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| **Date:**  **November 19, 2015** |  |  **Time: 1:00pm EST** |  | **Location:**  Conf Call: 877-429-5168Passcode: 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**