Committee Meeting Minutes – December 5<sup>th</sup>, 2015

**Attendees:** Marshall W. (Chair), Jeff H. (Webmaster), Betsy G. (Review/Finance) and Richard B. (Alt Support), Kyna D. (Postmaster) via Go To Meeting.

**Call to Order:** Marshall W. called the meeting to order at 10:28 am at the Spring Branch Memorial Club followed by the Serenity Prayer.

**Service Material:** Marshall read Concept 11, Betsy read Concept 12. Explanation and discussion followed.

**Minutes:** The October 31<sup>st</sup> minutes were reviewed and stand approved as written.

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.

Note: Experience difficulties setting up and maintaining Go To Meeting connectivity.

- We will be setting up a PC at the January Convention with dual language for the Multi-Lingual web page.
- Submitted request for funding to purchase new projector for the Delegate.
- We have about \$400 remaining in 2015 budget. Please verify if last minute purchases may be necessary.
- Jeff H. was added as Administrator to the GotoDaddy SETA domain manager account.
- Area Treasurer has not been receiving SETA webmail messages. Kyna D. has added treasurer's personal email address to account to allow automatic forwarding of incoming messages.
- We need to develop an IT Chair checklist for position turnover, e.g., Domain info, website host info, mail host info, ...etc.

**Webmaster:** Jeff H. – Website last back up on 12/05/15. Currently at 4,908 files, 715 MB (72%). There were 8 site postings consisting of flyers since our October meeting consisting of meeting minutes, event flyers, and committee webpage contact names. Domain renewal – awaiting 72 our processing by GoDaddy before payment can be made using my credit card. Have been receiving and ignoring prompts to renew the expired trial version of Malwarebytes.

Work in progress:

1. Create dual language [Multi-Lingual](#) web page (Completed 12/17/15).
2. Seek Spanish translation of Multi-Lingual [Job Description](#) document.
3. Update [SCAP](#) web page with “Zaz M.” and current convention information (Completed 12/17/15).
4. Renew website domain and update Webmaster [Logbook](#) with Domain registration information (Completed 12/17/15).
5. Assemble the IT Committee Display Board. Input gathered on 12/5/15, working towards completion by January convention.

**Postmaster:** Kyna D. – We wish to communicate webmail features and promote webmail use at the January convention.

**Support/Alt Support:** Waco M./Richard B. – no report



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**Review:** Betsy G. – There were 5 SETA Announce requests accepted and 4 spam requests blocked. Not sure if spam messages could be filtered. Kyna pointed out that SPAM filtering is through the mail host and that some spam still slips through. Requests may be submitted to the host or the Postmaster if content needs to be added to the filter list.

**Finance:** Betsy G. – The finance report for November, December and January was reviewed. The November report stands approved as written. Jeff H. requested footnotes be added to the report in order to better describe line items, e.g., Registration Fees include Gossimer, 1and1, GoDaddy, ...etc. Mobile Beacon (Hot Spot) lawsuit against Sprint was won and a 3 month extension was granted, therefore our hot spot will function through February, 2016.

Southeast Texas Area Assembly IT Committee Financial Report November 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	\$444.60	\$70.40
Other Expenses: Telephone (not Spot)	\$150.00					\$120.00							\$120.00	\$30.00
Printing	\$50.00										\$34.50		\$34.50	\$15.50
Software	\$450.00		\$90.00				\$135.00		\$55.00				\$280.00	\$170.00
Supplies registration fees (website fees)	\$250.00					\$62.00		\$30.07					\$92.07	\$157.93
	\$175.00	\$46.80				\$61.10	\$61.10	\$61.10	\$61.10	\$249.40	\$143.16		\$683.76	-\$508.76
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	\$143.16	\$34.50	\$1,662.57	\$912.43
TOTAL	\$3,090.00	\$315.90	\$183.63	\$0.00	\$267.75	\$61.10	\$421.71	\$283.85	\$91.17	\$304.40	\$143.16	\$34.50	\$2,107.17	\$982.83

### Old Business:

Still need a quarterly SETA newsletter default template of standard IT information then add information on recent events as needed.

### New Business:

SCAP web page needs to be updated to “Zaz M.”

Our next meeting will be on January 23<sup>rd</sup> at the Spring Branch Memorial Club

Meeting was adjourned at 12:01 pm. The next monthly IT Committee meeting will be held on Saturday,

**January 23<sup>rd</sup>**, at the Spring Branch Memorial Club (SBMC).

Respectfully submitted, Jeff H. – Webmaster