X

SNUG Exec Board Meeting

SNUG MISSION - Pending

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date: September 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 | | **Jonathon Carlson (Vice President)**  ***National Jewish Hospital – CO*** | | X | **Donna Passante (Cust Service Sig Coord)**  ***Mayo Clinic - MN*** | | X |
| **Michelle Precourt (Treasurer)**  ***CHOP – PA*** | |  | | **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*** | | 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** | |
| * **Presidents Report – Sonal Pandey (15 mins)** | | | * Hotel Contract – Contract signed with Sheraton for 2022. Received reduced room rates.   + Sonal will share with Jeff Marr to upload to website   + Room block for Fri before 15 (5), Sat before 70 (30), Thursday after 55 (10)   + Two security deposit installments due before conference in 2022. * We will update Bylaws for the   + Executive Council: sent to Jeff 7/16 for updates;     - Suggestion is to remove this section from the Bylaws   + Social media director description (The Social Media Coordinator works with SCC resources to develop and maintain various social media platforms to promote SNUG and the SNUG conference in a positive manner) * Jan Weldon (The Link) has been told that there will be no contract for her services this year. Jan was ok with this decision.   + How do we deal with any checks that are delivered to Jan? * Update from SCC on coverage of the membership costs (asked to consider $60K) * Announcement | | | | | * Also may need to remove from the bylaws the Strategic Advisory Group that was talked about. * Will continue documenting Social Media Director description as the role develops. * Jan Weldon will likely forward checks to Andrea or Michelle if she receives any. * Jeff will email Sonal on the final plans for SCC Soft covering costs. * Should we increase the registration fee from $425 to $500? Group agrees to raise this fee. * Congrats Sonal!! Feb 1! | |
| * **Treasurer Report – Michelle Precourt (5 mins)**   Checking (AUG 2019)  Beginning balance     $38,659.05  Ending Balance           $36,593.05  Current Balance:         $36,577.05  Change is  Savings (Aug 2019)  Beginning Balance  $ 83,237.11  Ending Balance:       $ 83,242.06  Current Balance:      $ 83,242.06  Change is  +4.95 interest | | | * 08/02/19 BOFA MERCH SVCS DES:   -16.00 * 08/02/19 \*TRIWAR PICTURES      -1,425.00 * 08/22/19 \*KRISTINA HELFERTY      -600.00 * 09/03/19   BOFA MERCH SVCS DES:   -16.00 | | | | | * Sonal talked thru the budget. No questions or discussion. | |
| * **Customer Service Report – Donna Passante (5 mins)** | | | * Response from Jeff Marr on SOGI. They will add it to the exec meeting. * Anomaly Query – waiting for Soft’s rollout schedule * SLA is done and posted.  – we can call out the synopsis of the changes I sent you. | | | | | * Below are the changes made to the SLA: * Removed references to ICS and only have STAR in there now. * Viewable Actions – remove the notation regarding the Quarterly Quality Task Review, since this is an internal quality process. * Task Closing – updated with the current policy. Task Closing is now very generous in giving 4 attempts over 20 working days. * Task Inactivation – this section was removed since inactivation will become obsolete with the new closing policy.  Removed Task Inactivation section as it is encompassed in Task Closing. | |
| * **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 Interfacespassona: Kathy was following up – Jeff Marr is unaware of the request * 5 people on the board are helping with SIG voting validation testing | | | | | * 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. | |
| * **Membership – Robert (1-2 mins)** | | | * Remove the SNUG site registration for Membership sign up | | | | | * Robert will reach out to Jeff to ensure the membership signup is removed. | |
| * **Conference Planning – Steve Pleschourt (5 mins)** | | | * Theme and Tagline **THEME**: Sharing The Vision   **TAGLINE**: Clear Solutions | Embracing Innovation   * Keynote Speakers: * Waiting for SCC’s speaker options * Jeff Karges (Eagles Talent) has agreed to a $7,000 total expense (includes travel, etc.) * SWAG: proposed budget is $12,000 * Steve will create proposals based on final budget | | | | | * Steve will move forward on SWAG with a budget of $12K. He will wrap this up by the end of October. | |
| * **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 * Town Hall Q&A working with Briana – updates? | | | | | * Becky is collecting information to add to the social media sites. Including the conference information. * Social media sites currently use SNUG Inc. online. Group agrees to keep that label. | |
| * **SugarSync Replacement – Jeff Hughes** | | | * Jeff H to provide update | | | | | * Accounts were set up for Jeff and Soft programmer to work with SugarSync to move contents to website. | |
| * **Vendor – Jonny Carlson (10 mins)** | | | * Status of SNUG website update with vendor registration update * 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) | | | | | * Working to finalize list of vendors for SNUG. * Email Jonny with any organizations/companies to suggest as vendors. | |
| * **Additional Topics** | | |  | | | | |  | |
| **Adjournment:** | | | Meeting adjourned @ 1:49 pm EST | | | | |  | |