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 17, 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*** |   | **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*** |  X |  |  |
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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 continues to talk to BofA to get issues resolved
	+ Still working to get the account membership finalized
		1. Donna is able to do the online banking
* 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?
	+ On hold – will pick up in May/June
* Plaques for board members that have left. Shawna – thankyou?
* Hotel options for 2023
	+ Consider Marriott, Hilton, Sheraton – Marriott will submit proposal
	+ Sonal & Andrea have been looking at options
		1. Food options look comparable
			1. Hilton – room prices comparable – conference space could be an issue
		2. Marriott – smaller venue, if social distancing was still in effect, would be a problem
		3. Sheraton and Hilton are on the beach
		4. History with Sheraton gives us some bargaining power
		5. Parking more expensive at Hilton and Marriott
* Start Sheraton food/menu conversations for September 2021 conference in January 2021
	+ Meeting next week to discuss options
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| * **President’s Report – continued Sonal/Andrea (5 - 10 mins)**
 | * 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, switching Soft implementers too often, micro-managing during demos is interfering with progress
* Finalize conference evening activities
	+ Sunday – welcome reception - outside
	+ Monday – Karaoke – outside? (Sheraton told Sonal that it can be held outside, would need to end by 10 pm) – or Trivia would be an option
		1. Group would like to stick with Karaoke – maybe pool bar could stay open longer
	+ Tuesday – beach games? – maybe free night, Vendor reception is this night
		1. Free night sounds good to the group – try it this year
	+ Wednesday – Banquet – SCC Soft will plan
* Finalize color scheme for backpack and mug – SWAG
	+ Backpack – black, mug – gray
	+ Logo – one color-green, multi-color too busy and more expensive
* APPLICATION and ELIGIBILITY:
	+ Completed exhibitor contract – who should this be sent to? Currently it states Sonal and Brenda. Should be Donna
	+ Returned by date? Currently set for 2/15, should be mid-July
* PAYMENT DATES:
	+ 50 % due by? Mid-July
	+ Remaining balance due by? Mid-August
* EXHIBIT FEES:
	+ Are we sending payments to Donna? Yes
	+ Who do we want listed for more information on all exhibitor levels and sponsorships? Should this be Donna and Robert? Yes
* Vendor Registration Cancellation:
	+ What date do we want for 50% refund? 8/12
	+ What date do we want for no refund? 8/12
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| * **Treasurer Report – Donna (5 mins)**
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| **January 2021 Checking** |  |
| Beginning balance  |  $65,563.16  |
| Deposits (Summa Health- | $     350.00  |
| Payments |   |
| BOFA merchant Services | $      (16.00) |
| Accountant (Dec) | $    (600.00) |
|   |   |
| Ending Balance | $65,297.16  |
|  |  |
| **January 2021 Savings** |  |
| Beginning Balance | $83,311.56  |
| Deposits |   |
| Payments |   |
| Interest | $         3.54  |
| Ending Balance | $83,315.10  |

* Feb 11 - Poll Everywhere, Inc purchase $120.00 - OK? - Yes
* Extrapolated budget for 2020 and up to June of 2021

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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
	+ Voting will end this Friday, Feb 19
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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
	+ Updated social media sites today
	+ Becky will take over Gmail account – still working on
		1. Keep Gmail account for now, look at again next year
	+ Who will send out email for September conference?
		1. Becky will draft the email based on Soft email, Jeff will send out
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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 sent out conference info to potential vendors
		1. A reminder to be sent this week with sign up dates
		2. Past vendors, new vendors
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| **Adjournment:** | * Meeting adjourned at 1:36 pm EST
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