

**SPRINGBROOK NATIONAL USERS GROUP
BOARD OF DIRECTORS MEETING
MINUTES**

**THURSDAY JULY 16, 2015
8:03 - 9:24 AM**

**Julie Interrante / Pamela Arends-King / Heidi Bova / Rhetta Hogan / Art Martinez
Hubert Wenzel ABSENT**

**Janet Peterson w/ Springbrook (8:13 - 9:24)
Stacey Barrett w/ Update Management, Inc. (9:04 - 9:24)**

NOTE: Stacey off the week of August 10th

1. Welcome and Introductions
2. Appointment of Vacant SNUG Director Position
 - Candidates Valerie and Steve - - Stacey will ask them for their bios.
 - Will be appointed at the next Board meeting.
3. Review/Approve June 10, 2015 Minutes - - Heidi motioned / Pam seconded - - Approved
4. June 2015 Financial Statement

Per Pam, her only concern was the Miscellaneous Revenues. Pam motioned / Rhetta seconded - - Approved

5. Review of SNUG Policies - - Per Diem and Travel discussed.
 - Go with GSA's per diem format? Split out food and lodging?
 - Per Diem becomes taxable to the employee if it exceeds the rate.
 - Average Portland and East Coast (NY) rates? Tustin's breakdown is 20% Breakfast / 30% Lunch / 50% Dinner.
 - Travel currently is just to the Springbrook conference; shall we expand this to include SNUG-related business? How is our Travel Budget? Shall the Board approve all travel?
6. Membership

A. New Member Report - - Janet will distribute the new client list through 6-30-15.

A report showing new members only will be generated monthly, and that will then become our "Contact List".

7. Newsletter - - Julie owes Stacey an article.
8. Sponsorship

A. IRS Implications?

Sponsorships do bring in money and vendors often attend CSMFO meetings (can't promote their products!). Per Pam, CSMFO does file a tax return (5500) and pays taxes. Per Rhetta, do we have a policy for vendor sponsorships? Rhetta suggested Stacey could handle the sponsors/invoicing. Per Julie, no Springbrook competitive vendors could be permitted sponsors.

Pam will research CSMFO guidelines/policies; Rhetta will research GFOA.

9. Website

- A. Forums – Janet did not record the Accela Community demo, but will see if she can get a copy. At our next Board meeting, the first ½ could be the meeting, with the 2nd ½ being the presentation.
- B. Listserv – This has been fairly quiet recently, as has the Forum. Groups can sometimes be active only when there's trouble.
- C. Job Posting – Julie asks all to review the temporary page (it's similar to CSMFO's and GFOA's). Companies wishing to post an ad: Send in payments up front? Fill out a request and follow up with payment? Per Julie, maybe we'll accept credit cards in the future? Each listing now costs \$100. It was suggested to charge \$75 for members / \$125 for non-members. Let's consider: 1) Get Agreement 2) Post listing 3) Invoice for the listing.

10. Springbrook Software Discussion

- A. Regional User Groups Status - There are four (4) regional groups in California / meetings are free / RSVPs are handled through SNUG. Janet will send Julie some possible dates for the next regional user group meeting. Could we use Update Management to work with Springbrook in getting a user group meeting scheduled as a "test case"? Per Julie, Board members please send Janet 3-5 items to be discussed at that meeting. What's of concern? Hot topics?
- B. Sourcecode – This will be important in light of the Springbrook/Accela acquisition; a new agreement will need to be signed with Accela.
- C. Membership (Springbrook/KVS Client List) – Keep in mind that KVS clients going to SNUG will show up as new SNUG members (Regular new members normally receive 1st year dues for free).

Janet would like SNUG's help with membership; combine Springbrook and Accela user groups? Combine the meetings with Springbrook in the morning and Accela in the afternoon? Per Janet, there is currently no charge to attend Accela User Group meetings. Would like to see standardized Agendas that can be amended. California and Washington user groups - - they get attendance of 100-150 at their meetings. Janet would like to see better communication with members, especially in light of the Accela transition.

- D. KVS Conference in July – Mini conference coming up next week in Buffalo, NY (Niagara Marriott), and they've asked SNUG to attend and promote the User Group. Registration is free, so the costs would be for the flight, hotel, and incidentals (\$2,000 approximately). There is no money in the Budget for this, so we may need to dip into the reserves. The next Budget will be finalized this November. Pam motioned that Julie attend the conference, with Heidi seconding. Motion carried.
- E. SNUG/Springbrook Liaison

11. New Business

Rhetta suggests that all Board members visit the Accela website and familiarize themselves with the terms and information before the **next board meeting Thursday, August 6, 2015 @ 8 AM.**