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 conferenceSame keynote speaker from cancelled September conferenceWe dropped HCT Global – they had previously assisted with conference hotel selection; we will work directly with the SheratonSunday May 8, will be the first day of the 2022 conferenceNeed 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 reviewRegistration for the 2022 conference will open December 1, 2021Updated Board Membership:

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| **Role** | **Board Member** | **Organization** | **Phone** | **Email** |
| Past President | Sonal Pandey | Lancaster General | 717-544-4229 | sonal.pandey@pennmedicine.upenn.edu |
| President | Andrea Hawk | Michigan Medicine | 734-763-3141 | ahawk@med.umich.edu |
| Vice President | Brenda Duff | Garnet Health Medical Center | 845-333-0155 | bduff@ghvhs.org |
| Treasurer | Donna Passante | Mayo Clinic | 480-342-0148 | Passante.Donna@mayo.edu |
| Asst. Treasurer | Tyla Adams | Houston Methodist Hospital | 832-239-7915 | tadams2@houstonmethodist.org |
| Secretary | Scott Hansen | Mayo Clinic | 507-284-9139 | hansen.scott@mayo.edu |
| Asst. Secretary | Lok Tse | Cape Cod Healthcare | 508-862-5448 | Chiu.Tse@CapeCodHealth.org |
| SIG Coordinator | Tawni Schmeling | Group Health Cooperative of South Central Wisconsin | 608-831-1766 ext. 5281 | tschmeling@ghcscw.com |
| Social Media Coordinator | Becky Schran | Olmstead Medical | 507-529-6668 | sschran@olmmed.org |
| Customer Service | Robert Gentry | Genova Diagnostics | 828-210-7402 | 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 |
| AR | Robert Gentry | Genova Diagnostics | 828-210-7402 | rgentry@gdx.net |
| Bank/Donor/Tx | Brenda Duff | Garnet Health Medical Center | 845-333-0155 | bduff@ghvhs.org |
| Customer Service (CS) | Donna Passante | Mayo Clinic | 480-342-0148 | Passante.Donna@mayo.edu |
| Sec/Commons/SoftID | Andrea HawkBrenda Duff | Michigan MedicineGarnet Health Medical Center | 734-763-3141845-333-0155 | ahawk@med.umich.edubduff@ghvhs.org |
| Outreach/Web | Andrea HawkBrenda Duff | Michigan MedicineGarnet Health Medical Center | 734-763-3141845-333-0155 | ahawk@med.umich.edubduff@ghvhs.org |
| SoftExpress | Andrea HawkBrenda Duff | Michigan MedicineGarnet Health Medical Center | 734-763-3141845-333-0155 | ahawk@med.umich.edubduff@ghvhs.org |
| Lab 4.0/QC | Becky Schran | Olmstead Medical | 507-529-6668 | sschran@olmmed.org |
| Micro | Robert Gentry | Genova Diagnostics | 828-210-7402 | rgentry@gdx.net |
| SoftPath/PathDx | Tyla Adams | Houston Methodist Hospital | 832-239-7915 | tadams2@houstonmethodist.org |
| Genetics | Robert Gentry | Genova Diagnostics | 828-210-7402 | rgentry@gdx.net |
| Workload | Robert Gentry | Genova Diagnostics | 828-210-7402 | rgentry@gdx.net |
| SIG Coordinator | Tawni Schmeling | Group Health Cooperative of South Central Wisconsin | 608-831-1766 ext. 5281 | tschmeling@ghcscw.com |
| SoftReports/BI | Robert Gentry | Genova Diagnostics | 828-210-7402 | rgentry@gdx.net |
| Total QC | Donna Passante | Mayo Clinic | 480-342-0148 | Passante.Donna@mayo.edu |
| SoftMedia | Brenda Duff | Garnet Health Medical Center | 845-333-0155 | bduff@ghvhs.org |

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| * **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.

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| **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  |

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| * **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
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| * **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?
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| * **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
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| **Adjournment:** | * Meeting adjourned at 1:15 pm EST
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