

Memorandum of Understanding
Collaborative Regional Meeting
NCURA Regions VI and VII
July 2021

Region VI and Region VII have a long-standing history of collaborating to deliver a regional meeting benefitting members of both Regions. Historically, meeting location has alternated between the Regions; the host Region for the location has taken primary responsibility for site-related issues and the non-host Region has taken primary responsibility for the meeting program. Accordingly, past practice included the host Region managing financial transactions for the meeting, with net revenue allocated back to each Region according to regional attendance. As institutional demographics and membership numbers changed over the years, as well as meeting delivery methods changed with the COVID-19 Pandemic, so have the needs changed for each Region to best support their members. The following arrangement is proposed to accommodate these changes, facilitate planning for future needs and ensure continued opportunities for collaboration.

Each Region agrees that to maintain continuity of offerings for their respective members, collaborative meetings will continue with alternating responsibilities for logistics and programming. Site Selection Committees for each region will confer to identify potential locations and/or platforms, solicit bids, and select upcoming sites for out years. In even numbered years, Region VII will host; in odd numbered years, Region VI will host.

Region VI includes Alaska, California, Guam, Hawaii, Northern Mariana Islands, Nevada, Oregon & Washington. Region VII includes Arizona, Colorado, Idaho, Montana, New Mexico, Utah and Wyoming. Sites may be selected from any of these states, and a regional meeting may be set as an in person/onsite meeting, a hybrid in person/virtual meeting, or all virtual. If an in-person element is under consideration, the location and venue/platform must be engaged and under contract no later than 15 months prior to the scheduled meeting date. In the event a physical venue cannot be secured within the 15-month timeframe, the meeting venue will default to being held as a virtual meeting.

If for any reason one region or the other has need to withdraw from Regional Meeting participation for a given year, notice to abstain must be provided to the remaining region no less than 18 months prior to the scheduled meeting date.

To address rising costs of meeting facilities, accommodations and platforms, financial burden for deposits for meeting venues shall be allocated in proportion to Regional membership, as reported by the National office, for the end of the prior year (e.g., as of December 31, 2019, NCURA reported 923 members for Region VI, and 447 members for Region VII; as such, Region VI would provide 67% and Region VII would provide 33% of the deposits issued for the 2020 meeting venue). The host Region will continue to hold responsibility for venue management, including hotel negotiations, issuing payments, collecting revenue, and managing the budget for the meeting. The non-host Region will continue to hold responsibility for program

development and management, and will provide payment to the host Region for their portion of deposits as they come due to the venue. Net revenue will be allocated back to each Region in proportion to regional attendance. All meeting records shall be available to officers of both Regions.

The Regions agree to maintain this plan for meetings until otherwise agreed by the respective Regional leaders. Annual review of the guidance in this MOU is recommended to familiarize incoming officers with expectations for coordination. In any event, this MOU must be reviewed no less frequently than every 5 years to ensure the agreement still supports the needs of both regions.

In no way does this agreement prohibit inclusion of or partnering with regions other than Region VI or VII, though if another region is added to the collaboration for a particular meeting year, adherence to the guidance for management advised in this agreement is recommended.

Agreed on behalf of Region VI:

Agreed on behalf of Region VII:

Lisa Wottrich, CRA
Regional Chair, 2021

Trisha Southergill, MPA, CRA
Regional Chair, 2021