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
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| * **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 |  |