SNUG Exec Board Meeting

SNUG MISSION

*Collaborate with SCC Soft Computer to enhance and promote relationship, education, process improvement, and networking opportunities*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date: September 16, 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)*****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*** |  | **Becky Schran (Social Media Coordinator/Asst. Secretary)*****Olmsted Medical - MN*** |  |
| **Jeff Hughes (Asst. Secretary/SIG Coordinator)** ***University Hospitals - OH*** |  X | **Brenda Duff (Auxiliary Board Member)*****Orange Regional Medical Center - NY*** |  |  |  |
|  |  |  |  |  |  |
|  |  |  |
| * **Welcome-Roll Call**
 |  | **Standing** |
| * **Announcement of Recording**
 |  | **Standing** |
| * **Review of previous meeting minutes**
 |  | **Approved** |
| * **President’s Report – Sonal/Andrea (5 - 10 mins)**
 | * Meeting was canceled April-July
* Hotel contract: almost executed, up next payment to Sheraton by 8/31/20 for 2021 contract ($3k) – complete, deposit sent – next hotel topic will be organizing the food
* Keynote speaker: booked in person for Sep 13th, 2021 – already paid from 2020
* Dinner cruise is set to sail on Wed 2021
* Theme tagline vote: “Transformation: New Possibilities for a Changing World”
	+ Finalization of logo - complete
* We will renew the accountant $300 / month – she files taxes, FL requires registered person, worth the cost - complete
* Start the Vendor prospectus designing (Checks to SNUG, Inc.); announcement email to vendors – Donna and Robert – get conversation going with Soft
* Start validating the payment pieces for both attendee and vendor on the SNUG website
* Conf registration will open in April-May, but likely will not see higher numbers until June-July
* SWAG – Wanderer Daypack, Junior Padfolio, Beverage container, Charger, SCC Pen- review again next meeting – Kelly will work with us to finalize this
* Andrea will follow-up on beach games – Andrea waiting for response from James – about $600
* Recorder from Randy – Becky? Not yet
* 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
 |  |
| * **Treasurer Report – Donna (5 mins)**
 |

|  |  |
| --- | --- |
| **August 2020 Checking** |  |
| Beginning balance  |  $       72,591.76  |
| Deposits | $                    -    |
| Payments | $            916.00  |
| BOFA merchant Services | $             (16.00) |
| Accountant (June, July, Aug) | $           (900.00) |
| Ending Balance | $       71,675.76  |
|  |  |
| **August 2020 Savings** |  |
| Beginning Balance | $       83,294.43  |
| Deposits | $                    -    |
| Payments | $                    -    |
| Interest | $                3.25  |
| Ending Balance | $       83,297.68  |

 |  |
| * **Customer Service Report – Robert (5 mins)**
 | * Next steps? No update
 |  |
| * **Sig Coordinator – Jeff (5mins)**
 | * Next steps? Finalize cycle dates, information should be going out soon – no update
	+ Need to send out reminder
 |  |
| * **Social Media Chair – Becky (10 mins)**
 | * Publish new conf date on FB – go ahead and put it on the social media sites – no update – Andrea will reach out to Becky
 |  |
| * **Vendor – Robert (10 mins)**
 | * Next steps? No update
 |  |
| **Adjournment:** | * Meeting adjourned at 12:53 pm EST
 |  |