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: November 17, 2021** | |  | | | **Time: 12:30 PM EST** | | **Location:**  Remote Webex Conference | |
| **Chair:** Andrea Hawk | | | | | | |
| **Recorder:** Lok Tse for Scott Hansen | | | | | | |
| ***SNUG Member Name:*** | | | ***Attended*** | ***SNUG Member Name:*** | | ***Attended*** | ***SNUG Member Name:*** | ***Attended*** |
| **Sonal Pandey (Past President)**  ***Penn Medicine Lancaster Gen Hospital – PA*** | | | X | **Andrea Hawk (President)**  ***Michigan Medicine – MI*** | | X | **Donna Passante (Treasurer)**  ***Mayo Clinic - AZ*** | X |
| **Scott Hansen (Secretary)**  ***Mayo Clinic – MN*** | | |  | **Robert Gentry (Customer Service Chair/Vendor)**  ***Genova Diagnostics - NC*** | | X | **Becky Schran (Social Media Coordinator/Asst. Secretary)**  ***Olmsted Medical - MN*** | X |
| **Jeff Hughes (Asst. Treasurer/SIG Coordinator)**  ***University Hospitals - OH*** | | |  | **Brenda Duff (Auxiliary Board Member)**  ***Orange Regional Medical Center - NY*** | | X | **Tawni Schmeling**  **GHC South Central Wisconsin** | X |
| **Tyla Adams**  **Houston Methodist** | | | X | **Lok Tse**  **Cape Cod Hospital** | | 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**   * 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.   **Past Discussion Topics**  Recycling theme/swag from the cancelled September conference  Same keynote speaker from cancelled September conference  We dropped HCT Global – they had previously assisted with conference hotel selection; we will work directly with the Sheraton  Sunday May 8, will be the first day of the 2022 conference  Need to figure out cancellation policy dates  - Cancel with full refund up to March 31, 2022. After that refund minus $100, and at some date, no refund for cancelling.  - Andrea will draft cancellation policy and send out to board members for review  Registration for the 2022 conference will open December 1, 2021  Updated Board Membership:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Role** | **Board Member** | **Organization** | **Phone** | **Email** | | Past President | Sonal Pandey | Lancaster General | 717-544-4229 | [sonal.pandey@pennmedicine.upenn.edu](mailto:sonal.pandey@pennmedicine.upenn.edu) | | President | Andrea Hawk | Michigan Medicine | 734-763-3141 | [ahawk@med.umich.edu](mailto:ahawk@med.umich.edu) | | Vice President | Brenda Duff | Garnet Health Medical Center | 845-333-0155 | [bduff@ghvhs.org](mailto:bduff@ghvhs.org) | | Treasurer | Donna Passante | Mayo Clinic | 480-342-0148 | [Passante.Donna@mayo.edu](mailto:Passante.Donna@mayo.edu) | | Asst. Treasurer | Tyla Adams | Houston Methodist Hospital | 832-239-7915 | [tadams2@houstonmethodist.org](mailto:tadams2@houstonmethodist.org) | | Secretary | Scott Hansen | Mayo Clinic | 507-284-9139 | [hansen.scott@mayo.edu](mailto:hansen.scott@mayo.edu) | | Asst. Secretary | Lok Tse | Cape Cod Healthcare | 508-862-5448 | [Chiu.Tse@CapeCodHealth.org](mailto:Chiu.Tse@CapeCodHealth.org) | | SIG Coordinator | Tawni Schmeling | Group Health Cooperative of South Central Wisconsin | 608-831-1766 ext. 5281 | [tschmeling@ghcscw.com](mailto:tschmeling@ghcscw.com) | | Social Media Coordinator | Becky Schran | Olmstead Medical | 507-529-6668 | [sschran@olmmed.org](mailto:sschran@olmmed.org) | | Customer Service | Robert Gentry | Genova Diagnostics | 828-210-7402 | [rgentry@gdx.net](mailto:rgentry@gdx.net) |   SIG Modifier Roles:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Product** | **Board Member** | **Organization** | **Phone** | **Email** | | Soft Lab 4.5 | Tyla Adams | Houston Methodist Hospital | 832-239-7915 | [tadams2@houstonmethodist.org](mailto:tadams2@houstonmethodist.org) | | AR | Robert Gentry | Genova Diagnostics | 828-210-7402 | [rgentry@gdx.net](mailto:rgentry@gdx.net) | | Bank/Donor/Tx | Brenda Duff | Garnet Health Medical Center | 845-333-0155 | [bduff@ghvhs.org](mailto:bduff@ghvhs.org) | | Customer Service (CS) | Donna Passante | Mayo Clinic | 480-342-0148 | [Passante.Donna@mayo.edu](mailto:Passante.Donna@mayo.edu) | | Sec/Commons/SoftID | Andrea Hawk Brenda Duff | Michigan Medicine Garnet Health Medical Center | 734-763-3141 845-333-0155 | [ahawk@med.umich.edu](mailto:ahawk@med.umich.edu) [bduff@ghvhs.org](mailto:bduff@ghvhs.org) | | Outreach/Web | Andrea Hawk Brenda Duff | Michigan Medicine Garnet Health Medical Center | 734-763-3141 845-333-0155 | [ahawk@med.umich.edu](mailto:ahawk@med.umich.edu) [bduff@ghvhs.org](mailto:bduff@ghvhs.org) | | SoftExpress | Andrea Hawk Brenda Duff | Michigan Medicine Garnet Health Medical Center | 734-763-3141 845-333-0155 | [ahawk@med.umich.edu](mailto:ahawk@med.umich.edu) [bduff@ghvhs.org](mailto:bduff@ghvhs.org) | | Lab 4.0/QC | Becky Schran | Olmstead Medical | 507-529-6668 | [sschran@olmmed.org](mailto:sschran@olmmed.org) | | Micro | Robert Gentry | Genova Diagnostics | 828-210-7402 | [rgentry@gdx.net](mailto:rgentry@gdx.net) | | SoftPath/PathDx | Tyla Adams | Houston Methodist Hospital | 832-239-7915 | [tadams2@houstonmethodist.org](mailto:tadams2@houstonmethodist.org) | | Genetics | Robert Gentry | Genova Diagnostics | 828-210-7402 | [rgentry@gdx.net](mailto:rgentry@gdx.net) | | Workload | Robert Gentry | Genova Diagnostics | 828-210-7402 | [rgentry@gdx.net](mailto:rgentry@gdx.net) | | SIG Coordinator | Tawni Schmeling | Group Health Cooperative of South Central Wisconsin | 608-831-1766 ext. 5281 | [tschmeling@ghcscw.com](mailto:tschmeling@ghcscw.com) | | SoftReports/BI | Robert Gentry | Genova Diagnostics | 828-210-7402 | [rgentry@gdx.net](mailto:rgentry@gdx.net) | | Total QC | Donna Passante | Mayo Clinic | 480-342-0148 | [Passante.Donna@mayo.edu](mailto:Passante.Donna@mayo.edu) | | SoftMedia | Brenda Duff | Garnet Health Medical Center | 845-333-0155 | [bduff@ghvhs.org](mailto:bduff@ghvhs.org) | | | | | | | |
| * **Treasurer Report – Donna (5 mins)** | * Yearly budget comment from Accountant.   + Creating an annual budget is not helpful this year. Will revisit next year. * Speaker and hotel reservation fees still need to be paid.  |  |  | | --- | --- | | **October 2021 Checking** |  | | Beginning balance | $54,992.60 | | Deposits | $             - | | Payments |  | | Bank Fee | $      (37.89) | | Moore Promotions (Swag) | $ (6,810.12) | | Accountant | $ (1,200.00) | | US Treasury Taxes | $ (2,440.00) | | Refunds | $ (2,500.00) | | Ending Balance | $42,004.59 | |  |  | | **October 2021 Savings** |  | | Beginning Balance | $83,342.54 | | Deposits |  | | Payments |  | | Interest | $         2.83 | | Ending Balance | $83,345.37 | | | | | | | |
| * **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 | | | | | | |
| * **Sig Coordinator – Tawni (5mins)** | Currently working on next voting cycle. | | | | | | |
| * **Social Media Chair – Becky (10 mins)** | Are sites updated sites with 2022 conference information?   * New board members added to social media sites * No save the date email sent? | | | | | | |
| * **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 | | | | | | |
| **Adjournment:** | * Meeting adjourned at 1:15 pm EST | | | | | | |