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: June 16, 2021** |  | | | | **Time: 1:00 PM EST** | | **Location:**  Remote Webex Conference | | |
| **Chair:** Sonal Pandey/Andrea Hawk | | | | | | |
| **Recorder:** Scott Hansen/Donna Passante | | | | | | |
| ***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*** | |  | **Donna Passante (Treasurer)**  ***Mayo Clinic - MN*** | |  |
| **Scott Hansen (Secretary)**  ***Mayo Clinic – MN*** | | |  | **Robert Gentry (Customer Service Chair/Vendor)**  ***Genova Diagnostics - NC*** | |  | **Becky Schran (Social Media Coordinator/Asst. Secretary)**  ***Olmsted Medical - MN*** | |  |
| **Jeff Hughes (Asst. Secretary/SIG Coordinator)**  ***University Hospitals - OH*** | | |  | **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)** | | * Review Conference Agenda (attached in email) * Discuss meal voucher process * Confirm keynote speaker * Other topics?? * What Board members can go at this time?   + Still a lot of unknowns at this time whether people can attend based on their organization’s fiscal and travel policies. * Decide to proceed or cancel by June 1st. Number of attendees/Board members   + The member survey that is occurring will give us better information on planned conference attendance. Hopefully by June 1 we will also know more about board members that can attend.   + Cancelation fees if we cancel by June 1 would be in the area of $130K, which would significantly drop our SNUG savings and checking account balances   + Once survey data is back, we may be able to release some hotel rooms. * How many Board members needed to run the conference? (4 min?)   + Possibly reach out to former board members to see if they are able to attend and willing to help.   + Maybe even people that might be interested in being on the board in the future could get involved and help * SNUG App – group discussed and voted to wait until next year for using a SNUG mobile app   + Need to hold costs down at this time due to unknowns   + With limited board members running the conference, don’t need something new that may take extra time for issues and training * Lanyard – work continues on which vendor will sponsor the lanyards and what the design will be * We will likely be recruiting 5 or 6 new board members at this year’s conference * 2023 hotel contract response is due to Sheraton by May 7, 2021 – Sonal and Andrea will look into extending that timeframe in case we need to use the 2023 contract as leverage if we need to cancel this year’s conference * Theme tagline vote: “Transformation: New Possibilities for a Changing World”   + Finalization of logo - complete * Start validating the payment pieces for both attendee and vendor on the SNUG website   + Andrea continues to talk to BofA to get issues resolved   + Still working to get the account membership finalized     1. Donna is able to do the online banking * 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?   + On hold – will pick up in May/June * Plaques for board members that have left * Hotel options for 2023   + Vote – the Board decided unanimously (Mar 17, 2021) to stay with Sheraton for 2023   + Consider Marriott, Hilton, Sheraton   + Sonal & Andrea have been looking at options     1. Food options look comparable        1. Hilton – room prices comparable – conference space could be an issue     2. Marriott – smaller venue, if social distancing was still in effect, would be a problem     3. Sheraton and Hilton are on the beach     4. History with Sheraton gives us some bargaining power     5. Parking more expensive at Hilton and Marriott * Sheraton food/menu review   + Next steps are adjustments and pricing of food   + Will be reaching out to Sheraton * Poll Everywhere   + Renewed already, would need to see if refund is an option * Agenda   + Agenda app would be helpful, need to look at vendor and pricing options   + Andrea will check with Jeff M (Soft) | | | | | |  | |
| * **President’s Report – continued Sonal/Andrea (5 - 10 mins)** | | * Need to look at when to start 2022 conference discussions. Likely June/July 2021   + Group agreed * Topics to discuss with Gilbert/Soft Execs at Conference   + long outages, too many hot fixes, late code deliveries prior to upgrades, hotfixes break other code, switching Soft implementers too often, micro-managing during demos is interfering with progress   + Putting non-FDA approved coding in Bank   + Scheduling go lives around Soft conference * Finalize conference evening activities   + Sunday – welcome reception - outside   + Monday – Karaoke (outside) , bar will stay open as long as there is a demand   + Tuesday – NO ACTIVITY     1. Free night sounds good to the group – try it this year   + Wednesday – Banquet/Boat – SCC Soft will plan   + Group agrees with this plan. Future years we should consider Escape Rooms again. We also can do our own beach games with Sheraton equipment. | | | | | |  | |
| * **Treasurer Report – Donna (5 mins)** | | |  |  | | --- | --- | | **May 2021 Checking** |  | | Beginning balance | $63,780.16 | | Deposits - registrations | $  4,000.00 | | Payments |  | | BOFA merchant Services | $      (16.26) | | Accountant | $ (1,200.00) | |  |  | |  |  | | Ending Balance | $66,563.90 | |  |  | | **May 2021 Savings** |  | | Beginning Balance | $83,325.26 | | Deposits |  | | Payments |  | | Interest | $         3.54 | | Ending Balance | $83,328.80 |  * Questions for meeting – Can I pay myself back for the CC Vendor experiment ($500). If finally showed up in May 5th * May we have one payment by CC (Vendor) and two promised by Check (Vendor and attendee). * Donna will get notarized form to Andrea so she can get a bank debit card. * Testing of the credit card processing continues. Donna can reach out to Michelle or Shawna for guidance for refund processing if needed. * Feb 11 - Poll Everywhere, Inc purchase $120.00 - OK? - Yes * Extrapolated budget for 2020 and up to June of 2021 | | | | | |  | |
| * **Customer Service Report – Robert (5 mins)** | | * Next steps? Robert will continue to follow-up on these items   + Interfaces – Jeff Marr figuring out where this stands   + Motivate SCC to move their ticketing system to a parent/child format   + What does SoftReports provide? Still waiting for information   + Any plans to expand data director within SoftReports for Micro, Path, Gene, Bloodbank, etc.?     1. Webinar occurred on January 19 to provide more information | | | | | |  | |
| * **Sig Coordinator – Jeff (5mins)** | | * Next steps? Finalize cycle dates   + Voting wis complete, Jeff is finalizing the results     1. SoftBank, Lab45 and TQC are complete     2. Jeff will follow up with Brenda     3. Jeff will present results at the conference | | | | | |  | |
| * **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   + Becky is drafting a “Happy Lab Week” message to post on social media   + FaceBook and LinkedIn up to date for Soft webinars   + Updated – conference registration will open in May 2021   + Updated social media sites today   + Gmail account appears to have only Spam content     1. Keep Gmail account for now, look at again next year   + Who will send out email for September conference?     1. Becky will draft the email based on Soft email, Jeff will send out   + LinkedIn and FaceBook both updated and current | | | | | |  | |
| * **Vendor – Robert/Donna (10 mins)** | | * 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 sent out conference info to potential vendors     1. A reminder to be sent this week with sign up dates     2. Past vendors, new vendors   + All in process * I have 5> yes will attend. A lanyard sponsor and a cup sponsor.   + Ellkay, Futura Mobility (Lanyards), S&P, Vedant (Cup) , Zebra,  and a Probably from Sectra. | | | | | |  | |
| **Adjournment:** | |  | | | | | |  | |