



## Minutes of the Springbrook National Users Group Board of Directors Meeting

August 6, 2015 | 8:00 am (PST)

The meeting of the Springbrook National Users Group (SNUG) Board of Directors was called to order on August 6, 2015 at 8:03 am Pacific Time by President Julie Interrante. Other board members present were Hubert Wenzel, Pam Arends-King, Art Martinez, Rhetta Hogan and Stacey Barrett (staff).

**Guests:** Steve Corbeille (SNUG Member)

**SNUG Vacant Board Position:** A motion was made to appoint Steve Corbeille as a director of the SNUG Board. The motion was seconded and unanimously approved.

**July 2015 Month End Financial Statement:** Barrett reported the financials will be available the week of August 10<sup>th</sup>. Barrett will email the financials to the board.

**Approval of July Board Meeting Minutes:** After review of the previous meetings minutes, a motion was made to accept the July 16, 2015 board minutes as presented. The motion was seconded and unanimously approved.

**Review of Policies:** A discussion regarding Per Diem and Travel ensued. Barrett noted that most of the nonprofits do not use a per diem for the volunteer reimbursement. A motion was made to update the policies to include the GSA per diem guidelines with a 20% Breakfast / 30% Lunch / 50% Dinner guideline. Barrett will update the policies.

**Membership:** Barrett presented 3 new member applicants.

**Newsletter:** The SNUG newsletter will be emailed out quarterly. The deadline for the next newsletter was moved to the end of August. Hogan suggested having an announcement about the Accela community forum in the next newsletter. Barrett requested board send her articles for the newsletter.

### Website

**Forums/Listserv:** No activity.

**Job Posting:** A motion was made to activate the job postings on the SNUG website. The motion was seconded and unanimously approved.

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

## **Springbrook Software**

**Source Code:** Interrante reported that Springbrook is still working on the source code. She does not believe there will be any push back from Accela.

**Membership:** Barrett reported that she is still working on the list for new software clients and existing clients that are not SNUG members. Barrett is waiting for a report from Petersen that indicates who Springbrook has already paid membership for.

**Usergroups:** A discussion ensued regarding user group meetings. Barrett will work with user group leaders and Springbrook to stream line the promotion for the meetings.

There was no additional old business and no new business.

The next meeting will be September 10, 2015 at 8:00 am (Pacific Time) via conference call.

The meeting adjourned at 9:01 am.

Respectfully submitted,

A handwritten signature in cursive script that reads "S Barrett".

Stacey Barrett  
SNUG Association Manager

## **SNUG Board Action Items**

1. **SNUG Policies** – to be completed prior to September Board meeting
  - a. Barrett to update the Board travel – per diem in the policies
  
2. **Membership** – to be completed prior to September Board meeting
  - a. Peterson to work on lists of new software clients and existing clients that are not SNUG members.
  
3. **Newsletter** – to be completed prior to September Board meeting
  
4. **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.
  
5. **Job posting** – to be completed prior to September Board meeting
  - a. Barrett will activate the job postings on the website.
  
6. **Usergroup**
  - a. Barrett will update SNUG website and email members regarding upcoming user group meetings.

# SNUG New Member Report

6/9/2015 – 8/6/2015

<u>Primary Contact</u>	<u>Agency Name</u>	<u>City</u>	<u>State</u>	<u>Email</u>
Victor Garofalo	Town of Bedford	Bedford	MA	vgarofalo@bedfordma.gov
Ray Kolisz	Twentynine Palms Water District	Twentynine Palms	CA	rkolisz@29palmswater.org
Tom Dailly	Village of Franklin Park	Franklin Park	IL	tdailly@vofp.com