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:       $ 142,416.27Ending Balance:            $ 118,439.37Current Balance:           $ 39,626.93 (as of June 25, 2019)**Savings (May 2019)**Beginning Balance:       $ 83,222.42Interest Earned:           $         4.95Ending 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.
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| 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.
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| 1. **Conference Planning – Steve Pleschourt**
 | * Theme and Tagline**THEME**: Sharing The Vision

**TAGLINE**: Clear Solutions | Embracing Innovation* Keynote Speakers
* SWAG
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| 1. **Social Media Chair – Becky Schran**
 | * Jeff Hughes to assist Becky
* Where do we want to start?
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| 1. **Additional Topics**
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| **Adjournment:** | Meeting adjourned @ ??? |  |