SNUG Exec Board Meeting

SNUG MISSION

*Collaborate with SCC Soft Computer to enhance and promote relationship, education, process improvement, and networking opportunities*

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| **Date: January 15, 2020** |  | | | | **Time: 1:00 PM EST** | | **Location:**  Remote Webex Conference | | |
| **Chair:** Sonal Pandey | | | | | | |
| **Recorder:** Scott Hansen | | | | | | |
| ***SNUG Member Name:*** | | ***Attended*** | | ***SNUG Member Name:*** | | ***Attended*** | ***SNUG Member Name:*** | | ***Attended*** |
| **Sonal Pandey (President)**  ***Penn Medicine Lancaster Gen Hospital – PA*** | | X | | **Andrea Hawk (VP - Asst Treasurer)**  ***Michigan Medicine – MI*** | | X | **Donna Passante (Cust Service Sig Coord)**  ***Mayo Clinic - MN*** | | X |
| **Michelle Precourt (Treasurer)**  ***CHOP – PA*** | | X | | **Scott Hansen (Asst Secretary)**  ***Mayo Clinic – MN*** | | X | **Becky Schran (Social Media Coord)**  ***Olmsted Medical - MN*** | | X |
| **Randy Reddekopp (Secretary)**  ***Saskatchewan Health Authority – SK Canada*** | | X | | **Robert Gentry (Membership Chair)**  ***Genova Diagnostics - NC*** | | X | **Brenda Duff (Auxiliary Board Member)**  ***Orange Regional Medical Center - NY*** | | X |
| **Steve Pleschourt (Past-Pres/Conf Plan Chair)**  ***Mayo Clinic - MN*** | | X | | **Kathy Davis (Sig Coord)**  ***University of Michigan - MI*** | | X | **Jeff Hughes (Member at Large)**  ***University Hospitals - OH*** | | X |
|  | | |  | | | | |  | |
| * **Welcome-Roll Call** | | |  | | | | | **Standing** | |
| * **Announcement of Recording** | | |  | | | | | **Standing** | |
| * **Review of previous meeting minutes** | | |  | | | | | **Approved** | |
| * **President’s Report – Sonal Pandey (20 mins)** | | | * Bylaws review – feedback?   + Review and approval at annual meeting     1. Show with track changes * Membership – welcome email going out this week * New password will be 20Vi$ion20 – will be updated on website when “welcome” email sent out * Communicate training sessions, that they are throughout the conference * Team Building: Beach games; Brenda will be hosting the games, forming teams and providing rules * Poster sessions: email was sent, when is the next email?   + One poster planned so far * Menu and special needs for meals: Sonal will schedule a meeting with Debbie at Sheraton to discuss.   + Cut back on breakfast certain days to reduce costs * Sonal has spent time updating the SNUG document site. Please review.   + Each person needs to set up their own login/password.   + Contact Breanna if you need to request access. * Conference survey – update from Robert and Michelle   + Robert will schedule meeting with Michelle to complete * Review resource on conference info page: Donna reviewing and will send update * We will again give the hotel staff chocolates this year. Cost last year was $500. This year lowering cost by ordering chocolate and putting in small bags.   + Andrea ordering, Board members will put together on Saturday night prior to the conference. (Team Building event!!) * Sonal working on Member section of website, will update the group later * Topics for lunch meeting with Gilbert   + Release Notes   + Process for users to understand if/how database changes are made? | | | | | * Sonal will create version with track changes to review at conference. * There was discussion on the difference between this year’s and last year’s training classes schedule. We need to pay attention to the change, and if that affects conference attendance. * Board members think about topics for the lunch meeting with Gilbert. Please ask around your organizations for ideas. Provide Sonal with your ideas. | |
| * **Vice President’s Updates – Andrea Hawk (5-10mins)** | | | * Update contact list, along with conference attendance plans * Issues with depositing API’s vendor payment… check was made out to SNUG, and SNUG isn’t listed on the official account. Is this ok to add to the account and how to we go about it?   + No checks received yet to try out. * We need to start thinking about the giveaways during the business meeting. Is this something that Michelle and Andrea should be doing? | | | | | * 10 attendees registered for the conference so far. 2 are brand new to the conference. | |
| * **Treasurer Report – Michelle Precourt (5 mins)**   **December Treasurer Report**  Checking (Nov 2019)  Beginning balance    $81,245.05  Ending Balance          $84,229.05  Current Balance:       $83,613.05  Change is  12/2/19 BOFA MERCH SVCES                                     - 16.00  12/6/19 Counter Credit- API                                       +3000.00  Savings (Dec 2019)  Beginning Balance:  $83,256.59  Ending Balance:        $83,261.54  Current Balance:       $83,261.54  Change is   +4.95 interest | | | * No easy way to test the payment functionality on the SNUG website, same functionality was used last year so moving forward with assumption that it will work * Financial report, statement and general ledge will be updated on SNUG website - Jeff and Briana * Has anyone used a credit card for conference payment yet to verify that the process works? | | | | |  | |
| * **Customer Service Report – Donna Passante (5 mins)** | | | * Anomaly query availability update   + Anomaly is supposed to be up, but no one can get in. We will work with Soft to resolve. | | | | |  | |
| * **Sig Coordinator Report – Kathy Davis (5mins)** | | | * Kathy will work with Jeff to make sure that all board members and all users receive the SIG emails * Combined webinar for Membership and SIGs on Jan 16th hosted by Kathy and Robert, finalized. | | | | | * Kathy will schedule meeting with her, Sonal, and SIG moderators to discuss plan | |
| * **Conference Planning – Steve Pleschourt (5 mins)** | | | * Theme and Tagline **THEME**: Sharing The Vision   **TAGLINE**: Clear Solutions | Embracing Innovation   * Update on beach games – 2 corn hole, 2 beverage pong   + Cost = $660, same as last year   + To be paid at time of event   + Amanda verified 2 courts, balls, and scoring flipcharts will be available * SWAG: approved budget is $12,000   + Last date to order is April 3rd 2020 | | | | |  | |
| * **Social Media Chair – Becky Schran/Jeff Hughes (10 mins)** | | | * Town Hall Q&A working with Briana * Poll Everywhere – Breanna scheduling meeting with * LinkedIn: any update? * Update on posts on FB? Use email to send links to social media content | | | | | * Need to figure out if we are using Poll Everywhere by March. * LinkedIn and Facebook have been updated pretty regularly | |
| * **Vendor – Donna Passante (10 mins)** | | | * Vendor registration open * Communication has been sent to all vendors that we have contact information for. Continuing to gather contact info for some vendors.   + Trissential?   + Arrowhead Corp? won’t be coming since not an official vendor   + CAP? Donna will contact them   + OpenText? | | | | |  | |
| * **Additional Topics** | | |  | | | | |  | |
| **Adjournment:** | | | * Meeting adjourned at 1:40 pm EST | | | | |  | |