SNUG Exec Board Meeting

SNUG MISSION

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date: February 16, 2022** | |  | | | **Time: 1:00 PM EST** | | **Location:**  Email Updates for December/January Mtgs  \*\*Email update was preferred by board to accommodate for limited time/staff/holiday coverage | |
| **Chair:** Andrea Hawk | | | | | | |
| **Recorder:**  Scott Hansen | | | | | | |
| ***SNUG Member Name:*** | | | ***Attended*** | ***SNUG Member Name:*** | | ***Attended*** | ***SNUG Member Name:*** | ***Attended*** |
| **Sonal Pandey (Past President)**  ***Penn Medicine Lancaster Gen Hospital – PA*** | | |  | **Andrea Hawk (President)**  ***Michigan Medicine – MI*** | | X | **Donna Passante (Treasurer)**  ***Mayo Clinic - AZ*** |  |
| **Scott Hansen (Secretary)**  ***Mayo Clinic – MN*** | | | X | **Robert Gentry (Customer Service Chair/Vendor)**  ***Genova Diagnostics - NC*** | | X | **Becky Schran (Social Media Coordinator)**  ***Olmsted Medical - MN*** | X |
| **Tyla Adams (Asst. Treasurer)**  **Houston Methodist - TX** | | | X | **Brenda Duff (VP)**  ***Orange Regional Medical Center - NY*** | | X | **Tawni Schmeling (SIG Coordinator)**  **GHC South Central Wisconsin** |  |
|  | | |  | **Lok Tse (Asst. Secretary)**  **Cape Cod Hospital - MA** | | X |  |  |
|  |  | | | | | | |  |
| * **Welcome-Roll Call** | Complete | | | | | | |  |
| * **Announcement of Recording** | Complete | | | | | | |  |
| * **Review of previous meeting minutes** | Approved | | | | | | |  |
| * **President’s Report – Andrea (5 - 10 mins)** | **Current Discussion Topics**   * Gilbert Lunch Topics   + Forward any topics to Brenda and Andrea   + Andrea will find previous list that we compiled * Townhall agenda * Customer Service Presentation * Door prizes – scale back?   + Think about this since checking account is low   + Past door prize budget was about $3,000 (~ 40 gifts) * Presentations for annual meeting * First Time Attendee session   + Need someone to organize and facilitate     1. Becky volunteered   + Board members should attend if able * Board Member recruitment * Brenda will organize schedule for registration table and SWAG prep * Board member dinner – day/time/location TBD   **Past Discussion Topics**   * 2024/2025 contracts have been signed – Holiday cards with Starbucks gift cards were delivered to Sheraton and SCC teams * Minor issue with computer lab setup for this year – contractually we are not able to gain access to the computer lab area until 3 PM Friday night. Normally we can be accommodated for an early setup. If this is not possible this year Jeff Marr has proposed this solution:   + Given Monday is traditionally a half day, use Monday for setup and start the computer lab on Tuesday * Poll Everywhere – Contract expires in February   + Decision from group: Not to renew due to budgetary constraints and Jeff Marr proposing a more interactive session from SCC speaks * Beach Games – Yay or Nay   + Decision from group: Keep the free night for folks – if we want to do something we can use Sheraton facilities. Idol (indoor or outdoor) too soon to call – will keep an eye on Covid numbers * REGISTRATION IS NOW OPEN!   + Payment issues were resolved (update flag was missed in test environment)   + Terms and Conditions for 2022 has been updated   + Cancellation policies for both Vendors and Attendees have been updated and are on website * SLA agreement was signed and passed back to Soft to update TSS website * Start thinking about discussion topics for Gilbert so that we can provide a decent list to Jeff as we move closer * Sheraton working on the 2024/2025 contracts, Andrea planning to sign in December.   + Andrea will visit and sign the contract on-site in December. * Soft working on electronic payment system so we can open registration by December 1st. * Review Soft’s new client SLA agreement – attachment from Andrea.   + Reviewed and Approved by the board for sign off.      * Do we continue with plaques to recognize board members?   + The board would like to move away from giving plaques to recognize board members.   + If not, what other type of recognition do we do? How much should we spend?     - Something to display and use. Certificate and gift card? Andrea will come up with a list of potential items (up to 5 items to pick from). We will decide in the January meeting. * Andrea is completing the Cancellation policy, it will be ready for review soon.   + Andrea is still working on this. | | | | | | |
| * **Treasurer Report – Donna (5 mins)** | |  |  | | --- | --- | | **January 2022 Checking** |  | | Beginning balance | $41,511.86 | | Deposits (Merchant Services) | $         0.38 | | Payment                       Refund Andrea | $    (750.00) | | Payment                                 Bank Fee | $      (22.61) | | Payment                             Accountant | $    (600.00) | | Ending Balance | $40,139.63 | |  |  | | **January 2022 Savings** |  | | Beginning Balance | $83,350.94 | | Deposits |  | | Payments |  | | Interest | $         2.83 | | Ending Balance | $83,353.77 | | | | | | | |
| * **Customer Service Report – Robert (5 mins)** | Robert sent email to SCC. Waiting for response.   * Interfaces – Jeff Marr figuring out where this stands on testing   + Talked with Chung He about   + Shawna’s institution did this in the past. She did a presentation at the last SNUG * Motivate SCC to move their ticketing system to a parent/child format * What does SoftReports provide? Still waiting for information   + Issue with IE. * Any plans to expand data directory within SoftReports for Micro, Path, Gene, Bloodbank, etc.?   + Webinar occurred on January 19 to provide more information * Education/Training from Soft seems to be a hot topic * Downtimes still huge issue – Soft reported they are working on overhaul in PMO office and will provide updates at next executive meeting * QA/QC for hotfixes/upgrades/installs – finding lots of issues – more details needed from Tyla to address at next executive meeting * Issues needing to be addressed: Upgrades, training, adapt to Covid, Epic Beaker | | | | | | |
| * **Sig Coordinator – Tawni (5mins)** | * Ballot for Prelim Voting is ready – includes SIG’s from last year (2021 cycle) that are still eligible to be voted on in current (2022) cycle.   + Ballot can be found here: <https://www.softcomputer.com/support/groups/dynamic/vote_preliminary_preview.php>   + Tawni to work with Milena to finalize/adjust message to users   + Voting closing Feb 15 at 5 pm | | | | | | |
| * **Social Media Chair – Becky (10 mins)** | * Save the date has been sent out – weird glitch that prevented original announcement has been corrected * Registration announcement has been sent out * Social Media has been updated (THANK YOU!!) * Webinar series will be added/updated | | | | | | |
| * **Vendor – Robert/Donna (10 mins)** | Vendor plans for 2022?   * Previous info - Most vendors on board to join us in May * Need to send vendors the Save the Date. Vendor registration can open on December 1st, the same date as users. * Lanyard and mugs sent previously * **Platinum Vendor Hospitality Suite/Reception – Monday evening ?? Need sponsor.** | | | | | | |
| **Adjournment:** | * Meeting adjourned at 1:35 pm EST | | | | | | |