**Members:**  **Mary McCoy, Melissa Craft, Earle Barnes, Tymn Neece**, **Laura Jones**, **Corbin Ellsaesser**, **Debbie Czarnecki, Melinda Doherty, Brenda Duff**, **Nikki Van Ingen**, **Sharon Black**

**Members not present:**  Jayme Osborn

**Recording Secretary:**  Earle Barnes

1. Announcement of Recording: Earle announced that the call as being recorded
2. Secretary Report – Jayme – Out but working on the minutes
   1. Minutes from April
3. Treasurer’s Report – Mary – No bill from the Sheraton as of yet. Melinda emailed Doree and has not heard back.
   1. Checking: Beginning Bal: $162,368   
      Deposits of $8340.87 (membership, conference, and vendor income)  
      Withdrawals of $18,830.31 (gifts, meeting planner, honorariums, etc)

Ending Bal: $151,878.61

Current Bal:

* 1. Savings: Beginning Bal: $83,089.85

Interest earned: $2.05

Ending Bal: $83,091.90

Checking balance register as of May 13, 2015: $147,668.94  
Between the end of April and May 13 there were deposits of $4006.64 (conference registrations and vendor income)  
Withdrawals of $8216.31 (SNUG booklets, honorarium checks, website costs, other meeting costs)  
  
Packet has been sent to the accountant and they will give us a proposal.  
  
No bill from Sheraton as of yet.

* 1. Discuss management of books by outside firm
     1. **CPA Partners LLC** Still waiting for a quote. The Link did not think it was a good idea for them to take on this job. Melinda was impressed with them and that we should be good with them once we got the quote if it wasn’t too outrageous. The board was in agreement.
  2. Setting the budget for this year - Mary sent the tentative CPA enough info to help come up with a budget.
  3. Need to spend down? – Melinda has some concerns about spending down money with taking on new accountant staff. Mary indicated that we don’t fit into the group that needs to spend down due to extra costs that could be incurred. There was more discussion about the concern of having a cushion and that it’s nice to not force our funds down.
  4. Tymm wants to know if we should get one additional quote. Missy said that we would have to make a stab in the dark, but it is a good idea to have a second quote. Melinda will pick another accounting firm. Missy said we could email Don Keller and ask as well.   
       
     Missy cautioned that this needs to be done quickly so that we can hire someone by July 1 the beginning of our fiscal year. Mary wants a name so she can get things rolling. Melinda wondered if we should do an interview., but we won’t need that right away as this is mainly to get competitive pricing.   
       
     Use Christina’s from CPA partners breakdown to get competitve pricing. If someone comes in with a lower quote we could then interview them.   
       
     Melinda discussed that we didn’t have a formal budget last year and it’s done typically in August. There is no penalty for it not being done by July 1.   
       
     Mary still has things to cover before the books can be closed and doesn’t want to do a budget until this fiscal year is closed. Melinda will contact Don.

1. Membership Report – Tymn will follow up with the Link for dues that have not been paid
   1. SIG Update – Corbin/Sharon – Final Enhancement Votes and Outcome (if completed)
   2. Review of Outdated Enhancement Requests and Voting Process
   3. New SIG configurations and available hours
   4. SIG Enhancement Schedule for this year

Running a bit behind without Jayme’s information. Final voting was due my May 29 and Corbin was not sure if we could make that. SCC will comeback with a list by June 26th to vote on. Can’t compile a list until everything is submitted.   
  
SIGBB has a status link to review the monthly report.  
  
Sharon discussed getting everything handed over offline with Corbin

1. Customer Service Update – Debbie C.The SLA agreement as it stands is good. A motion was given by Sharon and Seconded by Missy. All were in favor and the motion passed.
2. 2017 Conference dates – Discussion about below items. Melinda wants us to vote on the dates. The board unanimously voted for May for 2017. The nights will be extended to include days after in the same price for people that stay longer. Blocks are held for certain days of the week and vary from day to day.
   1. Option 1 April 23-28, 2017- $205.00 s/d plus the 12% tax
   2. Option 2 May 21-26, 2017 – week prior to Memorial Day Weekend $189.00 s/d plus the 12% tax

2011 May 18-30 – (week prior to Memorial Day Weekend) total consumed rooms was **696** (lowest number – I remember Don saying that “recessions” hit hospitals after everyone else, so this could have been the case here

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2012- May 16-28 – (week prior to Memorial Day Weekend) biggest year with **899** rm nts – possibly due to lower attendance year before…

2013- April 10-24 – **805** total room nights

2014 – April 24-May 7th- 762 room nights

2015 – **836** room nights April 16-29

1. Conference Planning Update (2016) – Laura – We heard back from the speaker group that Janet Evans is available and her fee is $17,500 plus expenses from California. Our goal is 10k-15k. Missy thinks that we should get other options and then vote. There are other avenues that we can pursue in terms of participation.  
     
   As far as the conference theme and tagline Laura will have that for us soon. Laura has a document planning tool that she is using that will be getting completed.   
     
   Jeff probably wants to use this for documenting in STAR. Myra and Jim are ultimately key people that should be kept in the loop with the planning document to get their opinion.
2. The Link Contracts – We reviewed the annual contract and voted on it. Missy brought up the topic of charging for webinars as an encouragement to come to SNUG and to generate revenue for SNUG. Missy makes a motion and Corbin seconds that we charge for Webinars for non-snug attendees. All were in favor and the motion passed.   
     
   Melinda discussed using the Link to check out venues for 2017 as well as assisting us should we change venue. Tymn wondered if we had considered moving the SNUG location  
     
   Missy motioned that we accept the Link contract for general business items as stated in the contract. Motion was seconded by Corbin. All were in favor and the motion passed.

1. Next Meeting – June 18, 2015 1230 pm ET –

Adjourned – 1:45pm

Conference Call Schedules and Phone Numbers

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

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

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

Earle will update the call on the calendar.