



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

**AM65 Business Meeting Minutes (Washington D.C.)
August 08 2023
2:45 -3:45 PM EST**

Call to Order: 2:45 PM EST

Approve Minutes (RM23 Anchorage, AK | September 25 2023)

- Motion to approve. Minutes approved by Brigidann Cooper, second by Matt Michener.

Chair Report (Jennifer Cory)

- Wrap up from RM2023
 - Planning committee debrief after conference on learnings and suggestions for next year. Volunteers and Presentations.
 - Complaints about food: quantity and dietary needs.
 - Special meals were available but buffett left some people looking for other options.
 - Museum: Didn't have enough food because many more people attended than RSVP.
 - KeyCards didn't work for multiple days and didn't ask for ID to gain entry to rooms
 - Meeting evaluation survey closes soon and we can review the feedback from attendees
 - Meeting was profitable and proceeds will be split between Regions based on regional attendees.
 - Virtual Attendees: Discussions on how to improve the virtual option given the difficulties of putting on both in-person and virtual at the same time. Suggestion of making separate full day virtual focused day to focus resources on the virtual offerings.
- Portland Leadership Retreat December 2, 2023
 - Hilton Duniway, OSU Campus.
 - Approx 20 attendees.
 - Goal setting and teambuilding activities.

Chair-Elect Report (Jason Park)

- RM24 in Albuquerque, New Mexico. Embassy Suites. Sept 22-25, 2024

- LeadMe- Jason met with leaders. Discussed feedback from mentees and possible improvements for next year.
 - Biggest challenge mentors being lost and unsure of role.
 - Improve next year to recruit the mentors and start off program with with mentor bootcamp. Cap mentees between 6-8.
 - Program should begin sooner - meaning January or February. November to recruit participants.
- Began discussion on RM2025 possible location in Region VI. Huntington Beach, CA.

Treasurer Report (Vanessa Azevedo)

- Officially transitioned off Wells Fargo, now with Capital One.
 - Pros: Better customer service. Easier online interface. Mobile deposit and instant transfers Checking and savings account (savings gaining 2.1% interest)
 - Cons: Slow turnaround times, about a week. Misc service charges appear on account, constant communication to remove said charges.
- 1/1/23 Balance \$124,454.69
- 6/30/23 Balance \$137,941.32

Revenue	Amount
RM 2022 Profit	\$21,797
National Memberships	\$4,933
Bank Interest	\$1,246
Expenses	
RM 2023 Hotel Catering Deposit	\$2,500
RM 2023 Photo Session	\$3,700
RM Give-Aways and Entertainment	\$162
LeadMe Books	\$189
Site Selection Committee Travel	\$3,482
AM Supplies	\$382
Travel Awards	\$1,524
Bank Fees	\$47
AMEX Annual Fee	\$75
T-Shirts/Sweatshirts	\$1,734
Wix Website Fee	\$372
G Suite Fee	\$72
Postage/PO Box	\$250

Incoming officer: Anastasia Rutherford, 2023-25

Secretary Report

- Nothing to report.

Awards & Recognition Committee

Travel awards for Regional

- Kari Love, California State University, Chico
- Celine Castellano, The Lundquist Institute
- Paula Kennedy, University of Alaska Fairbanks
- Patience C’DeBaca, University of California, San Diego
- Claire Kehn, The Evergreen State College
- Ariana Ortega, City of Hope National Medical Center, Beckman Research Institute

Regional Recognition Awards

- Region VI Distinguished Service Award: Kevin Stewart
- Helen Carrier Distinguished Service Award: Lisa Wottrich
- EPDC & LeadMe Sessions / Graduation

Diversity, Equity & Inclusion Report

Goals for 2023:

- Outreach to underrepresented and small institutions:
- Provide NCURA membership scholarships to senior leadership as an investment into their institution that will in hopes be seeds for future research administrators to participate in NCURA. ● Provide Support to our fellow Region VI Committees:
- Collaborate with the Education & Professional Development Committee by attending and promoting their workshops and web series.
- Continued Education & Awareness:
- Initiated a Book Club, the first book read: The Immortal Life of Henrietta Lacks ● We met with NCURA’s National DEI Chair Lamar Oglesby, to be in alignment with national's goals. We also gave input on the accessibility checklist and as a result, a new Fragrance-Free item is now added.

Engagement

- Region VI DEI Logo Design Contest: In our efforts to promote inclusion, Region VI DEI Committee would like YOU to be part of creating our new logo. Create a logo that reflects Diversity Equity and Inclusion for our region. We would like to have the opportunity to present the new logo at our Region VI & VII meeting in Anchorage, Alaska. The winner will receive an NCURA \$500 voucher
- Website: update our website design to become more engaging and interactive ● Create a QR code for membership interaction of what they would like to see from their DEI committee and how they would like to be part of the positive change.

Marketing & Communications Report

- R6 Website
- Continual updates to RM2023 page, to Announcements page, and to Education page throughout

the year as activities and details are released

- R6 Social Media
- All are encouraged to join/follow NCURA Region VI on social media to stay current and engaged on R6 activities.

Membership & Volunteer Report

- Created a second Chair role for the Committee
- Mich Pane is Chair, Meetings
- Tiffany Gregory is Chair, Member Outreach

Adjourn: 3:45 PM EST