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: February 19, 2020** |  | **Time: 1:00 PM EST** | **Location:** Remote Webex Conference |
| **Chair:** Sonal Pandey/Andrea Hawk |
| **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*** |  | **Robert Gentry (Membership Chair)*****Genova Diagnostics - NC*** | X | **Brenda Duff (Auxiliary Board Member)*****Orange Regional Medical Center - NY*** | X |
| **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*** |  |
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| * **Welcome-Roll Call**
 |  | **Standing** |
| * **Announcement of Recording**
 |  | **Standing** |
| * **Review of previous meeting minutes**
 |  | **Approved** |
| * **President’s Report – Sonal Pandey (20 mins)**
 | * Poster sessions: email was sent, when is the next email? Donna
	+ One poster planned so far
	+ Steve working with Mayo on a SoftID poster
* Menu and special needs for meals: Sonal will schedule a meeting with Debbie at Sheraton to discuss.
	+ Cut back on breakfast certain days to reduce costs
	+ Meeting scheduled for Feb 20, more updates to come
* Sonal has spent time updating the SNUG document site. Please review.
	+ Each person needs to set up their own login/password.
	+ Contact Briana if you need to request access.
	+ Has everyone that plans to use the site created a login?
* Conference survey – update from Robert and Michelle
	+ Robert will schedule meeting with Michelle to complete
		1. Meeting this Friday afternoon
* Review resource on conference info page: Donna reviewing and will send update
	+ Donna will send document with updates
* We will again give the hotel staff chocolates this year. Cost last year was $500. This year lowering cost by ordering chocolate and putting in small bags.
	+ Andrea ordering, Board members will put together on Saturday night prior to the conference. (Team Building event!!)
* Sonal working on Member section of website, will update the group later
* Topics for lunch meeting with Gilbert
	+ Release Notes
	+ Process for users to understand if/how database changes are made?
 | * Board members think about topics for the lunch meeting with Gilbert. Please ask around your organizations for ideas and provide Sonal with your ideas.
 |
| * **Vice President’s Updates – Andrea Hawk (5-10mins)**
 | * Attendee Conference Registration Issues if originally paid by credit card prior to 2/13
	+ Robert, Michelle, Jeff H are calling those affected
* Hotel Reservation issues if trying to reserve rooms outside of conference event window 5/1 (Friday) 5/7 (Thursday)
	+ Still negotiating with hotel to fix their system. If you call the hotel they will honor these rates
* Poll Everywhere user account has been purchased. Jeff’s team is digging in and will provide next steps.
	+ Conference Application – next steps? Should we move forward? Multi-year (2 year) contract is $1000, single year contract is $1400
		1. Hold off for now
* Smaller Focus Group Planning Meetings to begin – watch for invite from Briana
* Update Board Member contact list, along with conference attendance plans
* We need to start thinking about the giveaways during the business meeting. Is this something that Michelle and Andrea should be doing?
 | * Need to compare the conference registration list and hotel reservation list weekly to make sure all attendees are also booking the hotel.
	+ Becky will take care of this
 |
| * **Treasurer Report – Michelle Precourt (5 mins)**

**January Treasurer Report****Checking (Jan 2020)****Beginning balance     $84,229.05****Ending Balance          $88,363.05****Current Balance:       $89,548.10****Change is** 01/15/20 Vendor registration –Diane Janowiak             2,000.0001/23/20  vendor registration SCC – gilbert Hakim       3,000.0001/27/20  Wakemed check deposit 500.00**Total deposits and other credits $5,500.00**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Description Amount01/02/20 BOFA MERCH SVCS DES fee                        -16.0001/13/20 \*KRISTINA HELFER Nov                             -600.0001/16/20 \*KRISTINA HELFER  Dec                            -600.0001/21/20 FLORIDA DEPT OF STATE annual rpt        -150.00**Total withdrawals and other debits -$1,366.00****Savings (Jan 2020)****Beginning Balance:   $83,261.54****Ending Balance:         $83,266.20****Current Balance:        $83,266.20****Change is   +4.66 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
* Financial report, statement and general ledge will be updated on SNUG website - Jeff and Briana
* Michelle, Jeff, and Robert will call the customers that had the glitch where credit card payment wasn’t processed
	+ As of Feb 13 the credit card payment process is working fine
 |  |
| * **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.
		1. Resolved
 |  |
| * **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.
* Voting currently open, will close Feb 21st
	+ Each SIG moderator should send reminder communication to cast ballot, include instructions on how to vote
		1. Star, modify user, search for self, SIG forums, “mail icon”, this will send to all subscribers
	+ Send questions to Kathy
 |  |
| * **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
	+ Cost = $660, same as last year
	+ To be paid at time of event
	+ Amanda verified 2 courts, balls, and scoring flipcharts will be available
* SWAG: approved budget is $12,000 (based on 150 attendees)
	+ Last date to order is April 3rd 2020
 |  |
| * **Social Media Chair – Becky Schran/Jeff Hughes (10 mins)**
 | * Town Hall Q&A working with Briana
* Poll Everywhere – Breanna scheduling meeting with
* LinkedIn: any update?
* Update on posts on FB? Use email to send links to social media content
 | * Becky will update Social Media communication on resolved topics, like Anomaly Query
 |
| * **Vendor – Donna Passante (10 mins)**
 | * Vendor registration open
	+ 7 vendors registered so far
* Communication has been sent to all vendors that we have contact information for. Continuing to gather contact info for some vendors.
	+ Trissential?
	+ Arrowhead Corp? won’t be coming since not an official vendor
	+ CAP? Donna will contact them
	+ OpenText?

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| * **Additional Topics**
 | * Brenda - Team Building: Beach games; Brenda will be hosting the games, forming teams and providing rules
* Becky – Issue responses from SCC Soft to move to new version
	+ Becky will contact Jeff and Gary at Soft to discuss
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| **Adjournment:** | * Meeting adjourned at 12:34 pm EST
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