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| **Date:**  **October 15, 2015** |  | | | | **Time: 1:00pm EST** | |  | **Location:**  Conf Call: 877-429-5168  Passcode: 4019226# | | |
| **Chair:** Melinda Doherty | | | | | | | |
| **Recorder:** Earle Barnes | | | | | | | |
| ***SNUG Member Name:*** | | ***Attended*** | ***SNUG Member Name:*** | | | ***Attended*** | | ***SNUG Member Name:*** | | ***Attended*** |
| **Mary McCoy** | |  | **Corbin Ellsaesser** | | |  | |  | |  |
| **Melissa Craft** | |  | **Debbie Czarnecki** | | |  | |  | |  |
| **Earle Barnes** | |  | **Melinda Doherty** | | |  | |  | |  |
| **Tymn Neece** | |  | ~~Brenda Duff~~ | | |  | |  | |  |
| **Jayme Osborn** | |  | **Nikki Van Ingen** | | |  | |  | |  |
| **Laura Jones** | |  | **Sharon Black** | | |  | |  | |  |
| **TOPIC** | | | | **DISCUSSION** | | | | | **ACTION ITEMS** | |
| 1. **Welcome-Roll Call** | | | |  | | | | | **Standing** | |
| 1. **Announcement of Recording** | | | | 12:23PM | | | | | **Standing** | |
| 1. **Secretary Report – Earle**    1. **Minutes from September – approved via email** | | | |  | | | | |  | |
| 1. **Treasurer’s Report – Mary**    1. **Checking: Beginning Bal: $67213.81**   **Ending Bal: $63569.94**  **Current Bal: $61949.04**   * 1. **Savings: Beginning Bal: $83100.31**   **Interest earned: $2.05**  **Ending Bal: $83102.36** | | | | **In September spent money on professional fees, tax fees, account, and lawyer**  **In October spent money on Sheraton deposit $3000 and began bringing in membership registrations.**  **Financial statements and tax documents will be put on SugarSync and Earle will put the financial statement on the website.**  **PayPal will be addressed with the Canadian clients. If they didn’t have an account it would not take their card. We discussed being proactive about letting the Canadian clients know that they need an account ahead of time. Tymn will draft a message to the Canadian clients. It might be a good idea to put verbiage on the website as well.** | | | | |  | |
| 1. **SNUG website updates -Missy/Earle** | | | | **Melissa discussed our search to find a company to update our website.**  **Earle spoke to both companies and offered good feedback as to each company Element 74 and Your Design Guys. Your Design Guys seemed to have the most favorable proposal as it relates to price, ease of the build, efficiency and training. They have been around for 15 years.**  **The timeline depends on how long SNUG takes to give them decisions on the work that they are doing.**  **There will be some trimming down of the files that are on the current site.**    **Tymn moved to create a sub-committee of Earle, Missy, and Corbin**  **Motion was seconded and passed.**  **Melinda moved that Earle stay on as web admin with a backup.**  **Motion was seconded and passed.** | | | | |  | |
| 1. **Membership Report – Tymn** | | | | **12 registered and 6 paid an increase of 4 from last year.** | | | | |  | |
| 1. **SIG Update – Sharon** | | | | **The request for new enhancements went out in September as reported at the last call. Sharon will make sure Jesus sets up a call to split the SIG hours.**  **There was discussion about the 4.0/ 4.5 SIGs** | | | | |  | |
| 1. **Customer Service Update – Debbie C.** | | | | **SLA was signed off.**  **The next CS meeting for the dashboard will be scheduled for December if the November meeting is cancelled.** | | | | |  | |
| 1. **Conference Planning Update (2016) – Laura**    1. **SWAG**    2. **Call for topics/presenters**    3. **Mailer** | | | | **Jackets have been selected, bags, power bank (sponsor item), notebook samples are coming as well as cups/sports bottles (possible sponsor item).**  **Jackets are $25.95 each, less than the shirts from last year.**  **The flyer was done by SCC and the call for presenters will be sent as well as the call for topics which has a list of suggested topics from last years survey, which should be going out soon.**  **The question was raised are we sending too many blasts. The concensus is that more communication is better. If SCC would provide us with a better list of topic ideas, the blasts would not be so necessary. Maybe they can poll the CSR’s or their own data to see the type of calls are coming in the most.**  **Motion to approve mailer. Motion seceonded and passed.** | | | | |  | |
| **Adjournment** | | | | **1:14pm** | | | | |  | |

***Next scheduled meeting: November 19*, 2015**