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 | | | | | |  | |
| * **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 | | | | | |  | |
| * **Treasurer Report – Donna (5 mins)** | | |  |  | | --- | --- | | **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 | | | | | |  | |
| * **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   + Voting will end this Friday, Feb 19 | | | | | |  | |
| * **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 | | | | | |  | |
| * **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 | | | | | |  | |
| **Adjournment:** | | * Meeting adjourned at 1:36 pm EST | | | | | |  | |