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: December 18, 2019** |  | | | | **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*** | |  |
| **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*** | |  |
|  | | |  | | | | |  | |
| * **Welcome-Roll Call** | | |  | | | | | **Standing** | |
| * **Announcement of Recording** | | |  | | | | | **Standing** | |
| * **Review of previous meeting minutes** | | |  | | | | | **Approved** | |
| * **Presidents Report – Sonal Pandey (20 mins)** | | | * We will update Bylaws for the * Review and provide feedback * SIG moderator positions vacated by Jonathan are updated on the SNUG site * Membership * New password will be 20Vi$ion20 * Conference Registration open: email to SCC customers to be sent 12/17/19 * 5 open positions on the board next year. 3 positions will be full 3 yrs term, 1 for 2 yrs and 1 for 1yr. * Team Building: Beach games; Brenda will be hosting the games, forming teams and providing rules * Poster sessions: email to listserv specifically asking for poster presentations? * Special needs for meals: appears on registration report that SCC provides. Board will review before finalizing menu with Sheraton * SugarSync documents – update on access for all Board members? * Conference survey – Robert and Michelle reviewing * Topics for conf presentations: Sonal forwarded topics from Jeff to Board * Review resource on conference info page: Donna reviewing and will send update * Brenda will be running the first time attendee breakfast: other board members will attend to provide support at each table * Karaoke price increased by $100 – Ok? * Should we give the hotel staff chocolates again this year? Cost is $500 * Review of SNUG By-Laws | | | | | * Scott & Randy will get Oct & Nov meeting minutes on web site * Should we have main themes for conference presentations? * Everyone agrees to continue with the Karaoke night with the price increase * Group agrees we should continue to provide treats to the hotel staff, but perhaps we look for a less expensive option. * Sonal will make changes to the SNUG by-laws and email to board members. Please respond if you agree by January 3, 2020. | |
| * **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? * We need to start thinking about the giveaways during the business meeting. Is this something that Michelle and Andrea should be doing? | | | | | * Board members please review contact info and send changes to Andrea or let he know it’s good. | |
| * **Treasurer Report – Michelle Precourt (5 mins)**   **November Treasurer Report**  **Checking (Nov 2019)**  **Beginning balance    $85,361.05**  **Ending Balance          $81,245.05**  **Current Balance:       $84,229.05**  **Change is**  **11/4/19 BOFA MERCH SVCES                                     -16.00**  **11/6/19 Eagles Talent speaker bill payment -3,500.00**  **11/15/19 Kristina Helferty  (accountant)              -600.00**  **Savings (NOV 2019)**  **Beginning Balance:  $83,251.80**  **Ending Balance:        $83,256.59**  **Current Balance:       $83,256.59**  **Change is   +4.79 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 | | | | |  | |
| * **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? | | | | |  | |
| * **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   1. Cost = $660, same as last year   2. To be paid at time of event   3. Contact Amanda regarding volleyball – used 2 nets last year * SWAG: proposed budget is $12,000   1. Last date to order is April 3rd 2020 | | | | |  | |
| * **Social Media Chair – Becky Schran/Jeff Hughes (10 mins)** | | | * Town Hall Q&A working with Briana * PRESENTAIN: another vendor selected? * LinkedIn: any update? * Update on posts on FB? Use email to send links to social media content | | | | |  | |
| * **Vendor – Donna Passante (10 mins)** | | | * Vendor registration open? | | | | | * Sent out 16 invites. Only received one back. 6 still being approved by Jeff at Soft. 27 yet to send. | |
| * **Additional Topics** | | |  | | | | |  | |
| **Adjournment:** | | | * Meeting adjourned at 1:53 pm EST | | | | |  | |