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: March 18 19, 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 - Asst Treasurer)*****Michigan Medicine – MI*** | X | **Donna Passante (Cust Service Sig Coord)*****Mayo Clinic - MN*** | X |
| **Michelle Precourt (Treasurer)*****CHOP – PA*** | X | **Scott Hansen (Asst Secretary)*****Mayo Clinic – MN*** | X | **Becky Schran (Social Media Coord)*****Olmsted Medical - MN*** | X |
| **Randy Reddekopp (Secretary)*****Saskatchewan Health Authority – SK Canada*** |  | **Robert Gentry (Membership Chair)*****Genova Diagnostics - NC*** | X | **Brenda Duff (Auxiliary Board Member)*****Orange Regional Medical Center - NY*** | X |
| **Steve Pleschourt (Past-Pres/Conf Plan Chair)*****Mayo Clinic - MN*** | X | **Kathy Davis (Sig Coord)*****University of Michigan - MI*** |  | **Jeff Hughes (Member at Large)** ***University Hospitals - OH*** | X |
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| * **Welcome-Roll Call**
 |  | **Standing** |
| * **Announcement of Recording**
 | Note that information discussed during this meeting is in blue print. Wanted to leave other information as reminders for starting to plan for next year’s conference. | **Standing** |
| * **Review of previous meeting minutes**
 |  | **Approved** |
| * **President’s Report – Sonal Pandey (5 - 10 mins)**
 | * Will need to work with SCC Soft on their contribution for the next year and the free membership to all customers.
* Sonal has spent time updating the SNUG document site. Please review.
	+ Each person needs to set up their own login/password.
	+ Contact Briana if you need to request access.
	+ Has everyone that plans to use the site created a login?
* Review resource on conference info page: Donna reviewing and will send update
	+ Donna will send document with updates
* Sonal working on Member section of website, will update the group later
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| * **Vice President’s Updates – Andrea Hawk (20 mins)**
 | * Work with Soft to remove conference and hotel registration from the website.
* Will Sheraton honor conference room discount if some people still want to go there for vacation? Andrea
* Update bylaws to reflect what happens in a natural emergency situation like this year – canceling conf?
* Sheraton Status – They have decided not to penalize us for cancelling this year’s conference. Question remains if our deposit gets to be applied to next year or is this lost at this point.
	+ No obligations, still need to ask Sheraton the deposit question.
	+ How will payments already made to Sheraton be handled? All applied to next year’s conference? Andrea will reach out.
* Eagles Talent – Steve pushed back for refund. At this point in time they are holding us to our contract so we are on the hook for the full $7,000. Although, if we would like to book Craig again next year they are encouraging speakers to provide a %50 discount
	+ Craig willing to speak next year for free if we are willing to pay remainder of what we owe this year. Once we agree, he will send new contract indicating this. Board agrees.
	+ Do we need to have Eagles Talent included in this contract in case Craig is not with them next year? Steve will look into this.
* Refunds – All electronic refunds to attendees & vendors have been initiated. Still working on check refunds.
* **Board Planning for 2020-2021 – We have 5 outgoing members this year. The decision was to extend an extra year to those exiting members if they would like to stay on. Next question – do we want to stay in the same positions or switch things up? If we don’t have enough people to cover the rolls on the current board, do we want to assume extra duties or do we want to appoint people to the board?**
	+ **Extended term for each board member due to canceled conference?**
		1. **All board members will have a year added to their term.**
	+ **Are people ok with continuing current board roles?**
		1. **Michelle not able to continue, she will train someone new for treasurer responsibilities.**
	+ **President, Vice President, Treasurer?**
		1. **Sonal and Andrea willing to cover president, vice-president, and past president positions for the coming year. Will finalize how this will work by April meeting.**
		2. **Sonal nominates Donna as Treasurer. Donna accepts, Michelle will transfer knowledge.**
		3. **Assistant Treasurer – Jeff willing**
		4. **Customer Service – Robert – he will reach out to Donna on responsibilities.**
		5. **Becky will continue with Social Media rep**
		6. **Scott will continue as Secretary, Becky will be Assistant Secretary**
	+ **How do we pull new people onto the board?**
* 2021 Conference Planning – When would we like to start? A lot of things are already in place… we will need a new theme and tagline. Conference dates – May 9-13, 2021. Will start talking about this at the April meeting.
* In light of missing the conference, do we want to try to work with SCC to put out more webinars or try to something else?
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| * **Vice President’s Updates – Andrea Hawk (20 mins) - continued**
 | * Poll Everywhere user account has been purchased. Jeff’s team is digging in and will provide next steps.
	+ Conference Application – next steps? Should we move forward? Multi-year (2 year) contract is $1000, single year contract is $1400
		1. Hold off for now
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| * **Treasurer Report – Michelle Precourt (5 mins)**

**February Treasurer Report****Checking (FEB 2020)****Beginning balance    $88,363.05****Ending Balance          $111,584.10****Current Balance:       $110,803.23****Change is** **Total deposits-                    $23,507.50****Total Withdrawals                286.45** **Savings (FEB 2020)****Beginning Balance:  $83,266.20****Ending Balance:          83,270.82****Current Balance:        83,270.82****Change is   +4.62 interest** | * Financial report, statement and general ledge will be updated on SNUG website - Jeff and Briana
* Jeff sent out list of check info, identifies who’s checks have been received and not received, and where to mail refunds.
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| * **Customer Service Report – Donna Passante (5 mins)**
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| * **Sig Coordinator Report – Kathy Davis (5mins)**
 | * Kathy will work with Jeff to make sure that all board members and all users receive the SIG emails
* Combined webinar for Membership and SIGs on Jan 16th hosted by Kathy and Robert, finalized.
* Voting currently open, will close Feb 21st
	+ Each SIG moderator should send reminder communication to cast ballot, include instructions on how to vote
		1. Star, modify user, search for self, SIG forums, “mail icon”, this will send to all subscribers
	+ Send questions to Kathy
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| * **Conference Planning – Steve Pleschourt (5 mins)**
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| * **Social Media Chair – Becky Schran/Jeff Hughes (10 mins)**
 | * Town Hall Q&A working with Briana
* Poll Everywhere – Breanna scheduling meeting with
* LinkedIn: any update?
* Update on posts on FB? Use email to send links to social media content
 | * Becky will update Social Media communication on resolved topics, like Anomaly Query
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| * **Vendor – Donna Passante (10 mins)**
 | * Communication has been sent to all vendors that we have contact information for. Continuing to gather contact info for some vendors.
	+ Trissential?
	+ Arrowhead Corp? won’t be coming since not an official vendor
	+ CAP? Donna will contact them
	+ OpenText?

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| * **Additional Topics**
 | * Becky – Issue responses from SCC Soft to move to new version
	+ Becky will contact Jeff and Gary at Soft to discuss
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| * **Previous in-process conference topics**
 | * Poster sessions: email was sent, when is the next email? Donna
	+ One poster planned so far, Steve working with Mayo on a SoftID poster
* Menu and special needs for meals: Sonal will schedule a meeting with Debbie at Sheraton to discuss.
	+ Cut back on breakfast certain days to reduce costs
	+ Meeting scheduled for Feb 20, more updates to come
* Conference survey – update from Robert and Michelle
	+ Robert will schedule meeting with Michelle to complete
* We will again give the hotel staff chocolates this year. Cost last year was $500. This year lowering cost by ordering chocolate and putting in small bags.
	+ Andrea ordering, Board members will put together on Saturday night prior to the conference. (Team Building event!!)
* Topics for lunch meeting with Gilbert
	+ Release Notes
	+ Process for users to understand if/how database changes are made?
	+ Board members think about topics for the lunch meeting with Gilbert. Please ask around your organizations for ideas and provide Sonal with your ideas.
* Attendee Conference Registration Issues if originally paid by credit card prior to 2/13
	+ Robert, Michelle, Jeff H are calling those affected
* Hotel Reservation issues if trying to reserve rooms outside of conference event window
	+ Still negotiating with hotel to fix their system. If you call the hotel they will honor these rates
* Smaller Focus Group Planning Meetings to begin – watch for invite from Briana
* Update Board Member contact list, along with conference attendance plans
* We need to start thinking about the giveaways during the business meeting. Is this something that Michelle and Andrea should be doing?
* Theme and Tagline**THEME**: Sharing The Vision

**TAGLINE**: Clear Solutions | Embracing Innovation* Update on beach games – 2 corn hole, 2 beverage pong
	+ Cost = $660, same as last year, to be paid at time of event
	+ Amanda verified 2 courts, balls, and scoring flipcharts will be available
* SWAG: approved budget is $12,000 (based on 150 attendees)
* Last date to order is April 3rd 2020
	+ Vendor registration open, 7 vendors registered so far
* Brenda - Team Building: Beach games; Brenda will be hosting the games, forming teams and providing ~~rules~~
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| **Adjournment:** | * Meeting adjourned at 1:15 pm EST
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