

## SETA IT Committee Meeting Minutes – July 28, 2018

**Attendees:** Marshall W., Betsy G., Mitch O., Kyna D., Joel G., Luciana B.

**Call to Order:** Dan called the meeting to order at 10:00am at the Spring Branch Memorial Club followed by the Serenity Prayer.

**Service Material:** Tradition 7 was read by Marshall; Betsy read Concept 7.

**Minutes:** Mitch read the minutes from the June meeting. Minutes were approved as read and corrected.

### **IT Chair – Kyna:**

1. Newsletter article was not submitted, Area Newsletter Chair could be contacted and experienced email issues. Betsy did submit an article and it was published.
2. Obtained a few quotes on screen repair for the laptop and was not successful. Kyna will pass the laptop back to Luciana will repair.

### **Postmaster – Kyna:**

1. The SPAM issue is continuing. The SPAM program is contained in 1on1, but does not seem to be impacting all email addresses – mainly the IT Chair and Postmaster email address. Joel and Luciana will look into to see if they can assist.

### **Webmaster/Alternate Webmaster – Dan/Joel:**

1. Dan absent, Joel reporting.
2. Progress is continuing on the new website.

### **Finance – Betsy:**

1. There were not expenses for the July reported. There were no room fees for the July assembly due to power outage, hotel refunded costs.
2. The Area Literature Committee will be added to the zoom meetings – Marshall will be assisting them.

### **IT Support – Marshall:**

1. The Area Chair requested assistance for the voting occurring at the October Assembly. Testing need to be done to make sure it still functions as expected.
2. Started looking at prices for speaker/microphone/webcam – approx. \$100.
3. Inventory is still in process.
4. Request a purchase for a Craftsman work light to assist with setup. The cost is \$20.

**Old Business:**

1. All 4 attendees are registered. Two rooms have been reserved, a third room will be reserved.
2. WordPress website updated: Kyna and Joel are almost completed with her portion. Marshall was able to login at Assembly. Add the Subscribe/Un-subscribe links on the Officer and District pages. Notification is generated when a new email address is added/deleted. Possible include a 'unsubscribe' at the bottom of the emails received from the mail list – Joel will look into.
3. The Area Chair inquired as to roll out date for the new website. Possibly have a link to the new website for users to review.
4. NAATW – all hotels/registration are paid for. Transportation is still being discussed (Round Rock, TX).

**New Business:**

1. Extra meeting night for Friday night October Assembly as a comp for the power outage at the July Assembly. The October Assembly may be a 3 day event.
2. Discussion of Area website being used as a meeting locator.
3. Software – renewing Adobe (Betsy to look into cost). Marshall and Betsy to look into our current licenses of MS Office and cost.
4. Officially election of Joel G. as alternate Postmaster – motioned by Kyna, seconded by Mitch.

The meeting was adjourned at 11:35am followed by the Responsibility Statement.

Next meeting date is August 25, 2018 at 10:00am at the Spring Branch Club.

Respectfully submitted,  
Mitch O.