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

**Members not present:**  Yvonne Coulter & Randy Rhodes

**Recording Secretary:**  Jayme Osborn

1. Jayme Osborn announced that the meeting is being recorded.
2. Secretary Report – Jayme Osborn
	1. The minutes from the last meeting are not available. Jayme will send them to the Board for review and approval by email.
3. Treasurer’s Report – Mary McCoy
	1. **Checking**: Beginning Bal: $71,756.89

Deposits $16,366.40

47 registrations

Check withdrawals: $3,333.01

Ending Bal: $84,790.28

Current Bal: $91,275.92

* 1. **Savings**: Beginning Bal: $83,079.53

Interest earned: $2.05

Ending Bal: $83,081.58

* 1. Between November & December 14, check totaled $1,841.21 for the SNUG program, website costs and the RUG gift cards.
	2. $8,326.85 in deposits – 24 registrations.
	3. Mary will highlight the differences between the years.
	4. Advertising and promotion cost difference: it was due to the gifts and giveaways. It was split to a different category. This year more merchandizing will go under the meeting costs instead of the advertising costs.
1. Missy ordered the give-away merchandise for the conference.
	1. Will be $13,000.
	2. It will be paid this month so we get the discounts.
	3. 250 of each item and 300 of the mugs.
	4. If we need less in the spring – what we take off will be applied to the price of the shirts.
2. Membership Report – Melinda Doherty
	1. We have 116 people registered for membership. Not sure when the next update will come from the Link Ladies.
	2. CHS clients – there is a parent facility with children under them. There is one client ID. Melinda is following up on it. It is dependent on the number of servers.
	3. PayPal issue for Canadian Clients.
		1. Earle was working on this. Not sure of the status. We are working through some of the issues.
		2. Earle sent Pay Pal an email to their customer support, but hasn’t heard back from them yet.
		3. It’s a Canadian PayPal so the extension is .ca instead of .com.
	4. On the spreadsheet – there are four new clients so far that SCC is paying for.
	5. Welcome letters to come out after the deadline (after the 31st). Will include the new password.
	6. Missy will check with the Link Ladies to see if they can send out a confirmation to clients once the membership payment received.
3. SIG Update – Corbin Ellsaesser
	1. Corbin has been sending out the reminders for enhancement requests.
	2. December 12 was the deadline for submission.
	3. In January – they will send out the ballots.
	4. We work with Danielle.
	5. When do we start discussions on breaking out the enhancements for 4.5?
		1. We previously discussed having separate SIGs for 4.5 and 4.0.7 and Genetics also. Will be brought up at the Customer Service SIG meeting.
	6. Anything submitted now will go to the 2016 list.
4. Customer Service Update – Debbie Czarnecki
	1. SCC raised the question – if a client is in implementation and they haven’t accepted enhancements, they will suggest a SCR.
	2. They should be able to submit requests. Melinda will make the suggestion at the meeting this afternoon with the 4.5 clients.
5. Missy talked to Myra about proposal for Joanne & Rosanne:
	* 1. Wednesday afternoon, three hours.
		2. Missy’s proposal: since it’s a 3 hour session, we could start the day with it. Then have a break for lunch from 11:30-12:30, followed by the combined SIG session. The combined SIG session will be 1.5 hours, followed by an ice cream break and then the Annual Business Meeting. The Board liked the idea.
6. Annual Conference
	1. Free up the grand ballroom for the dinner.
	2. Myra said she didn’t think there would be much entertainment this year – it will be just a dinner. If over by 9:00, then SNUG can take over and hire a DJ or whatever we may want. We will let SCC knows about it.
7. The next meeting will be on January 15, 2015 at 12:00 Noon EST.
8. The meeting adjourned at 1:14 p.m. EST.

Conference Call Schedules and Phone Numbers

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

**Customer Service:** 2nd Wednesday 1200 EST; SCC’s #

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