**Members:**  **:** Yvonne Coulter, Earle Barnes, Deb Smith, Tymn Neece, Laura Jones, Corbin Ellsaesser, Melinda Doherty, Mary McCoy, Jayme Osborn, Debbie Czarnecki

**Members not present:** Melissa Craft & Randy Rhodes

**Recording Secretary:** Jayme Osborn

1. The meeting began at 12:10 p.m. and Jayme Osborn announced that the call was being recorded.
2. Secretary Report: Jayme Osborn
   1. Jayme sent the minutes to Missy on Monday, 8/18. The minutes are from April, May and July. Jayme will resend them to all because some Board members don’t have them.
   2. Approval of the minutes from the April and May meetings: Earle made the motion to accept the minutes as sent. Second by Yvonne. Motion carried – the minutes are approved.
3. Webinar series: Mary McCoy
   1. Discussion on offering the webinars to all SNUG members, those who attended the conference and those who did not:
   2. Mary McCoy put together data on the costs for different offerings.
      1. Mary used last year’s webinar income and the member list.
      2. Webinar income for 2013/2014 was $1,775.17.
      3. 12 members were signed up with no SNUG attendees.
      4. 41 members were SNUG attendees and they received the webinar series for free.
      5. Total members 238, 17 of which were new.
      6. Don said it was $2,000/year for 99 seats for the webinars.
      7. For 299 seats, which would cover the number of members, it would be $6,000/year.
      8. Forecasting, if add the $1,775 and add $4,000 for extra seating = $5,775.
      9. Final total: is for 238 members = 238 seats needed.
         1. Would be offered at one seat per site.
         2. Need small number of seats for SCC – presenters, etc.
      10. The overage we are looking to spend down is about $40,000 over the next few years.
      11. It would be for this one year only – as a trial.
      12. Also, we said we would do it this year because so many were not able to attend SNUG because of their upgrades.
      13. We can also make a decrease in the cost of the SNUG registration for 2015.
      14. Deb smith made the motion to extend the number of seats to 299 and offer it free to all SNUG members. Mary seconded. No one was opposed – the motion carried.
4. Treasurer’s Report: Mary McCoy
   1. **Checking Account**: Beginning Bal: $85,804.89

Deposits $4,000

Withdraws $9,064.00

Ending Balance $80,740.89

* 1. **Savings Account**: Beginning Bal: $83,071.12

Interest earned: $2.12

Ending Balance: $83,073.24

* 1. According to the register on August 19, 2014 we have $73,415.89
  2. The larger withdraws were:
     1. $7,000 for the keynote speaker & website maintenance.
     2. There is one presenter honorarium check that has not been cashed yet. Mary will contact them.
     3. Our accountant has all of the bank statements and the check register for 2013/2014. Mary has reviewed the 2014 preliminary statement and corrections have been submitted back to the accountant. He will get it back to us in late August. Our deadline for taxes is September.
  3. Keynote Speaker Fees:
     1. $8,835.30 in 2013
     2. $13,106.67 in 2014
     3. It will be $14,000 in 2015
  4. Free or discounted registration for presenters was suggested as another spend-down. Mary is putting the data together and will have it for the next meeting.
  5. Mary will make the password changes and notify Earle, Tymn and Missy.
  6. The Pay Pal password will also be changed.
  7. Other ideas for spend-downs: add to the value of SNUG -- structure it around what is being presented at the conference. One idea: full conference fees and travel costs paid for presenters. Identify topics to be presented, then finding good presenters for them. Application form with information on the topic. Raffle process toward the entire trip costs? Lots of things to work out for how this would work.
  8. Idea: attendees would vote on the best presentation.
  9. We need to talk to Don about this at the next meeting.
  10. Include the information in the Membership Drive.
  11. Start putting together the list of good topics.

1. Membership Report: Melinda Doherty
   1. Nothing to report at this time.
2. SIG Update: Corbin Ellsaesser
   1. Email to go out in September.
   2. Corbin talked to Danielle about the process for the votes and about outdated requests.

1. Customer Service Update: Debbie Czarnecki
   1. Nothing new at this time.
2. Review of By-Laws: Tymn Neece
   1. The Executive Board is reviewing the recommendations from Mr. Guella, our SNUG attorney.
   2. Discuss options for submitting bylaw changes to the SNUG Membership for approval.
   3. We are waiting to vote on approval.
   4. Does everyone have the revised By-Laws to review? Tymn has a July 11th email from Missy with them attached.
   5. Tymn to confirm the version with Missy.
   6. We will review and approve them at the next meeting.
3. SNUG Presentation Application: Tymn Neece
   1. Tymn forwarded the sample of what his hospital has had to do for Epic presentations.
   2. Don said that SCC was starting to do something like this.
   3. We can start working on the application for SNUG presentations.
4. The meeting was adjourned at 1:19 p.m. EST.
5. The Next Meeting will be September 18, 2014 12:30 EST.

Conference Call Schedules and Phone Numbers:

Annual Conference Planning – 1st Wednesday 1200 EST; Earle’s #

Customer Service – 2nd Thursday 1300 EST; SCC’s #

SNUG Exec/SCC – 3rd Thursday 1200 EST; Earle’s #

Respectfully submitted,

Jayme Osborn

SNUG Secretary