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: 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*** | |  |  | |  |
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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)** | | * 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 | | | | | |  | |