SNUG Exec Board Meeting

SNUG MISSION - Pending

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| **Date: August 21, 2019** |  | **Time: 1:00 PM EST** | **Location:** Remote Webex Conference |
| **Chair:** Sonal Pandey |
| **Recorder:** Steve Pleschourt |
| ***SNUG Member Name:*** | ***Attended*** | ***SNUG Member Name:*** | ***Attended*** | ***SNUG Member Name:*** | ***Attended*** |
| **Sonal Pandey (President)*****Penn Medicine Lancaster Gen Hospital – PA*** | X | **Jonathon Carlson (Vice President)*****National Jewish Hospital – CO*** | X | **Donna Passante (Cust Service Sig Coord)*****Mayo Clinic - MN*** | X |
| **Michelle Precourt (Treasurer)*****CHOP – PA*** | X | **Andrea Hawk (Asst Treasurer)*****Michigan Medicine – MI*** | X | **Becky Schran (Social Media Coord)*****Olmsted Medical - MN*** | X |
| **Randy Reddekopp (Secretary)*****Saskatchewan Health Authority – SK Canada*** |  | **Scott Hansen (Asst Secretary)*****Mayo Clinic – MN*** | x | **Shawna Andriese (Auxiliary Board Member)*****Renown Regional Medical Center - NV*** |  |
| **Steve Pleschourt (Past-Pres/Conf Plan Chair)*****Mayo Clinic - MN*** | X | **Robert Gentry (Membership Chair)*****Genova Diagnostics - NC*** | X | **Brenda Duff (Auxiliary Board Member)*****Orange Regional Medical Center - NY*** |  |
|  |  | **Kathy Davis (Sig Coord)*****University of Michigan - MI*** |  | **Jeff Hughes (Member at Large)** ***University Hospitals - OH*** | X |
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| * **Welcome-Roll Call**
 |  | **Standing** |
| * **Announcement of Recording**
 |  | **Standing** |
| * **Review of previous meeting minutes**
 |  | **Approved** |
| * **Presidents Report – Sonal Pandey (15 mins)**
 | * Website support/hosting – Jeff Hughes to work with Jeff Marr in transitioning all the documents over. Jeff M reported that he is not finding many documents. Jeff H please follow up.
* Hotel Contract – Received a copy from Sheraton with option 2.

- Room block for Fri before 15 (5), Sat before 70 (30), Thursday after 55 (10)- Three security deposit installments, first due in amount of 5k 8/31/19. Total went up from 10k to 15k. Due to the increased revenue, the deposit has gone up, proposal of moving the first deposit to Jan 2020.* Update Bylaws to include Executive Council: sent to Jeff 7/16 for updates; add social media director description to Bylaws – Becky to take first attempt at description?
* Sonal OOO 8/26-9/4
* Where are we sending checks for Conference Registration if Jan will no longer be used?
* Transition Shawna’s duties as SIG moderator
* Conference Logo: email sent from Sonal on Monday 8/19
 | * Promotional video has been uploaded to the SNUG web page.
* Sonal stated Jeff M is going to reach out to Jeff H to get documents transitioned from SugarSync to the new SNUG webpage SCC is creating. Jeff H will work Michelle about the financial documents that need to be transitioned.
* New Security deposit and room block concerns are still being negotiated with Sheraton.
* Bylaws: still need to be updated to reflect new positions and Executive Council. Becky has forwarded to Sonal for review.
* Checks are to be sent to: Andrea Hawk c/o her home address. Process to follow after receiving a check will be determined between Andrea and Michelle and posted as part of the registration portal.
* Transition Shawna’s SIG moderator role to: Jeff Hughes will take ID.

Robert will take Micro and WKL. * Sonal will send out final tabulation of the logo design.
 |
| * **Treasurer Report – Michelle Precourt (5 mins)**

**Checking (July 2019)****Beginning balance     $39,626.93****Ending Balance           $38,659.05****Current Balance:         $37,193.05****Change is** **BOFA merchant service -16.00****Triwar Pictures               -1425.00****Check 2171 cleared             -25.00****Savings (July 2019)****Beginning Balance  $ 83,232.16****Ending Balance:          83,237.11****Current Balance:        83,237.11** | * Update from SCC on coverage of the membership costs (asked to consider $60K)
* Decision made to continue with BoA payment portal (vs. transitioning to SCC portal)
 |  |
| * **Customer Service Report – Donna Passante (5 mins)**
 | * Draft Service Level Agreement: waiting for David to get approvals
* Anomaly query: waiting for a rollout schedule in next month’s meeting with SCC
* Technical Support Center : Client Services contacts for Escalation
* Preferred Name: update pending from Gary
 | * Donna to review the Bylaws for the official customer service title.
* Preferred name: SOGI, Donna is following up with Gary.
 |
| * **Sig Coordinator Report – Kathy Davis (<5mins)**
 | * Jeff and Milena continue to work on the development efforts with their team with an expectation to deliver something for us to test in advance of our 2020 SIG cycle
	1. Voting forms are expected to be ready for testing soon - TESTED
	2. The flag to designate a voting SIG member is being worked on
	3. Milena and Jeff will provide detailed updates about the teams work to date
* Kathy checked with Milena about who should send out a reminder to all Soft users about submitting SIG enhancement requests; notifications should go to all Soft users, not just SIG members; Milena is following up with Jeff
* Kathy pulled an audit of enhancement requests from the SIG database for the 2017,2018, and 2019 pending requests; Soft advisors do not have timeline updates, so Milena is going to remind the Soft advisors to provide timeline updates in the database; once provided, SIG moderators will be have milestone information for following up with respective advisors, as we had planned

SIG cycle has been approved and attached here for review; please add to meeting for tomorrow for distribution* Kathy will work with SCC to create webinar for SIG process for clients and board members once the process is defined
* New SIG for interface: Kathy was following up – Soft approved?
 | * Sonal stated SIG voting using the new tools has passed initial testing. ☺
* Next steps are TBD.
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| * **Membership – Robert (1-2 mins)**
 | * Remove the site for Membership sign up – wait to speak to Jan first
* List of clients and modules/versions – update pending from Gary
 | * Membership site will remain up for a little longer.
* Steve will search for contract with The Link and send to Sonal
* Gary announced the list of clients/versions will not happen.
 |
| * **Conference Planning – Steve Pleschourt (5 mins)**
 | * Theme and Tagline**THEME**: Sharing The Vision

**TAGLINE**: Clear Solutions | Embracing Innovation* Keynote Speakers:
* Waiting for SCC’s input into the budget
* SWAG: review Steve’s email; review and respond by Aug 2nd
* Possibly Umbrella?
 | * SWAG budget cut to $10K
* Ask for Eagles Talent and SCC to provide speaker videos in the $5K range.
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| * **Social Media Chair – Becky Schran/Jeff Hughes (10 mins)**
 | * Briana Sutherland is the contact at SCC to work with SNUG Board
* Discussion topics:
* What social media platforms should we consider?
* Facebook/Instagram – 1st priority
* LinkedIn – 2nd priority
* How often should the sites be updated? Start with above site then determine schedule for updates
* What “security” should these sites have? Can they be followed by anyone?
* Town Hall Q&A working with Briana – updates?
 | * Mtg scheduled with Jeff M/Jeff H/Becky on 8/28.
* Many things that we normally communicate through listserv can be communicated through social media.
* Recommendation to review site access requests before approving their membership to the site.
	+ One option is to validate membership based on email domains.
* Agreement to focus on FB / LinkedIn first.
* Announce webinars on media pages
 |
| * **Vendor – Jonny Carlson (10 mins)**
 | * Jonny and Donna were reaching out to some new vendors
* CLSI
* Fisher
* Ortho Clinical Diagnostics – ValuMetrix
* COLA
* MCL (Steve will ask if they are willing or able to be a vendor at SNUG)
* Sectra  (digital path) (Too early to ask to support SNUG)
* Metasystems (digital fish) (Too early to ask to support SNUG)
 | * Jonny will continue with drafting the letter to send to vendors.
* Still waiting for the vendor info to be updated on the web page. Jonny working with Jeff M for this.
* Steve to talk to Jane H @ Mayo about possible vendor.
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| * **Additional Topics**
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| **Adjournment:** | Meeting adjourned @ 1:59 PM EST |  |