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?
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| * **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.
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| * **Treasurer Report – Donna (5 mins)**
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| **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

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| * **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
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| * **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
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| * **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.
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| * **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
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| **Adjournment:** | * Meeting adjourned at 12:51 pm EST
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