SNUG Exec Board Meeting

SNUG MISSION

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date: August 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*** | | |  | **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*** | |  |  | |  |
|  | | |  |  | |  |  | |  |
|  | |  | | | | | |  | |
| * **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) * 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” * Confirm with Donna that accountant contract is renewed – work still needed – should we renew? $300 / month – she files taxes, FL requires registered person * Start the Vendor prospectus designing (Checks to SNUG, Inc.); announcement email to vendors * Start validating the payment pieces for both attendee and vendor on the SNUG website * When to open up Conf registration? April-May? Can 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 * Andrea will follow-up on beach games * 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? | | | | | |  | |
| * **Treasurer Report – Donna (5 mins)** | | * Waiting for access | | | | | | Nothing new | |
| * **Customer Service Report – Robert (5 mins)** | | * Next steps? | | | | | |  | |
| * **Sig Coordinator – Jeff (5mins)** | | * Next steps? Finalize cycle dates, information should be going out soon | | | | | |  | |
| * **Social Media Chair – Becky (10 mins)** | | * Publish new conf date on FB – go ahead and put it on the social media sites | | | | | |  | |
| * **Vendor – Robert (10 mins)** | | * Next steps? | | | | | |  | |
| **Adjournment:** | | * Meeting adjourned at 1:32 pm EST | | | | | |  | |