



Minutes of the Springbrook National Users Group Board of Directors Meeting

September 10, 2015 | 8:00 am (PST)

The meeting of the Springbrook National Users Group (SNUG) Board of Directors was called to order on September 10, 2015 at 8:09 am Pacific Time by President Julie Interrante. Other board members present were Hubert Wenzel, Pam Arends-King, Art Martinez, Steve Corbeille, Heidi Bova, Rhetta Hogan and Stacey Barrett (staff).

Approval of August Board Meeting Minutes: After review of the previous meetings minutes, a motion was made to accept the August 6, 2015 board minutes as presented. The motion was seconded and unanimously approved.

August 2015 Month End Financial Statement: Wenzel inquired about the prepaid amount listed on the SNUG Statement of Position. Barrett stated the prepaid amount was the portion of the MemberClicks invoice that will be allocated to the 2016 budget. A motion was made to accept the August 2015 SNUG month end financials as presented. The motion was seconded and unanimously approved.

Review of Policies: A discussion regarding Per Diem and Travel ensued. The following changes are to be made:

- Board Travel: Update the following sentence.
Expenses must be reported on the SNUG Expense Report – Request for Payment Form and submit to the SNUG office with the original receipts, **per diem** within 60 days after the event has taken place or within 15 days of the association's fiscal year end.
- Job Postings: Update the following pricing.
SNUG Members: \$75.00/~~30 days~~ **per recruitment period (not to exceed 120 days)**
Non Members: \$125.00/~~30 days~~ **per recruitment period (not to exceed 120 days)**

A motion was made to accept the SNUG policies with changes listed above. The motion was seconded and unanimously approved.

Membership: Barrett reported that Springbrook Software has finalized the list of new clients and has sent the contact information to the SNUG office to process. The \$4200 showing as the Misc income will be moved to membership on the September financials.

Newsletter: Barrett will contact Accela regarding an article on the Accela Community.

Website

Forums/Listserv: No activity.

Job Posting: Barrett will announce the job postings in the next SNUG newsletter.

Advertising/Sponsorship: Barrett will create a sponsorship package for board to review at October meeting.

Springbrook Software/Accela

Interrante reported that there will no longer be a Springbrook Conference. Accela will hold a conference in August 2016 that will include sessions for Springbrook Users. Interrante also noted that they are no longer referencing Springbrook. The new title is F&A and UB.

Source Code: No report from Springbrook or Accela. Interrante requested that Barrett have the current contract reviewed by Mike Fisher or an attorney. Barrett will report at October meeting.

Membership: Barrett reported that the lists have been sent for new clients. Interrante will verify who the new contact is.

Usergroups: Interrante reported that Accela would like SNUG to coordinate regional usergroups. She will have more information at the October board meeting.

There was no additional old business and no new business.

The next meeting will be October 8, 2015 at 8:00 am (Pacific Time) via conference call.

The meeting adjourned at 8:59 am.

Respectfully submitted,



Stacey Barrett
SNUG Association Manager

SNUG Board Action Items

1. **SNUG Policies** – to be completed by October Board meeting.
 - a. Barrett to update the SNUG policies per September BOD minutes and post on website.
2. **Membership** – to be completed by October Board meeting.
 - a. Barrett to import new members into database and send out notification of how you use the SNUG website.
3. **Newsletter** – to be completed by October Board meeting.
 - a. Barrett to contact Accela regarding an article about the Accela Community.
4. **Advertising/Sponsorship** – to be completed by October Board meeting.
 - a. Barrett to update the Sponsorship form for board approval at October meeting.
5. **Job posting** – to be completed by October Board meeting.
6. **Source Code** – to be completed by October Board meeting.
 - a. Barrett will have the current contract reviewed by Mike Fisher or an attorney.