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: January 20, 2021** |  | | | | **Time: 12:00 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)**  ***Michigan Medicine – MI*** | | X | **Donna Passante (Treasurer)**  ***Mayo Clinic - MN*** | | X |
| **Scott Hansen (Secretary)**  ***Mayo Clinic – MN*** | | | X | **Robert Gentry (Customer Service Chair/Vendor)**  ***Genova Diagnostics - NC*** | | X | **Becky Schran (Social Media Coordinator/Asst. Secretary)**  ***Olmsted Medical - MN*** | | X |
| **Jeff Hughes (Asst. Secretary/SIG Coordinator)**  ***University Hospitals - OH*** | | | X | **Brenda Duff (Auxiliary Board Member)**  ***Orange Regional Medical Center - NY*** | |  |  | |  |
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| * **Welcome-Roll Call** | |  | | | | | | **Standing** | |
| * **Announcement of Recording** | |  | | | | | | **Standing** | |
| * **Review of previous meeting minutes** | |  | | | | | | **Approved** | |
| * **President’s Report – Sonal/Andrea (5 - 10 mins)** | | * Theme tagline vote: “Transformation: New Possibilities for a Changing World”   + Finalization of logo - complete * Start validating the payment pieces for both attendee and vendor on the SNUG website   + Andrea to talk to BofA, Donna and Andrea to validate   + Still working to get the account membership finalized     1. Donna is able to do the online banking * Recorder from Randy – Sonal/Becky? - complete * Bylaws: add pieces about cancelation and get approval at the conference – we should clarify board terms if it’s not already in the bylaws – new term or remaining term?   + Have as a topic next meeting   + Create an outline – Sonal, Andrea, Robert, Donna – Sonal scheduled meeting for December 3, 2020 – meeting complete – updates to be shared soon * Plaques for board members that have left. * We are having issues with the SNUGinconline.org website.   + Renewal payment made, renewal in process   + Keep trying to log in, let Briana know of any issues – Sonal working on with Soft * Need to review/decide/finalize 2023 contract for HPN (John)   + Need to understand the value they bring to the table     1. Negotiating skills, keeps process moving     2. Helped out with 2020 cancellation process   + There is no cost to SNUG   + Group decided to continue the contract with HPN * Hotel options for 2023   + Consider Marriott, Hilton, Sheraton – Marriott will submit proposal   + Takes time, but good to compare options   + Plan for May in 2023 * Start Sheraton food/menu conversations for September 2021 conference in January 2021   + Jeff and Becky to coordinate – menus sent, next step is to schedule meeting * Sonal was able to provide 3 additional vendors for beach game potentials that the Sheraton selected. Based on their websites, no one specifically does volleyball/pong but I have asked. Just waiting for a response from them. – Get proposals to see what they have to offer.   + If volleyball/pong is not an option is the board open to other beach game suggestions, or would we like to proceed with the previous vendor knowing that it will be a little more pricey this year? | | | | | |  | |
| * **President’s Report – continued Sonal/Andrea (5 - 10 mins)** | | * Soft provided us with the first conference promotional announcement for approval, so that should be going out soon (if it hasn’t already). * Will be emailing out for availability to start scheduling the menu discussions as well. * Need to look at when to start 2022 conference discussions. Likely June/July 2021 * Topics to discuss with Gilbert/Soft Execs at Conference   + long outages, too many hot fixes, late code deliveries prior to upgrades, hotfixes break other code. | | | | | |  | |
| * **Treasurer Report – Donna (5 mins)** | | |  |  | | --- | --- | | **December 2020 Checking** |  | | Beginning balance | $66,179.16 | | Deposits |  | | Payments |  | | BOFA merchant Services | $      (16.00) | | Accountant (Nov) | $    (600.00) | | Ending Balance | $65,563.16 | |  |  | | **December 2020 Savings** |  | | Beginning Balance | $83,308.03 | | Deposits |  | | Payments |  | | Interest | $         3.53 | | Ending Balance | $83,311.56 |  * There are funds from Summa Healthcare that we will be recouping - still in process   + Possibly apply to next year’s conference if they attend * Checking and savings balances lower than normal – due to no member and vendor payments   + Look at options for savings account for a better interest rate * Review budget at November meeting | | | | | |  | |
| * **Customer Service Report – Robert (5 mins)** | | * Next steps? Robert will continue to follow-up on these items   + Interfaces – Jeff Marr figuring out where this stands   + Motivate SCC to move their ticketing system to a parent/child format   + What does SoftReports provide? Still waiting for information   + Any plans to expand data director within SoftReports for Micro, Path, Gene, Bloodbank, etc.?     1. Webinar occurred on January 19 to provide more information | | | | | |  | |
| * **Sig Coordinator – Jeff (5mins)** | | * Next steps? Finalize cycle dates, information should be going out soon   + Cycle closed on October 9   + Review did not get completed last month – Should be occurring soon     1. Rank and prioritize   + Email from Jeff Dec 28, stated voting will occur on January 11 | | | | | |  | |
| * **Social Media Chair – Becky (10 mins)** | | * Publish new conference dates on FB – go ahead and put it on the social media sites - Becky updated sites with 2021 conference information   + Becky will continue to update with upcoming Webinars   + Updated – conference registration will open in May 2021   + Becky will take over Gmail account – needs password – Jeff will assist. | | | | | |  | |
| * **Vendor – Robert/Donna (10 mins)** | | * Start the Vendor prospectus designing (Checks to SNUG, Inc.); announcement email to vendors – Donna and Robert – get conversation going with Soft   + Donna talked to SCC Soft and they were in the process of finalizing this, she will reach again for an update – Martha Shrader is the Soft person to talk to   + Donna will send out conference info to potential vendors * Donna will update information in the Documents section | | | | | |  | |
| **Adjournment:** | | * Meeting adjourned at 12:51 pm EST | | | | | |  | |