**Members:** Yvonne Coulter, Mary McCoy, Melissa Craft, Corbin Ellsaesser, Debbie Czarnecki & Laura Jones

**SCC Members:** Creed Baughman, David Romano, Jesus Blasquez, Tomek, Jen

**Not Able to Attend**: Debbie Smith, Jayme Osborn, Earle Barnes, Randy Rhodes, Tymn Neece, Melinda Doherty, Ellen, Myra Pettis, Fred Church & Kathy Branca

**Recording Secretary:** Jayme Osborn

Announcement of Recording: Missy Craft announced that Lisa Taylor from Akron Children’s Hospital filling in for Jayme to start the recorder.

1. Updates
   * **SoftLab Update (MU2 and HL7 2.5.1)** – Jesus Blasquez
     + Clients Live – no new clients have gone live since the last meeting.
     + We talked about presenting this benchmark information at the SNUG Conference – when do we want to do that, what forum?
       1. Initially thought would be part of Town Hall or the Customer Service presentation.
       2. SCC suggested an hour long presentation for this information to be presented. Jesus doesn’t think it will be a full hour.
       3. Decision was made to include it at the Customer Service Forum on Monday at 3:15. Missy will let Jeff know.
   * **ICD-10 Update** – the status is the same as last month.
2. Database Conversion – Tomek
   * Update on both Long and Short processes.
   * Concept was valued.
   * One client went live using Golden Gate for online conversion.
   * Patient data was fully converted; no downtime required for that piece.
   * They found that there were a number of manual steps required, mainly in the area of merging different setups.
   * Work in upgrade environment along with converting the live environment.
   * Setup tables were excluded from the transformation/synchronization.
     + Did increase the downtime.
     + Will be repeated.
   * They found some small, missed conversion details.
     + Will be added to the procedure.
   * They found the process to be valuable, but they have some additional programming to work on.
   * Was close to 4 hours and they want it down to ½ hour.
   * This process will be for larger upgrades, not the smaller upgrades.
     + Small updates are the Hot Fix Loads per Tomek.
   * This will be added to the list of items for the Town Hall Meeting.
3. SNUG Webinar Series for 2015/2016 – Myra Petis
   * Will begin after the SNUG conference.
   * We talked about having the links for the webinars on our SNUG website.
     1. Missy will talk to Earle and Myra about our options.

1. Annual SNUG Conference Discussion -- Missy
   * Town Hall meeting plans
     1. We need to send out the request for topics for the Town Hall Meeting.
        1. Debbie Czarnecki will send out the email.
        2. We will get to SCC so they have time to work on it.
        3. Deadline: we will make the deadline such that we can get the questions to SCC two weeks before the conference.
2. The meeting was adjourned at 12:23 p.m. EST.
3. **The next meeting will be on March 19, 2015, 12:00 p.m. EST.**

Respectfully submitted,

Jayme Osborn

SNUG Secretary 2014-2015