SNUG Exec Board Meeting

SNUG MISSION - Pending

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| **Date: June 26, 2019** |  | | | | **Time: 1:00 PM EST** | | **Location:**  Remote Webex Conference | | |
| **Chair:** Sonal Pandey | | | | | | |
| **Recorder:** Steve Pleschourt? | | | | | | |
| ***SNUG Member Name:*** | | ***Attended*** | | ***SNUG Member Name:*** | | ***Attended*** | ***SNUG Member Name:*** | | ***Attended*** |
| **Sonal Pandey (President)**  ***Penn Medicine Lancaster Gen Hospital – PA*** | |  | | **Jonathon Carlson (Vice President)**  ***National Jewish Hospital – CO*** | |  | **Donna Passante (Cust Service Sig Coord)**  ***Mayo Clinic - MN*** | |  |
| **Michelle Precourt (Treasurer)**  ***CHOP – PA*** | |  | | **Andrea Hawk (Asst Treasurer)**  ***Michigan Medicine – MI*** | |  | **Becky Schran (Social Media Coord)**  ***Olmsted Medical - MN*** | |  |
| **Randy Reddekopp (Secretary)**  ***Saskatchewan Health Authority – SK Canada*** | |  | | **Scott Hansen (Asst Secretary)**  ***Mayo Clinic – MN*** | |  | **Shawna Andriese (Auxiliary Board Member)**  ***Renown Regional Medical Center - NV*** | |  |
| **Steve Pleschourt (Past-Pres/Conf Plan Chair)**  ***Mayo Clinic - MN*** | |  | | **Robert Gentry (Membership Chair)**  ***Genova Diagnostics - NC*** | |  | **Brenda Duff (Auxiliary Board Member)**  ***Orange Regional Medical Center - NY*** | |  |
|  | |  | | **Kathy Davis (Sig Coord)**  ***University of Michigan - MI*** | |  | **Jeff Hughes (Member at Large)**  ***University Hospitals - OH*** | |  |
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| 1. **Welcome-Roll Call** | | |  | | | | | **Standing** | |
| 1. **Announcement of Recording** | | |  | | | | | **Standing** | |
| 1. **Review of previous meeting minutes** | | |  | | | | | **Approved** | |
| 1. **Presidents Report – Sonal Pandey** | | | * Website – Transition of servers and ownership from Earl and Your Design Guys to Soft * Hotel Contract – Comparing between Sheraton and Hilton. * We’ve asked Hilton to reconsider their Food costs as they were 23k off of our initial calculations with Sheraton. * Free Continental breakfast, is it enough? * AV evaluation * Future of SNUG * T-Bar graph: Jan’s transition of duties * Renewal of contract with Kristina (accountant) - $12-13k annual expense * Decision: Approval from Board for hosting the documents in SugarSync on the SNUG Website * Update Bylaws: pending * Promotional Video: we got a preview of the video, about 8 mins long, asking to be cut to 5mins. Link below if anyone is interested in reviewing what was provided so far.   Link:  <https://vimeo.com/342357439> password:snug | | | | |  | |
| 1. **Treasurer Report – Michelle Precourt**   **Checking (May 2019)**  Beginning Balance:       $ 142,416.27  Ending Balance:            $ 118,439.37  Current Balance:           $ 39,626.93 (as of June 25, 2019)  **Savings (May 2019)**  Beginning Balance:       $ 83,222.42  Interest Earned:           $         4.95  Ending Balance:            $ 83,227.37 | | | * Sheraton Payment Total $75,316.97 Jun 7 pd * Paid Trademark $425 June 12 * Roberts printing 286.76 June 12 * June is end of Fiscal year * Need to request Kristina to do the budget for next year * After Sheraton payment we are at -15631.97 for the year. May be a little more since we have not paid the final portion of the video   Previous Notes:  Status updates of the following:   * Status update: Shawna will be working with Michelle to come up with a system to document money transfers, etc, from PayEasy to BofA   + Progress has been made on this * Earle is working on adding client site id to transactions on BofA merchant services.   + 2019-03-20: This is not available with the software/module we have at the moment. Shawna will ask Earle/your Design Guys to see if there is another module/product we can buy that would support this. | | | | |  | |
| 1. **Customer Service Report – Donna Passante** | | | * Draft Service Level Agreement: discuss * Anomaly query: waiting for a rollout schedule in next month’s meeting with SCC   Previous Notes:   * Gender Identity: Next Steps   + 2019-01-16     - Another thing that came up at today’s SCC call was Preferred Name field. Becky will follow up for next call.   + 2019-03-20     - SCC has marked this as completed.     - Steve: Wants to know if this has been discussed with any clinicians?     - Becky: Maybe SCC could demo this at SNUG? - Done | | | | |  | |
| 1. **Sig Coordinator Report – Kathy Davis** | | | * Kathy requested Milena to start setting the exact schedule for SIG cycle this year – any updates?   Previous Notes:   * Any update on the ability to rearrange unused SIG hours to be used elsewhere?   + Kathy will develop a plan and recommendation for this.   + 2019-03-20 – A list has been sent to Kathy * SIG Powerpoint and Corbin template sent out? From a SNUG perspective   + Kathy says we will receive an email from Soft with all SIG suggestions.   + Kathy reached out to Milena to try to address this. * Status update: Kathy will work with Earle to post the SIG Powerpoint and documents explaining the process to our website.   + This will be available for SNUG users and exec. * 2018-12-19: Sig Moderator roles   + Becky – If there are no SIG’s to vote on, will we still have an email/memo that we can send out to our clients that there was nothing to vote on.     - Nikki said there is something we send out   + Becky – We still need guidance on accessing our SIG Moderator sections, simple things like what is our password/link to access, etc.   + Can there be a process to walk new board members and SIG moderators through the process? Kathy will help coordinate this meeting to improve the SIG process at SNUG.     - Powerpoint that outlines the SIG process and pain points for each step, useable by new board members. * Status update: Is SCC willing to make SIG hours available for Interfaces? | | | | |  | |
| 1. **Membership Chair – Robert Gentry** | | | * Do we leave up registration for this year * Next year: Is registration needed? If not, we will need a list of members from Soft. Since Soft covering costs. Previous years registration started in Oct. | | | | |  | |
| 1. **Conference Planning – Steve Pleschourt** | | | * Theme and Tagline **THEME**: Sharing The Vision   **TAGLINE**: Clear Solutions | Embracing Innovation   * Keynote Speakers * SWAG | | | | |  | |
| 1. **Social Media Chair – Becky Schran** | | | * Jeff Hughes to assist Becky * Where do we want to start? | | | | |  | |
| 1. **Additional Topics** | | |  | | | | |  | |
| **Adjournment:** | | | Meeting adjourned @ ??? | | | | |  | |