

SETA IT Committee Meeting Minutes – August 25, 2018

Attendees: Marshall W., Betsy G., Mitch O., Vern S., Kyna D.

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

Service Material: Tradition 8 was read by Kyna; Mitch read Concept 8.

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

IT Chair – Kyna:

1. No activity to report.

Postmaster – Kyna:

1. No activity to report.

Webmaster/Alternate Webmaster – Dan/Joel:

1. Dan absent.
2. Mailed report in – working on unsubscribe footer on SETA Announce email list.
3. Web migration is in process.

Finance – Betsy:

1. There were no expenses for the August reported.
2. Marshall has expenses of \$15 that he brought to the meeting. Expenses will be reported in August and reflected on September statement.
3. SEATA announce emails worked as expected.

IT Support – Marshall:

1. Hot spot screen is cracked. Cannot read the password.
2. Purchased emergency work light and can of spray paint. He will submit the expense report.
3. Future purchase needs - speaker/microphone/webcam – approx. \$100.
4. Testing need to be done to make sure voting process will still function, Betsy volunteered to assist.

Old Business:

1. Kyna is still in possession of the laptop with the cracked screen. Projected cost to repair is \$400.
2. Luciana resigned position as alternate support.
3. Work on the new website (wordpress.aa-seta.org) is at the same status.
4. Vern stated some of the pamphlets are uploaded, there should only be a links to the AA pamphlets from AA.org websites. Quotes/graphics should have reference to the original publisher. This results in additional changes are needed to the new website. Graphics also have use restrictions.

5. Kyna is in process of updated in the subscribe/unsubscribe links to notify the DCM.
6. NAATW - Betsy and Vern are driving up on Thursday. Dan and Marshall will come up on Friday.
7. Software – renewing Adobe (Betsy to look into cost). Marshall and Betsy to look into our current licenses of MS Office and cost.

New Business:

1. Election Motions:
 - a. IT Chairperson (Kyna/Dan will discuss who will stand)
 - b. Postmaster/Alt Postmaster – Betsy/open
 - c. Webmaster/Alt - Vern/Joel
 - d. IT Support/Alt - Marshall
 - e. Secretary/Finance: Mitch
2. New equipment purchases
 - a. New hot spot or have Sprint replace screen.
 - b. Speaker/microphone/webcam – approx. \$100
 - c. Currently have 2 laptops (1 delegate), need to purchase 2 more laptops. Marshall will get a quote.

The meeting was adjourned at 11:56am followed by the Responsibility Statement.

Next meeting date is September 29, 2018 at 10:00am at the Spring Branch Club.

Respectfully submitted,
Mitch O.