

APPROVED MINUTES
NCURA Region VI Business Meeting
April 21, 1998

Kauai Outrigger, Lihue, Kauai

Call to Order and Introductions

The Region VI business meeting was called to order by Chair Joyce Freedman. There were approximately 80 members of Region VI present.

Joyce recognized Georgette Sakumoto and Pamela Webb and expressed her appreciation for all the assistance she received from Georgette as Secretary/Treasurer and Pam for web site.

Joyce also recognized Terry Manns who assisted with Travel Awards and John Case with workshops and meeting evaluations. She also thanked Mary Nunn and Chris Hansen for their assistance and moral support.

Approval of Minutes and Treasurer's Report

The minutes of the previous meeting in Washington, D.C. on November 11, 1998 were posted on the regional web site and printed for those in attendance at this meeting. There were no questions or corrections to the minutes.

Georgette noted that the balance on the Treasurer's report included the estimated revenue from the Spring meeting. Region VII is waiting for two documents to clear before the official transfer will be done. She also noted that we have not officially transferred the hospitality room costs yet. She also did not include deposits made in conjunction with the Spring meeting as expenses have been recorded and there would be a large cash balance. There were no questions or comments and Pat Byers made a motion to approve which was seconded by Helen Carrier.

Introduction of New Officers and RAC Members

Joyce introduced the incoming officers and RAC members. The new officers are:

Carol Zuiches	Chair
Hal Gollos	Secretary/Treasurer
Susan Tank Lesser	RAC
Geri Walker	RAC

Outstanding Achievement Award

Joyce introduced John Case and Samantha Westcott. John explained the process that was established by the Ad Hoc committee to determine the guidelines for this award. They asked the regional membership for nominations by the end of February based on the guidelines from the National Outstanding Research Administrator Award which were modified slightly to meet the regional needs. We are only one of three regions who currently have this award. After the nominees were received the committee reviewed and selected Mary Nunn to be the first recipient of this prestigious award. John designed an individual award as well

as a perpetual plaque. A cash award of \$500 also accompanied the glass sculpture which was awarded to Mary.

Helen Carrier suggested that the perpetual plaque be passed on to each awardee institution from year to year.

Joyce asked the membership if the region would like to continue this award. Pat Byers advised the membership that we would need to start the process of changing our by-laws to incorporate this as an official committee. Joyce made a motion and Helen Carrier seconded the motion to make the Region VI Outstanding Research Administrator Committee and official committee.

Your new chair Carol Zuiches will begin the process.

Reports from the National Committees

Georgette reported that each Region has now been given their own separate checking accounts with Prudential. This will allow each region to manage their funds independent of the National Office account and can now invest regional funds in short term CD's etc. She did not invest any funds since November due to the regional meeting in Kauai. It was not certain how much funds would be need for deposits therefore she did not want to tie up funds prior to the meeting.

The F & B committee meeting in the summer was canceled by the chair John Fini this may.

No report was given by Bettye Albritton on Nominating Committee and Gayle Yamasaki on Membership.

John Case gave a report form John Bees on the Publications Committee. They have developed the micrograph, "Articulating the Role of the Research Administrator" which will be published in the near future. They have also developed a policy for the sale of the NCURA membership list to qualified vendors that meet specific terms and conditions. This policy will be sent to the membership in the near future. They have also developed formal letters of recognition and appreciation to authors of NCURA publications.

The committee is in he process of developing the following items:

- * micrographs for departmental admin., wkshop planning, compliance, indirect costs, unrelated business income and cost accounting standards.

- * a monograph for post-award administration

- * a library bibliography for the NCURA web site to provide members with a list of various reference materials useful for research administrators.

It was also noted that the NCURA has a new look with the red letterhead and newsletter cover.

Louis Guin noted that the professional development committee is looking into possibly publishing on line or developing a CD Rom. Please contact Louis via E-mail if you are interested

Travel Awards

Terry Manns chaired the Travel Awards committee and thanked the twenty-three members who volunteered to serve on the committee. A six member committee (including the chair) was chosen to review the applications for the national meeting and another six member committee has been chosen to review the applications for the Spring Meeting in Hawaii. Terry thanked John Case, Dennis Meerdink, Ann Pollack, Ray Riznyk, and Carol Sooter for being on the selection committee.

Twelve nominations were received by the committee and the two recipients were Laurie King, CSPP Research & Service Foundation and Joan Redmon, San Diego State University Foundation.

Terry thanked everyone who helped over the last year and asked anyone who was interested in volunteering next year to contact Carol Zuiches.

Web Committee Report

Joyce explained that at the National meeting in November it was recommended that we begin the process of making the Web committee an official committee of the Region. Joyce had asked that the committee chair, Pamela Webb draft the guidelines that could be presented to the membership in order to change the by-laws. Due to her heavy workload Pam was not able to start the process. Joyce recommended that Carol follow up with Pam.

Dan Nordquist did report on the happenings on the regional Web site. It was noted that we had postings for 21 new positions. It was suggested that the listserv may be moved to be managed by Dan. Carol will look into this.

Spring Meeting 1999

It was announced that the Spring meeting in 1999 will be held in Coeur d'Alene, Idaho. The meeting dates are tentatively scheduled for April 18-20, 1999. Mary Nunn clarified that it is not difficult to get there. You should fly into Spokane and there will be shuttle to the hotel for about \$25 for a round trip ticket. The hotel rates are tentatively set at around \$90 plus tax a night.

New Business

Joyce asked the membership for some ideas for possible sites for the 2000 meeting. Some of the sites suggested were Alaska, Seattle, Reno, Las Vegas and Tahoe. Joyce advised everyone that she would take these suggestions to the Region VII chair for discussion. The region may also post the choices on the web site for a vote.

Mary Nunn presented to the membership an old survey that was done in 1989 on Sponsored Project Offices. She asked the membership if they felt that undertaking such a survey would provide useful information. The majority in attendance agreed that such information would be very useful. The region gave approval for Mary to start the process of designing such a survey. We will be testing it our region and if it proves successful national may survey all regions.

Joyce brought up the issue on liability and the regional hospitality suites. She explained that we were trying a new thing this year by hosting drinks by the pool instead of the hospitality suite. Mo Ghali suggested that we get everyone to sign a waiver to indemnify the regions. Mary Husemoeller explained the problem that arise if someone were to be injured or injure someone else after having a few drinks in a regional hospitality suite. Someone suggested that we don't serve alcohol and have only soft drinks. This is a major issue that the executive committee is currently evaluating.

John Case reminded all attendees to please complete the evaluation forms and turn them in to him as soon as possible so that we can use them to improve all future meetings.

Joyce then called Carol Zuiches up to the podium and passed on the Regional Banner.

There being no further business, it was moved by Neil Maxwell and seconded by Linda Lau to adjourn the business meeting.

Respectfully submitted,

Georgette Sakumoto

Secretary-Treasurer Region VI