

## MINUTES

### REGION VI BUSINESS MEETING

Washington, D.C.

November 6, 2007

#### **I. Call to Order**

Georgette Sakumoto (University of Hawaii), the Region VI Chair, called the meeting to order and welcomed the members to Washington, D.C. She then introduced the current Regional Officers and Regional Advisory Committee members, as well as Linda Patton (California State University, Fullerton), member of the National Leadership and Nomination Committee and Joyce Freedman (University of California, San Francisco), Chair of the Region VI Nominating Committee. Georgette Sakumoto also introduced and congratulated Kimberlie Small (Washington State University), Region VI's 2007 Leadership Development Institute graduate.

After the introductions, she invited Dan Nordquist (Washington State University) to present the recipients of the 2007 National NCURA meeting travel awards.

#### **II. Introduction of Travel Award Winners**

Dan Nordquist, chair of the Region VI Awards and Recognition Committee introduced and congratulated the three recipients of the 2007 National Meeting travel awards: Kala Hansen (University of Alaska, Fairbanks), Susan Elliot (Dominican University of California) and Donna Trimble (University of California, Santa Barbara).

#### **III. Secretary's Report**

Sherylle Mills Englander (University of California, Santa Barbara), the Region VI Secretary/Treasurer, requested a motion to approve the draft minutes from the April 24, 2007 Region VI business meeting in Park City, Utah. One typographical error was identified concerning the members of the Regional Travel Award Committee. Dick Seligman (Caltech) moved to approve the minutes subject to the correction of the typographical error. Chris Hansen (University of California, Irvine) seconded the motion. The membership unanimously approved the motion through voice vote.

Sherylle reported that she developed an e-file system this year to assure templates and documents with historical value are accessible to future officers. The e-file website is password protected and has folders where officers can upload templates, regional conference documents and minutes. Regional conference documents from 2005 are loaded and Park City should be loaded by the end of the year. She thanked Dan Nordquist for his invaluable assistance in setting up the e-file system, as well as the former officers and committee chairs who assisted by forwarding pre-2007 documents.

#### **IV. Treasurer's Report**

Sherylle Mills Englander (University of California, Santa Barbara), the Region VI Secretary/Treasurer, reported that the region was in good financial shape and presented a draft of the 2007 Region VI Form 990, which lists the year's income/expense and reports the level of investment assets.

Sherylle also announced she had analyzed the Region's income/expense projections to determine the amount of surplus, if any, in Region VI's financial reserves. She presented a spreadsheet that tracked Region VI income and expense from January 1, 2007 up to the 2008 Regional Conference that demonstrated a surplus of approximately \$35,000. She announced that the 2008 Regional

Officers and RAC would be discussing how to use the surplus in a manner that is of the most benefit to region members and encouraged the membership to contact a regional officer if they have ideas.

Sherylle requested a motion to approve the draft 2007 Form 990. Joyce Freedman moved to approve the draft Form 990. Joe Bezzera (California State University, Fresno) seconded the motion. The membership unanimously approved the motion through voice vote.

**V. National Professional Development Committee**

David Mayo (Caltech), National NCURA's Vice President/President-Elect, reported on the activities of the National Professional Development Committee. Current initiatives include: (1) development of a one day "Senior Executive Summit" designed for senior academics that transfer into research administration though positions such as dean or vice chancellor; (2) development of an adult training education seminar to provide training on issues related to teaching adults; (3) development of a traveling departmental administrator workshop with the theme "a day in the life of a departmental administrator"; and, (4) publication of two new monographs – one on effort reporting and one on cost sharing.

**VI. National NCURA Nominating & Leadership Development Committee**

Linda Patton, member of the National NCURA Nominating & Leadership Development Committee, reported on its activities which include: (1) reviewing and updating job descriptions for national officers (announcing national treasurers will be required to have certain financial qualifications due to the complexity of the position); (2) recommending two new positions for the Leadership Development Institute; (3) recommending the establishment of an NCURA "Gold" award; and, (4) identifying the 2008 LDI participants (Rosemary Madnick from Drew University will be the newest Region VI LDI participant). Future activities include continued review of national job descriptions and a statistical study of volunteerism.

**VII. Regional Awards & Recognition Committee**

Dan Nordquist, chair of the Regional Awards & Recognition Committee, introduced its 2007 members and thanked them for their service to the Region.

**VIII. Sponsorship Program**

Dan Nordquist, head of the 2007 Sponsorship Program, announced that the Park City Regional Conference was the first regional conference that had a sponsorship program. It was a successful experience, generating \$5,700 from six sponsors/vendors to offset regional conference costs. He announced that Julie Guggino (Central Washington University) will lead the sponsorship program for 2008.

**IX. Regional New Member Committee**

Joe Bezzera, chair of the Regional New Member Committee, welcomed our new members and announced that over 90 new members are attending the National NCURA meeting. He handed out a booklet summarizing NCURA's programs and benefits to each new member at the business meeting, and outlined its contents.

**X. Regional Nominating Committee**

Joyce Freedman, chair of the Regional Nominating Committee, announced the members of the 2007 committee which were: Terry Manns (California State University, Sacramento) and Sue Camber (University of Washington). She announced that this year, the committee posted a

website to allow any member to either self-nominate or nominate others for consideration, and reported a successful experience with the new website. She then invited the Region VI Secretary to announce the election results.

Sherylle Mills Englander thanked all candidates for running. The winners were:

Julie Guggino (Central Washington University) – Chair-Elect/Chair  
Ann Hannigan (Stanford University) – Secretary-Elect/Secretary  
Susan Abeles (University of California, Los Angeles) – Treasurer-Elect/Treasurer  
Rosemary Madnick (Drew University) – Regional Advisory Committee Member.

Georgette Sakumoto then announced Joyce Freedman will be retiring and thanked her for her exceptional service to the Region.

## **XI. Old Business**

Georgette Sakumoto announced the 2008 Regional Meeting would be in Portland, Oregon, at the Portland Hilton, April 27 – April 30. She reminded the region of a new website where members can post ideas for sessions and offer to volunteer, encouraging the membership to use the website.

Georgette also reported on the Leadership Conference, held in Richmond, Virginia in September. At the meeting, Region VI finalized its draft of a strategic plan, which dovetails with the recently developed National strategic plan. She announced that RAC was reviewing the draft plan and upon completion of that review, it would be circulated to region members for comment.

She asked the members if there was any other old business. None was proposed.

## **XII. New Business**

Georgette announced that the 2009 Regional Conference would be held in Santa Fe, New Mexico at the La Fonda on the Plaza hotel. Rates would be \$145.00 per night. The 2010 meeting will be in Hawaii.

Georgette announced there would be four \$500 travel awards to the 2008 Regional Conference and three \$750 travel awards to the 2008 national conference.

Finally, Georgette announced that the officers were working on an amendment to the by-laws that would allow the status of a committee (standing v. ad hoc) to be an administrative issue that can be made without requiring a vote of the membership. This amendment is in response to the complexity of moving the New Member Committee from an ad hoc to a standing committee.

Georgette asked the membership if there was any other new business. None was proposed. The meeting was adjourned.

*Minutes taken by Sherylle Mills Englander, Secretary-Treasurer, Region VI. Revised and finalized by Samantha J. Westcott, Secretary, Region VI.*