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: 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*** |  |  |  |
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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)
* 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?
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| * **Treasurer Report – Donna (5 mins)**
 | * Waiting for access
 | Nothing new |
| * **Customer Service Report – Robert (5 mins)**
 | * Next steps?
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| * **Sig Coordinator – Jeff (5mins)**
 | * Next steps? Finalize cycle dates, information should be going out soon
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| * **Social Media Chair – Becky (10 mins)**
 | * Publish new conf date on FB – go ahead and put it on the social media sites
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| * **Vendor – Robert (10 mins)**
 | * Next steps?
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| **Adjournment:** | * Meeting adjourned at 1:32 pm EST
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