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| **Date:**  **November 19, 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** | | | | 12:52 pm | | | | | **Standing** | |
| 1. **Secretary Report – Earle**    1. **Minutes from October – Earle** | | | | Minutes will be approved via email | | | | |  | |
| 1. **Treasurer’s Report – Mary**    1. **Checking: Beginning Bal: $63569.94**   **Ending Bal: $45197.16**  **Current Bal: $41282.03**   * 1. **Savings: Beginning Bal: $83102.36**   **Interest earned: $2.12**  **Ending Bal: $83104.48**     * 1. **CPA status** | | | | **In October spent money on Sheraton deposit, promotions, website design, and the CPA. Membership fees have been deposited.**  **Kristina left CPA to start her own company, (KH). SNUG worked with a lawyer and terminated the contract with CPA and started one with KH the new company.**  **October reports done by CPA** | | | | |  | |
| 1. **SNUG website updates -Missy/Earle/Corbin** | | | | **We have a call tomorrow with Your Design Guys and will report** | | | | |  | |
| 1. **Membership Report – Tymn**  * **Registered - 37** * **Paid - 22** | | | | **Tymn gave his report. He also will send out the letter to the Canadian clients once we give the go ahead.**  **Reminders will be sent out by Melinda.** | | | | |  | |
| 1. **SIG Update – Sharon** | | | | **Sharon will be talking to Laura, but will probably not get any new information.** | | | | |  | |
| 1. **Customer Service Update – Debbie C.** | | | | **No updates – Dashboard demo to be scheduled for next meeting.** | | | | |  | |
| 1. **Conference Planning Update (2016) – Laura**  * **SWAG update** * **SNUG Vendors/prospectus** * **SNUG mailers** * **SNUG presenters** | | | | **Laura – The Swag procurement is done except for the lanyards which are done by the sponsors.**  **The mugs have two locations for logo so this will be added to the sponsor prospectus. Melinda will send out the latest but not finalized prospectus.**  **The mailers will be coming from SCC.**  **A reminder should be sent out with the latest list of topics.** | | | | |  | |
| 1. **Other business**  * **SNUG Webinar** * **Costs for Training** | | | | **S&P have been difficult to get a hold of but agreed to do the webinar on the LIS toolkit (Gives a walk through on what to look for when shopping for a LIS) but want to do it February 19, 2016**  **We forgot the new training costs up at the SCC/SNUG call but Melinda will discuss this via email with the SNUG board and Jesus.** | | | | |  | |
| **Adjournment** | | | | **1:28pm** | | | | |  | |

***Next scheduled meeting: December 17*, 2015**