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| **Date:**  **June 18, 2015** |  | | | | **Time: 12:30pm 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** | | | | 12:35pm | | | | | **Standing** | |
| 1. **Secretary Report – Earle**    1. **Minutes from May** | | | | **Motions for Approval, Missy, seconded by Corbin** | | | | | | |
| 1. **Treasurer’s Report – Mary**    1. **Checking: Beginning Bal: $151,878.61**       1. **Deposits: $4,381.64**          1. **Membership Registrations**          2. **Conference Registrations**          3. **Vendor income**       2. **Withdrawals/checks: $10,739.01**          1. **Gift/giveaways ‐ Lab week**          2. **Meeting Planner**          3. **Honorariums**          4. **Misc meeting costs**          5. **Snug booklets**   **Ending Bal: $145,521.24**  **Current Bal:**   * 1. **Savings: Beginning Bal: $83,091.90**   **Interest earned:$2.12**  **Ending Bal: $83,094.02**  **\*\*\*Checking Balance according to the register 6/11/15 : $71,722.36**  **Deposits: $0.00**  **Withdrawals: $73,798.88**  **Sheraton Bill: $72,998.88**  **Honorariums**  **Hotel overflow hold: will reach out to confirm the charge is NA**   * 1. **Discuss management of books by outside firm**      1. **CPA Partners LLC**      2. **PDR - CPA**   2. **Setting the budget for this year** | | | | **Additional Notes from Mary - Bank has the signature cards and she will call to confirm everything is in place. All sensitive info has been shredded.**  **Passwords will be changed on accounts for BOA and PayPal.**  **Outside accountant - The estimate is $800 per month. Melinda has looked at another option, PDR, but we need to wait a few more days for the cost comparison. We would like to have this in place by July and that is the concern. If by the end of next week we have not heard from second option, we will go with CPA Partners.**  **Budget – Mary did a budget analysis and we were under budget on a lot of things based on our expectations of the number of 180 conference attendees and we had 130. We are still due money from Zebra (submitted for check) and AVNet (has to pay SCC). No red flags on the budget. A new analysis will be done before the books are closed.** | | | | | | |
| 1. **Membership Report – Tymn**    1. **Membership drive** | | | | **No report**  **After some brainstorming with Jeff and Missy, we need to begin sooner rather than later due to different client budgeting requirements. "Start budgeting now" needs to be the push as well as including conference teasers.**  **There were are few that didn’t get welcome packets and may not even be getting the emails. As a follow up we should involve the Link to make sure we find outliers.**  **The Link needs to do better with giving monthly updates on memberships etc. We need to reiterate this need to them.** | | | | | | |
| 1. **SIG Update –Corbin/ Sharon**    1. **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** | | | | **Corbin – Everything submitted but has not heard back from Danielle.**  **Should be voting to redistribute hours by next meeting.**  **Areas that need work with the SIG’s – For Path they combined hours with Gene Suite and this needs to be addressed.**  **From our meeting with Gilbert, it was indicated that Path and DX would be separate SIG’s and development would go on with both Path and DX.**  **This also needs to be fixed on the SCC SIG’s website.**  **Path should go from 400 hours to 500 if combined with Gene**  **Does SoftID need to be separated out from Commons since it is a separate product? This could be done up until the ballots are sent. A new moderator and advisor will need to be established if that is the case. This will be added to the CS agenda**  **Danielle is working on the schedule for next year.** | | | | | | |
| 1. **Customer Service Update – Debbie C.** | | | | **Debbie – Feels like we are getting the run around with Softlab Known Issues report from SCC as they think it is not needed. We need to refresh them on what we are looking to get in the known issues list. This is a good investment in our members once we get it going and offer payment to SCC.**  **Work is being put into the new hotfix and patch process but we need to continue to push for work on the known issues list to continue.**  **Debbie will put together the LIS training topics and we will review/add to it.**  **Does SNUG need to provide funding to get them started.**  **We would want to do the training basics ongoing via online mechanism and as it progresses we can add more complex topics like interfaces later.**  **Use webinars and VRUG sessions to address more in depth topics**  **We need to see the budget to give a figure on what we would pay to SCC as we do have available funds.** | | | | | | |
| 1. **Conference Planning Update (2016) – Laura**    1. **Theme** 2. **Keynote speaker/The Link Contracts**   **Adjournment 1:32pm**  ***Next scheduled meeting: July* 16, 2015** | | | | **Theme has been selected with taglines.**  **SCC needs to present the artwork that they have come up with by July. SCC has an account with** [**www.thinkstock.com**](http://www.thinkstock.com) **if we need to get artwork.**  **Keynote – The votes were for Robin Benincasa. Her price was $16,500 including travel. Lodgings and meals would need to be paid as well. Eagle Talent said that prices get negotiated all the time. The Link might be better at negotiating this for SNUG.**  **A little disappointing that they didn’t reduce their pricing for managing the keynote speaker. The Link price also needs to be looked at for the Keynote options that they are charging. Ask them if they can give us a better price and put language in regarding the options.**  **Eagle will still contact SNUG for information about the conference that The Link can’t answer.**  **Missy brought up that maybe we could have the keynote at the end. Some would miss out based on the conference being shorter.**  **Maybe we can get a client to do a somewhat LIS based talk during the banquet? Discussion ensued.** | | | | | | |