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| **Date:**  **August 20, 2015** |  | | | | **Time: 11:00am EST** | |  | **Location:**  Conf Call: 877-429-5168  Passcode: 4019226# | | |
| **Chair:** Melinda Doherty | | | | | | | |
| **Recorder:** Earle Barnes | | | | | | | |
| ***SNUG Member Name:*** | | ***Attended*** | ***SNUG Member Name:*** | | | ***Attended*** | | ***SNUG Member Name:*** | | ***Attended*** |
| **Mary McCoy** | |  | **Corbin Ellsaesser** | | |  | |  | |  |
| Melissa Craft | |  | **Debbie Czarnecki** | | |  | |  | |  |
| **Earle Barnes** | |  | **Melinda Doherty** | | |  | |  | |  |
| Tymn Neece | |  | **Brenda Duff** | | |  | |  | |  |
| **Jayme Osborn** | |  | **Nikki Van Ingen** | | |  | |  | |  |
| **Laura Jones** | |  | **Sharon Black** | | |  | |  | |  |
| **TOPIC** | | | | **DISCUSSION** | | | | | **ACTION ITEMS** | |
| 1. **Welcome-Roll Call** | | | |  | | | | | **Standing** | |
| 1. **Announcement of Recording** | | | | 12:03 pm | | | | | **Standing** | |
| 1. **Secretary Report – Earle**    1. **Minutes from July (Brenda)** | | | | Brenda will send out the minutes for review | | | | |  | |
| 1. **Treasurer’s Report – Mary**    1. **Checking: Beginning Bal: $72183.49**   **Ending Bal: $68327.76**  **Current Bal: Will Email**   * 1. **Savings: Beginning Bal: $83096.07**   **Interest earned: $2.12**  **Ending Bal: $83098.19** | | | | **Finanacial statement received from acct**  **Keynote has been paid 7500 50% deposit**  **Melinda wondered if the prepped financial statements be made available. Mary indicated that this will be done but needed to have them add some items to the statement.**  **We can include keynote promotional info since they have been paid.** | | | | |  | |
| 1. **SNUG website updates**     1. **New navigation proposal** | | | | **New theme and webinar has been added**  **Earle has expressed interest in not redesigning the website.**  **A web designer that does the website for the Link will be contacted by Missy but it is time consuming so it may not be done by the time the membership drive is done.** | | | | |  | |
| 1. **Membership Report – Tymn**    1. **Membership drive Oct-Nov** | | | | **No updates but not up to date on emails. A form letter needs to be sent out. Do we follow up with clients that have not paid? Wake Med is resolved but there are two others that need to be looked into.**  **SCC made updates to the membership tool to pull stats better. The drive will be in Oct and Nov to allow time in Dec to recruit former members and in Jan flip the flag on the listserv hopefully having it all wrapped up by Feb.**  **Tim will reach out to Jan and the Link to get things rolling for October.** | | | | |  | |
| 1. **SIG Update – Sharon**    1. **Vote on extra hours**    2. **SOFTID as its own SIG** | | | | **Corbin – 169 unused hours for redistribution. Three SIGs that don’t have enough hours. 150 hours can go to them. Another 15 left to go to other things that didn’t make the cut.**  **Debbie had a question on workload and the excessive amount of hours which could be put to better use since no one actually voted.**  **Discussion ensued.**  **Voting for enhancement redistribution**  **Workload SIG – No**  **BB SIG – Good**  **Path - Good**  **HIPAA/SoftID/Commons – need 28 hours – Yes**  **Lab – need 76 hours – Yes**  **Redistribution moved, voted, and passed as discussed.**  **Review and discussion of other enhancements ensued including the method of the weighted ranking overall which caused some adjustments to the redistribution of hours.**  **SoftID SIG -- Melinda thinks SoftID should be it’s own SIG with 200 hours. SNUG will make a formal request to have this as it’s own and for Path and Gene (200 hours for Gene) to be split.**  **As far as 4.5 line we need a way to evalute things if there won’t be a separate SIG.**  **Questions - Will there be more hours given or will some be stripped from the other SIG.**  **The board believes that new modules need new hours allocated especially if there is a team that supports it.** | | | | |  | |
| 1. **Customer Service Update – Debbie C.**    1. **On line Web training** | | | | **SCC has been asking for SNUG’s requests and they have been given. Jeff thought it would be difficult to justify HIS interface training for the web.**  **SNUG will follow up with SCC on the Interface training request but thinks it will be rejected.**  **We will start by asking for interface presentation to be put online.**  **4.0.7 online training will be created online but be billable.** | | | | |  | |
| 1. **Conference Planning Update (2016) – Laura**    1. **Vendors**    2. **Agenda** | | | | **We have 18 vendor spots and last year only used 13. We lost some revenue. Jeff felt we should consider increasing the fees and look at new vendors.**  **When is SNUG going to begin reaching out to vendors?**  **Missy – Myra, Jim, and Don in the past have taken care of that. Last year it was a shared responsibility. Some planning was done directly with the Sheraton.**  **Missy will send the vendor contracts to the board that were created in December. Melinda will reach out to Myra for timelines.**  **Agenda – One less night of planning this year. Vendor events were well liked but we need to reach out to them for planning purposes. SCC coordinates that due to their contractual issues.**  **Timeline last year was a bit hectic but Myra should be contacted for specifics.**  **Featured speakers – Most would have a 2 hour slot but might not be repeated. Those sessions need to be determined and figured out where they will be. Some topics like management reports and project management can be geared for those with lab backgrounds and IT backgrounds.**  **UNIX – A hot topic that maybe should not be done on a Sunday. Corbin says an hour is ok with just him rather than split it with another presenter. Maybe 2 sessions with one being what you can do and another of how you do it.**  **University of Rochester – Built a test utilization formulary and has a powerpoint that could be good to present. An honorarium would probably have to be given.**  **IBM could do a talk on their Golden Gate Solutions – Downtime Minimization/Elimination – Discussion ensued.** | | | | |  | |
| 1. **Administrative**    1. **By Laws changes**    2. **Topics for SNUG/Exec SCC**  * **Metrics** * **SIG** * **Eliminate after hours for SW deployment** | | | | **The accountant recommends that we refile with the state based on the SNUG tax status. Original status is Not for Profit. A tax exempt letter can not be found. For this reason, SNUG was changed to a corporation.**  **Motion to change the status of SNUG was made, seconded, and approved.**  **Meaningful Use tracking seems to be waning. Things that could be tracked - Milestone dates for software delivery. When clients are moved to 4.0.8 the amount of erors and downtime based on different tiers.**  **SIG tracking – Bring it to SCC’s attention the ones that are years behind. Sharon will look at the spreadsheet and report.**  **We need to make sure SCC follows up on the eliminating after hours for SW deployment.** | | | | |  | |
| 1. **Other business** | | | |  | | | | |  | |
| **Attachment: 2016 conference agenda draft** | | | |  | | | | |  | |
| **Adjournment** | | | | **1:21pm** | | | | |  | |

***Next scheduled meeting: September 17*, 2015**