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)
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| * **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.
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| * **Treasurer Report – Donna (5 mins)**
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| **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

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| * **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
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| * **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
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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
	+ 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
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| * **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.
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| **Adjournment:** |  |  |