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: October 21, 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)*****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*** |  X | **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)**
 | * Theme tagline vote: “Transformation: New Possibilities for a Changing World”
	+ Finalization of logo - complete
* We will renew the accountant $600 / month – she files taxes, Florida requires registered person, worth the cost - complete
* 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 will send out conference info to potential vendors
* Start validating the payment pieces for both attendee and vendor on the SNUG website
	+ Andrea to talk to BofA, Donna and Andrea to validate
* SWAG – Wanderer Daypack, Junior Padfolio, Beverage container, Charger, SCC Pen- review again next meeting – Andrea and Kelly will work to finalize prices and availability – looking at substitute for Daypack
* Andrea will follow-up on beach games – Andrea waiting for response from James – cost is increasing to $1000 , need to look at other options that are less expensive
* Recorder from Randy – Sonal/Becky? Not yet – Sonal will call Randy
* 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?
	+ Have as a topic next meeting
	+ Create an outline – Sonal, Andrea, Robert, Donna – Sonal will schedule meeting
* Save the date notices sent out
* Training classes – pilot (LIS Administration) – Some board members will participate
	+ 2 hour sessions, pre-class sessions required
	+ Andrea will provide update at the next meeting
* Planning for conference going well overall, on track with all topics
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| * **Treasurer Report – Donna (5 mins)**
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| **September 2020 Checking** |
| Beginning balance  |  $71,675.76  |
| Deposits | $             -    |
| Payments |   |
| BOFA merchant Services | $      (16.00) |
| Sheraton | $ (3,000.00) |
| USPS | $      (18.60) |
| Ending Balance | $68,641.16  |
|  |  |
| **September 2020 Savings** |
| Beginning Balance | $83,297.68  |
| Deposits |   |
| Payments |   |
| Interest | $         3.41  |
| Ending Balance | $83,301.09  |

* There are funds from Summa Healthcare that we will be recouping.
* I have not heard anything from the staff where our checks were returned for repayment of last year’s conference registration.
* Review budget at November meeting
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| * **Customer Service Report – Robert (5 mins)**
 | * Next steps? No update
	+ Interfaces
	+ Motivate SCC to move their ticketing system to a parent/child format
	+ What does SoftReports provide?
	+ Any plans to expand data director within SoftReprots for Micro, Path, Gene, Bloodbank, etc.?
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| * **Sig Coordinator – Jeff (5mins)**
 | * Next steps? Finalize cycle dates, information should be going out soon
	+ Cycle closed on October 9
	+ Review will be complete by Dec 11
		1. Rank and prioritize
	+ Need to decide by this Friday if extending date
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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
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| * **Vendor – Robert (10 mins)**
 | * Next steps? Donna will follow up with SCC Soft
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| **Adjournment:** | * Meeting adjourned at 1:11 pm EST
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