**Members:**  Yvonne Coulter, Melissa Craft, Earle Barnes, Deb Smith, Tymn Neece, Laura Jones, Corbin Ellsaesser, Melinda Doherty, Mary McCoy, Jayme Osborn, Debbie Czarnecki

**Members not present:**  Randy Rhodes

**Recording Secretary:**  Jayme Osborn

1. The meeting began at 12:49 p.m. EST. Jayme announced that the call was being recorded.
2. Secretary Report: Jayme Osborn
   1. Jayme sent the minutes of the August meeting to the Board on Tuesday and Wednesday of this week. Yvonne made a motion to approve the minutes as written. Earle seconded the motion. There were no objections. The August minutes were approved.
3. Treasurer’s Report: Mary McCoy
   1. **Checking Account**: Beginning Balance: $73,515.89

Deposits: $0

Withdrawals & Checks $1,729.00

Ending Balance: $71,986.89

* 1. Withdrawals were for tax preparation ($200), the Logo sample for 2015 ($29) and Survey Monkey ($300) for automatic renewal. We did not intend to renew it. Earle contacted them during the call and they will refund us the $300. Way to go Earle!

* 1. **Savings Account**: Beginning Balance: $83,075.36

Interest earned: $2.05

Ending Balance: $83,077.41

* 1. Checking balance according to the register: $71,356.89
  2. The difference between the statement and our checking account is due to a withdrawal of $530 for the website design & domain renewal.
  3. One presenter still has not cashed their check, so it is still outstanding.
  4. Taxes were filed and uploaded to Sugar Synch.
  5. The financial statement is also on Sugar Synch. Earle put it on the website.
  6. Mary has prepared a draft budget for 2015 and it is on Sugar Synch.
     1. The Board needs to review, discuss it and approve it.
     2. It will be impacted by our intent to spend down some of the funds.
     3. The Board has discussed discounting conference fees or membership fees.
     4. If we want to discount SNUG membership fees – now is the time to do that because of the Membership Drive.
     5. The amount we need to spend down is about $40,000 over the next few years. If we decreased the cost of membership 25% over the next two to three years, that would be $16,250. For the year ending June 2014 the membership fees added up to $65,907.
     6. Another option is to discount the meeting fees.
     7. The goal is to bolster attendance at the conference. Therefore, the Board thinks that we need to discount the cost of the conference. We can try it for a year. Some savings could be in the form of a voucher to be used at the hotel restaurants. Another idea is a discount to the client on the hotel room costs. That would reduction in expenses for the attendees.
     8. The Board decided to discount the conference fees and not the membership fee.
     9. We will table the discussion for how to reduce the costs of the conference for attendees until next month’s Board Meeting. The Board will think about it and come up with some ideas.
     10. Don needs to be included on this discussion. We will start to discuss it with him at the next Annual Meeting call.

1. Membership Report: Melinda Doherty
   1. Nothing to report at this time.
   2. Missy: Don sent an email to Missy and Tymn about mailers for the Membership Drive. The mailers have not been sent out yet so we are behind schedule. It is usually done at the end of September. Don proposed that as soon as printing is completed, they send it out through SCC’s bulk mailing account. Then SNUG will reimburse SCC. Missy gave Don the approval. The Board was in full agreement with Missy’s decision. The mailers should arrive to the clients in the next couple of weeks.
2. SIG Update: Corbin Ellsaesser
   1. Corbin had to leave the meeting. He will report at our next meeting on November 20.
3. Customer Service Update: Debbie Czarnecki
   1. Debbie sent out the minutes last week.
   2. We will continue to remind SCC that they need to send us the documentation that we have requested. Debbie will contact David Romano about it.
   3. Many of the topics will be discussed at the conference Town Hall.
   4. Next month’s meeting is on November 12 which is the same day as the Micro Discrete webinar. We will reschedule our meeting for a different date.
4. Review of By-Laws: Missy Craft
   1. The Board needs to approve the By-Laws.
   2. If approved, ratification will occur by the SNUG members at annual meeting.
   3. The Board took care of the voting via email. Everyone has had a chance to review them.
   4. There were a couple of small suggestions made by the attorney.
   5. An edit was made to the line about new member nominations being required to be submitted to the Board two weeks prior to the voting. We take nominations at the annual meeting. Therefore, that line was deleted.
   6. The Board gave temporary approval of the By-Laws. The By-Laws will then need ratified at the SNUG meeting. Missy made a motion to approve the By-Laws as submitted by our attorney with the few small modifications. Tymn seconded the motion. All Board members were in favor of the motion.
5. SNUG Presentation Application: Tymn Neece
   1. We want to be stricter about the presentations that are given at SNUG as well as the deadlines for presentation and slide submission.
   2. The presentation proposal has to be accepted. Suggestions for improvements could be recommended.
   3. We want a planning mode that will get topics that are reverent.
   4. Presentations need to be meaningful, useful and constructive.
   5. We need to survey the client base as to what they want to see presented.
   6. It is very good to have a presentation given by a client and a SCC person.
   7. We have to remember – this is a client users group. We need client presenters. They can have SCC assistance.
   8. Missy will ask Don to put this topic on the agenda for the November 5th Annual Planning Meeting.
   9. We can send out a feeler email, including some ideas. The Board will watch the listserv for presentation ideas.
   10. Ideas for presentation topics:
       1. How to organize a project or an upgrade.
       2. Validation presentations are good (Claudia’s is excellent!). Users could go to that again and again; there is always something new to learn.
       3. Project management.
   11. SCC can help identify clients who are experts in specific fields.
6. The meeting was adjourned at 1:20 p.m. EST.
7. The next meeting will be November 20, 2014 at 12:00 p.m. EST.

Conference Call Schedules and Phone Numbers

Annual Conference Planning – 1st Wednesday 1200 EST; Earle’s #

Customer Service – 2nd Thursday 1300 EST; SCC’s #

SNUG Exec/SCC – 3rd Thursday 1200 EST; Earle’s #

Respectfully submitted,

Jayme Osborn

SNUG Secretary