



Minutes of the Springbrook National Users Group Board of Directors Meeting

June 11, 2015 | 8:00 am

The meeting of the Springbrook National Users Group (SNUG) Board of Directors was called to order on June 11, 2015 at 8:03 am Pacific Time by President Julie Interrante. Other board members present were Hubert Wenzel, Heidi Bova, Pam Arends-King, Art Martinez, Rhetta Hogan and Stacey Barrett (staff).

Guests: Janet Peterson (Springbrook Software) and Steve Corbeille (SNUG Member)

SNUG Vacant Board Position: Position has not been filled. The discussion was tabled until the July Board meeting.

Corporate Resolution: A motion was made to approve the corporate resolution that the following officers are authorized signers and authorized to make transactions on behalf of all the association's financial accounts: Julie Interrante, President; Hubert Wenzel, President Elect; and Rhetta Hogan, Treasurer. The motion was seconded and unanimously approved.

Review of Policies: Barrett noted the Anti-Trust Statement, Conflict of Interest and Whistle Blower policy that was included in board materials. She requested the Board review the policies. She indicated the Conflict of Interest form has to be signed and returned to staff.

SNUG Board Calendar: The SNUG Board Meeting schedule is the 2nd Thursday of each month at 8:00 am (Pacific Standard Time) via conference call. SNUG Board will meet in person once a year. That date to be determined by when the Springbrook Conference will be held.

May 2015 Month End Financial Statement: Hogan presented the financial report as of May 31, 2015. There was discussion regarding Expense Line Item 525. Interrante reported the budgeted line item was for board members to expense travel to attend the Springbrook Software Conference. Barrett suggested creating a policy defining the board travel stipulations. The board agreed and requested for the policies to be completed prior to the July meeting for the board's approval.

A motion was made to accept the May 31, 2015 month end financial report as presented. The motion was seconded and unanimously approved.

Approval of May Board Meeting Minutes: After review of the previous meetings minutes, a motion was made to accept the May 4, 2015 board minutes as presented. Interrante inquired if the motion could be amended to include all of the May Minutes. Motion amended to accept the May 4, 2015 SNUG board minutes, May 6, 2015 SNUG Annual Business Meeting minutes and May 8, 2015 SNUG board minutes. The amended motion was seconded and unanimously approved.

Membership: Barrett presented 4 new member applicants. Arends-King and Hogan volunteered to call new members and welcome them to SNUG.

Peterson reported that she is still working on creating a list for new software clients and existing clients that are not SNUG members. She will have that information to the SNUG office by June 12th.

Newsletter

The SNUG newsletter will be emailed out quarterly. Barrett will create a schedule for deadlines and present it at the July Board meeting.

Website

Forums/Listserv: There are two postings on the SNUG forums. Barrett will send a notice on the listserv reminding SNUG members of the new SNUG website forums.

Job Posting: A discussion ensued regarding Job Postings on the SNUG website. Barrett will create a policy, form and website page for job posting and send out a draft to the board prior to going live.

Advertising/Sponsorship: Barrett to will research tax implications for advertising and sponsorship on the website and report to the board at the July meeting.

Springbrook Permissions on SNUG Website: A discussion ensued regarding what content Springbrook has access to on the SNUG website. The board agreed that the SNUG board liaison for Springbrook (Art Martinez) will review the forums and report to the board if posts should be pursued by SNUG to Springbrook as a concern by SNUG members.

Springbrook Software

Source Code: No update.

KVS Conference: Peterson reported the conference is to be held in Buffalo on July 20 – 22, 2015. Barrett requested Peterson send SNUG the conference information so it can be posted on the SNUG website calendar.

Usergroups: The board discussed if other usergroups from the Springbrook/Accela merger would be included on the SNUG website member forum. The discussion was tabled until the July Board meeting.

There was no additional old business and no new business.

The next meeting will be July 9, 2015 at 8:00 am (Pacific Time) via conference call.

The meeting adjourned at 9:05 am.

Respectfully submitted,



Stacey Barrett
SNUG Association Manager

SNUG Board Action Items

1. **SNUG Policies** – to be completed prior to July Board meeting
 - a. Barrett to create policies for the following:
 - i. Board travel
 - ii. Social Media
 - iii. Website
 - iv. Job Posting
 - v. Use of SNUG Logo
 - vi. Promotion of Events
 - vii. Listserv Policy

2. **Membership** – to be completed prior to July Board meeting
 - a. Arends-King and Hogan volunteered to call new members and welcome them.
 - b. Barrett to send Arends-King and Hogan new member contact information.
 - c. Peterson to work on lists of new software clients and existing clients that are not SNUG members. She stated she will have that information to the SNUG office by June 12th.

3. **Newsletter** – to be completed prior to July Board meeting
 - a. Barrett will create a schedule for deadlines.
 - b. Rogan, Interrante and Peterson will submit articles by June 26th.

4. **Listserv** – to be completed prior to July Board meeting
 - a. Barrett will send a notice on the listserv reminding SNUG members of the new SNUG website forums

5. **Advertising/Sponsorship**
 - a. Barrett to will research tax implications for advertising and sponsorship on the website and report to the board at the July meeting.

6. **Job posting** – to be completed prior to July Board meeting
 - a. Barrett will create a policy, form and website page for job posting and send out a draft to the board prior to going live.

7. **Springbrook Software**
 - a. Peterson send SNUG the KVS conference information.

SNUG New Member Report

5/20/2015 -6/8/2015

<u>Primary Contact Name</u>	<u>Agency Name</u>	<u>City</u>	<u>State</u>	<u>Board Mbr Calling</u>
Becky Barnhart	Okeechobee Utility Authority	Okeechobee	FL	Hogan
Roberta L. Olsen	City of Cottage Grove	Cottage Grove	OR	Arends-King
Kathleen Junglov	Snohomish County Fire District #1	Everett	WA	Hogan
Soledad Ruiz-nunez	City of Corcoran	Corcoran	CA	Arends-King