



Jason Park, Chair | Matthew Michener, Vice Chair | Jennifer Cory, Immediate Past Chair | Anastasia Rutherford, Treasurer | Brigidann Cooper, Secretary | Cara Winnewisser, Secretary-Elect

**AM66 Business Meeting Minutes
August 05 2024
2:45-3:45PM EST**

Call to Order: 2:45PM EST

Approval of Prior Business Meeting Minutes (RM23 Anchorage, AK | September 25 2023)

- Motion to approve. Minutes approved by Denise Moody, second by Sandra Logue.

Chair Update Jason Park (UC Irvine)

- State of the Region
 - Membership growth. June 2024: 1338 members (all time high).
 - Membership meeting attendance:
 - Region 6 attendance at the last 3 PRA/ FRA Conferences: 2024 FRA- 328. 2024 PRA - 188. 2023 FRA- 176. 2023 PRA- 112. 2022 FRA- 61. 2022 PRA- 48
 - Region 6 attendance at the last 3 Annual Meetings: 2024 Annual Meeting- 247. 2023 Annual Meeting- 258. 2022 Annual Meeting- 191.
 - Region 6 attendance at the last 2 Regional Meetings: 2023 Anchorage Meeting- 153. 2022 Tucson- 187.
 - Particular month where membership numbers dip due to not renewing: membership numbers dip most in October/November due to those who attended the Annual Meeting the previous year letting their membership lapse (if they aren't able to attend the current year's meeting).
- RM24 Update (Albuquerque, New Mexico. Embassy Suites)
 - Program schedule
 - Sunday 9/22: Registration desk opens, morning and afternoon workshops, Glow Night evening reception
 - Monday 9/23: Opening breakfast and Keynote: Manuel Gonzalez, Business Meetings, morning and afternoon sessions, sponsor booths, dinner groups, game night at the hotel
 - Tuesday 9/24: LeadMe graduation and lunch, morning and afternoon sessions, sponsor booths, Dinner (Flamenco dancers)
 - Wednesday 9/25: Spirit Day (represent your university/organization), morning

session until 12p noon, sponsor booths.

Vice-Chair Update Matthew Michener (Washington State University)

- RM24 program tracks: compliance, department/PUI, contracting (national labs), human capital/organizational development, preaward, postaward, federal (NIH/NSF), workshops (5)
- RM25 Costa Mesa, CA. November 2-5, 2025. \$199/night/ The Westin South Coast Plaza.

Treasurer Update Anastasia Rutherford (Cal Poly Pomona)

- Current balance: \$113,815.59
- Interest earned Jan-Jul 2024 \$3,472.94

| EXPENSE LINE ITEM | AMOUNT |
|---|------------------|
| RM 6/7 Hotel Arrangements | |
| Catering Advance Deposit - Prepaid for 2025 | 30,995.00 |
| | |
| | 30,995.00 |
| Regional Committee Operating: Professional Development Committee | |
| Gift Cards for LeadMe Speakers (Bonnie Halpern-Felsher, PhD) | 100.00 |
| Gift cards and Appreciation Certificates (Beth Kingsley, Robert Printiss) | 30.00 |
| | 130.00 |
| Regional Committee Operating: Site Selection Committee | |
| RM Site Selection RM2025 | 485.79 |
| RM Site Selection New Mexico | 1,392.91 |
| RM Site Selection New Mexico | 897.90 |
| | 2,776.60 |
| Annual Meeting Expenses: Supplies | |
| Swag Supplies (pens, lanyards, bandanas, luggage tags) | 1,798.65 |
| | |
| AMEX annual fees | 75.00 |
| | |
| | 35,775.25 |

- Incoming officer: Deirdre Beach , 2025-26

Secretary Update Brigidann Cooper (University of Washington)

- Nothing to report. Taking minutes to present at the next R6/R7 business meeting at RM24 Albuquerque, New Mexico.
- Incoming officer: Jenna Isakson , 2025-26

Awards & Recognition Committee Krista Roznovsky (Committee Chair, Stanford University)

- AM66 travel award winners: David Derpich (UCSF), Tiffany Takade (UCSF), and Lisa Wachong (UW)
- Committee Members: Krista Roznovsky (chair), Kari Vandergust, Jenny Gallaher, Patience CDeBaca and Josh Kerber

- Call for Region VI Recognition Awards is open! Nominations due to kmsroz@stanford.edu by Monday, August 26.

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National Board of Directors Report Lisa Wottrich (SRI), Nancy Lewis (UC Irvine)

- NCURA membership continues to grow with more than 9,200 members across the globe!
- Traveling workshops with focus on specific areas of research management - Registration for any of these workshops can be found on the NCURA website by clicking on the Event Calendar.
- NCURA Magazine - for updates from the Board of Directors, every NCURA Magazine issue includes a feature written by the Executive Committee to provide transparency to the membership.
- FRA/PRA 2025 will be held in San Diego and planning is underway. The call for session proposals remains open through August 16, 2024.

Diversity, Equity & Inclusion Report Brigidann Cooper (UW) Liaison for Chair Cristi Williams (The Lundquist Institute)

- Goals for 2024
 - Outreach to underrepresented, small institutions, and PUI's.
 - Provide Support to our fellow Region VI Committees:
 - Collaborate with the Education & Professional Development Committee by attending and promoting their workshops and web series.
 - *Partner with the Awards and Recognition Committee in support of travel awardees. (*Pending regional approval)
 - Education:
 - Encourage NCURA membership to participate in DEI tracks at Annual and Regional Meetings.
 - Engagement:
 - Website: update our website design to become more engaging and interactive.
 - Support SCDEI on their DEI initiatives.
 - Accomplishments for 2024:
 - Region VI DEI Committee is now a standing committee.
 - Approved Logo (stickers created for member welcome table)



NCURA REGION VI
**DIVERSITY, EQUITY
 & INCLUSION**

Select Committee on Diversity, Equity, and Inclusion Report Tanya Blackwell, Chair (Seattle's Children's University)

- Utilized blind review process for selection of SCDEI members
- Developed a set of Guiding Principles for DEI for the Organization to follow
- Presidential Charge: Developed a marketing plan for SCDEI webinars for non-members.
- Hosted 2 webinars; 1 upcoming in August
- Collaborate with leadership to implement DEI Webinar series marketing plan
- Improve collaboration with Regional DEI committees
- Increase membership awareness on election process
- Upcoming Webinar Series
- Expand integration of DEI and Guiding Principles into all aspects of the organization

Education and Professional Development Committee Vanessa Quiroz Hotz, EPDC Committee Chair (Attain Partners), Jennifer Cory, Liaison for Chair (Stanford University)

- Members: Jennifer Cory, Jeff Derr, Amanda He, Heather Kubinec, Melissa Mullen, Vanessa Quiroz Hotz (Chair), Katy Roberts, Lisa Wottrich
- 2024 Events to Date:
 - Subaward Series 1: NIH Lab Notebook Requirements, What We've Learned, and Best Practices w/ Beth Kingsley and Robert Prentiss
 - Tips to Obtain Managerial Buy In for Conference Attendance w/ Jennifer Cory and David Scarbeary-Simmons
 - Enhancing Success Through Emotional Intelligence w/ Rosemary Madnick and Kartik Yadav
 - Subaward Series 2: Behind the Regs w/ Carrie Chesbro and Roseann Luongo
 - Meet Your Officers and Committees w/ Region VI Leadership
- 2024 Upcoming/Tentative Events
 - LeadMe Information Session w/ Jennifer Cory and Ashley Stahle, November 19 at 12 pm
 - Conference Presentations 101 w/ Katy Roberts, TBD
 - Subaward Series 3: Audits and Subrecipient Risk Assessment w/ Robert Prentiss and Joshua Kerber, TBD
 - Audits and the Compliance Supplement, TBD

LeadMe Mentoring Program

- 2024 Cohort: 6 mentees, 8 mentors
- 2025 Cohort
 - Application portal opens Sep 10; deadline Nov 30
 - Info session Nov 19 (via Zoom)
 - Program launches Feb 2025

2025 LeadMe Schedule

| Discussion Topic/ Activity | Date (TBD) | Time (PST) | Presenter |
|---|----------------|------------|--|
| LeadMe Mentor Orientation | 2/7/2025 | 9am - 10am | Mentor Orientation |
| LeadMe Mentee Orientation | 2/14/2025 | 9am - 10am | Mentee Orientation |
| Guest Presentation: Mentorship | 2/28/2025 | 9am - 10am | Bonnie Halpern-Felsher, PhD, FSAHM, Stanford University |
| Leadership Practice: Introduction | 3/21/2015 | 9am - 10am | Discussion Leaders: TBD |
| Leadership Practice 1: Model the Way | 4/4/2025 | 9am - 10am | Discussion Leaders: TBD |
| Guest Presentation | 4/18/2025 | 9am - 10am | Past Graduates/Past Projects |
| Leadership Practice 2: Inspire a Shared Vision | 5/9/2025 | 9am - 10am | Discussion Leaders: TBD |
| Guest Presentation | 5/16/25 | 9am - 10am | TBD |
| <i>Mentor Meet-Up</i> | 5/23/2025 | 9am - 10am | <i>Opportunity for mentors to have dialogue w/ their peers and co-chairs</i> |
| Leadership Practice 3: Challenge the Process | 6/6/2025 | 9am - 10am | Discussion Leaders: TBD |
| Supplemental Material / Article Review | 6/20/2025 | 9am - 10am | TBD |
| Leadership Practice 4: Enable Others to Act | 7/18/2025 | 9am - 10am | Discussion Leaders: TBD |
| Guest Presentation | 8/1/2025 | 9am - 10am | TBD |
| Leadership Practice 5: Encourage the Heart | 8/15/2025 | 9am - 10am | Discussion Leaders: TBD |
| Supplemental Material / Article Review | 8/22/2025 | 9am - 10am | TBD |
| Guest Presentation | 8/29/2025 | 9am - 10am | Volunteerism within NCURA |
| <i>Mentor Meet-Up</i> | 9/12/2025 | 9am - 10am | <i>Opportunity for mentors to have dialogue w/ their peers and co-chairs</i> |
| Supplemental Material / Article Review | 9/26/2025 | 9am - 10am | TBD |
| Presentations Review & Final Discussion, Logisitics | 10/10/2025 | 9am - 10am | review presentations, discuss logistics |
| | | | |
| Final Presentations Due | 10/24/25 | COB | Submit to Co-Chairs with a copy to your Mentor(s) |
| Regional Meeting | 11/2-11/5/2025 | | NCURA Regional Mtg & Graduation, Costa Mesa, CA |

Membership & Outreach Committee Tiffany Gregory, Committee Chair (UC Santa Cruz), Jason Park, Liaison for Chair (UC Irvine)

- Goal of committee is to engage and inform new members:
 - Monthly welcome emails to all new members
 - Quarterly zoom sessions to discuss the value of a membership and how to get involved. Each zoom includes a national officer as a co-host and introduction of regional officers
 - New member conference engagement activities such as a scavenger hunt and ice breaker bingo
 - 2025 goals include implementing an executive shadowing program & recruit additional committee members

Nominating and Elections Committee Derek Brown, Committee Chair (Stanford University), Amanda Snyder, Liaison for Chair (University of Washington)

- New Officer Announcement!
 - Chair Elect/Chair: Patrick Lennon, University of Washington
 - National Board Member: Jennifer Cory, Stanford University
 - Secretary-Elect/Secretary: Jenna Isakson, Seattle University
 - Treasurer-Elect/Treasurer: Deirdre Beach, University of California, Santa Cruz
 - Regional Advisory Committee At-Large Member: Tiffany Gregory, University of California, Santa Cruz
- In September we will identify two candidates for the NCURA National Nominating and Leadership Development Committee (N&LDC) representative position, to be selected by the N&LDC/Board.

One More Thing

- Region VI networking event. The Board Room 9-11:30 PM. Region 6 (new) members, meeting attendees, and invited guests only. Mezzanine level reserved. Wear AM66 badge for admission.

Drink token and hand stamp provided upon entry.

Adjourn: 3:32 PM EST