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 | | | | | |  | |
| * **Treasurer Report – Donna (5 mins)** | | |  |  | | --- | --- | | **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 | | | | | |  | |
| * **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.? | | | | | |  | |
| * **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 | | | | | |  | |
| * **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 | | | | | |  | |
| * **Vendor – Robert (10 mins)** | | * Next steps? Donna will follow up with SCC Soft | | | | | |  | |
| **Adjournment:** | | * Meeting adjourned at 1:11 pm EST | | | | | |  | |