X

SNUG Exec Board Meeting

SNUG MISSION - Pending

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| **Date: November 20, 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 | | **~~Jonathon Carlson (Vice President)~~**  ***~~National Jewish Hospital – CO~~*** | | Resigned | **Donna Passante (Cust Service Sig Coord)**  ***Mayo Clinic - MN*** | | X |
| **Michelle Precourt (Treasurer)**  ***CHOP – PA*** | | X | | **Andrea Hawk (VP - 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*** | | X | **Jeff Hughes (Member at Large)**  ***University Hospitals - OH*** | | X |
|  | | |  | | | | |  | |
| * **Welcome-Roll Call** | | |  | | | | | **Standing** | |
| * **Announcement of Recording** | | |  | | | | | **Standing** | |
| * **Review of previous meeting minutes** | | |  | | | | | **Approved** | |
| * **Presidents Report – Sonal Pandey (10 mins)** | | | * We will update Bylaws for the   + Social media director description - Approved to add * Jonathan’s resignation from SNUG effective Nov 1, 2019.   + SIG Moderator open positions     - Reports     - Genetics * Small group will be created to discuss possibility of appointing someone to the board to assume open positions: Sonal/Becky/Steve/Andrea/Jeff will meet and discuss options. Noon Friday 10/18. * Membership   + New password coming * Team Building   + Proposal to continue with beach games this year on Tuesday evening * Poster sessions   + Should we have this year? * Approval needed - 1 day attendance = $250 (up from $175), 2 day = $400 (up from $325) * Special needs for meals * SugarSync documents – **Board members should check to see if have access** * Conference survey – need a volunteer to review   + Digitalizing the agenda, no paper program book? * Topics for conference sessions   + List to SCC Soft * Need volunteer to review site for references to old information   + Review resource on conference info page * SNUG website discussion | | | | | * Robert will take Sig Moderator for Reports & Genetics * Web site will be updated for SIG duties and Vice President * 4 positions will be elected at the next conference, one will choose a 2 rather than 3 year term * Board agreed to continue beach games for team building * Poster session should continue, we should solicit more posters, even from SC Soft – advertise it more * Donna will send an email soliciting sessions/topics for the conference * Board approves 1 and 2 day proposed conference fees * Selecting gluten free, vegetarian, etc. meals should be part of the registration process * Robert and Michelle will review conference survey * We should clean up Resources section of website – Donna will work on this | |
| * **Treasurer Report – Michelle Precourt (5 mins)**   **October Treasurer Report**  **Checking (OCT 2019)**  **Beginning balance    $35,977.05**  **Ending Balance          $85,361.05**  **Current Balance:       $85,345.05**  **Change is**  **10/28/19 Soft Deposit (counter credit) $ +50,000.00**  **10/25/19 \*KRISTINA HELFERTY                         -600.00**  **10/2/19   BOFA MERCH SVCS DES:                     -16.00**  **Savings (OCT 2019)**  **Beginning Balance:  $83,246.85**  **Ending Balance:        $83,251.80**  **Current Balance:       $83,251.80**  **Change is   +4.95 interest** | | | * Confirmation on Payment rec’d by Andrea for membership * Update   + Recommend test runs using Payeezy prior to opening up vendor and conference registration.   + Request Michelle to check differences between Payeezy and BoA portals. Need to understand whether SNUG needs to keep paying Payeezy. | | | | | * Change in checking balance was due to SCC Soft deposit for membership * Michelle will work on Payeezy to ensure it works seamlessly | |
| * **Customer Service Report – Donna Passante (5 mins)** | | | * No update | | | | | * Donna to follow up with Jeff on Anomaly Query availability | |
| * **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 * Kathy following up with Jeff on the audit of enhancement requests * Preliminary voting testing successful | | | | | * Webinar on Dec 17 to present the final voting process to all customers | |
| * **Conference Planning – Steve Pleschourt (5 mins)** | | | * Theme and Tagline **THEME**: Sharing The Vision   **TAGLINE**: Clear Solutions | Embracing Innovation   * Steve – check into beach games * SWAG: proposed budget is $12,000   1. Board agreement – option A selected - $12,572   2. Pens – SCC volunteered to provide SCC pens, no SNUG logo/date | | | | | * SCC Soft has offered pens, however the pens will not have SNUG name and logo. Gets us within our $12K budget. Board agrees. | |
| * **Social Media Chair – Becky Schran/Jeff Hughes (10 mins)** | | | * Town Hall Q&A working with Briana * PRESENTAIN * Posts already on the SNUG FB, next posts * LinkedIn | | | | | * Becky and Jeff will work on LinkedIn * Use email to send links to social media content | |
| * **SugarSync Replacement – Jeff Hughes** | | | * Update? | | | | |  | |
| * **Vendor – Donna Passante (10 mins)** | | | * SNUG website updated with vendor registration * Update on vendor communication? | | | | | * Donna communicating with vendors * Waiting on validation of payment | |
| * **Additional Topics** | | |  | | | | |  | |
| **Adjournment:** | | | Meeting adjourned at 2:05 pm eastern time | | | | |  | |