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

**Members not present:**  Randy Rhodes & Tymn Neece

**Recording Secretary:**  Jayme Osborn

1. The meeting began at 12:30 p.m. EST.
2. Jayme Osborn, Secretary announced that the meeting was being recorded.
3. Secretary Report: Jayme
   1. The minutes from April are not ready. Jayme will try to send out as soon as possible.
4. Treasurer’s Report: Mary
   1. Beginning balance: $173,069.98
   2. Deposits: $ 12,453.27
   3. Withdrawls/checks: $ 16,442.87
   4. Ending balance: $169,080.38
   5. Savings Account beginning balance: $83,063.56
   6. Interest earned: $ 2.73
   7. Ending balance: $ 83,066.29
   8. Checkbook has been balanced (yesterday). The final balance was $154,180.73.
   9. The difference from April to current: late vendor income, withdrawals of $24,000 for honorariums, SCC breakfast & keynote speakers.
   10. Mary has not received the bill from the Sheraton yet.
   11. Mary has not done the final review with Don.
   12. Signatures: Mary will go to the bank on Saturday to get the signatures wrapped up.
   13. The passwords will be changed in the next few weeks.
   14. Next step: Mary will contact the accountant.
       1. Last year he put the giveaways into “meeting supplies”, but previous to that he had separated them out. The Board would prefer to have it broken out as separate category so SNUG members can see it more clearly.
       2. Missy: savings account balance is high. Tammy had recommended that we do something to reduce that money. Limit the savings and other than that use for expenditures.
          1. We purchased the Access books after last years’ SNUG.
          2. Mary will confirm, but she thinks the checking has to be brought down and the savings needs to be maintained to be able to cover the hotel conference room costs if there are not enough attendees to get the conference room fees for free. She will check what we had after last year. Mary does add in 10% into the budget to allow for any increases.
          3. When the financial statement is complete, then we can determine where we need to go.
          4. Deb Smith thought we had talked about paying the for SNUG member webinar fees if they couldn’t attend conference this year. Are there more charges for Linked – the Webex company with additional seats? We have to talk to Don. SNUG has not paid SCC for this. Missy will email Don about it.
          5. The webinars are archived – are they on the SCC or SNUG website? Corbin will check for the link and send to all of us.
          6. We need to have the attorney review the by-laws. After we review the bylaws with the attorney, there may be some things we need to pay him to do.
5. Membership Report: Melinda
   1. Nothing at this time. There will be more at the end of the year/beg of next year.
      1. Linked is supposed to send out something on a regular basis. Melinda needs to get an overview from Tymn. Missy will email Tymn and ask him to facilitate the transition.
6. SIG Update: Corbin
   1. Final Enhancement Votes and Outcome (if completed)
      1. SoftLab is done. Deb sent SoftMic out. Bank was within the allotted number of hours.
      2. Review of Outdated Enhancement Requests and Voting Process – Corbin will do and send out a list of outstanding enhancements to the advisors.
      3. We need to determine if items that are many years old need to remain on the list. Anything within the last 5 years will be left on the list.
      4. We need to get the list cleaned up. Clients need the information. We need to get it to SCC to review after the voting is done.
   2. New SIG configurations and available hours:
      1. Don sent aemail out again.
      2. Discussion about whether gene has hours. Earle will add Gene and Reports. If a module is under development, there will be no hours for a SIG.
      3. We think that SCC considers a module “under development” until ten sites have gone live with it. We still want the clients to be able to log enhancement requests. Then instead of number of hours listed, it will say “still in development”.
      4. We also need to let Danielle know what we are changing.
         1. Corbin sees that they are already there on the SCC website. It has been updated according to Don’s recommendations. So there are three new SIGs: Reports/BI, TotalQC and Genetics.
      5. SIG Enhancement Schedule for this year - it is spelled out; Danielle needs to pass it on to members.
7. Customer Service Update: Debbie C.
   1. Nothing to report at this time. The meeting was cancelled yesterday.
   2. Missy sent Debbie suggestions for the agenda.
   3. Are there any minutes on the web site after November 2013? SCC takes the minutes. Debbie and Tymn will work together and check with Raya to make sure that she will do the minutes after receives Debbie’s notes.
8. New Logo
   1. Only one has been submitted and that was by Yvonne.
   2. We renewed the trademark and if we change the logo, a lot will be changed.
   3. The SNUG flag that we flew at the conference doesn’t include the logo
      1. Jayme motioned that we did not have response prior to the conference so we will keep the existing logo and possibly look at it again next year. Second by Earle. All agreed.
   4. Review of the SNUG By-Laws: the Board is in the process of reviewing the bylaws.
9. The next meeting will be on June 19, 2014 at 12:30 pm EST.
   1. Mary will not be available. She will get the treasurer’s report to Earle so he can present it.
10. The meeting ended at 1:27 p.m.

Conference Call Schedules and Phone Numbers:

Annual Conference Planning = 1st Wednesday at 12:00 EST; Earle’s #

Customer Service SIG: 2nd Wednesday at 13:00 EST; SCC’s #

SNUG Exec/SCC – 3rd Thursday 12:00 EST; Earle’s #

June 11th for customer service job