



NCURA Region VI Business Meeting
60th Annual Meeting, Washington, DC
August 6, 2018
2:45pm EDT

Meeting Minutes

- I. Call to Order: Kevin Stewart – call to order at 2:46 pm
- II. Chair’s Report: Kevin Stewart
 - a. Kevin acknowledges four at-large members of the Regional Advisory Committee (Gavyn Clasemann-Ryan, Noam Pines, Heather Kubinec, Theresa Caban)
 - b. Annual Meeting: RVI and RVII are partnering and 1/3 of attendees are new members. Mich Pane is acknowledged as doing an amazing job with coordinating the Regional Connection Desk. The two Regions have brought back the hospitality suite this year. There was much rejoicing by the members. There are raffles every night at the suite – just give your business card.
 - c. Regional Meeting: The RVI/RVII meeting will be 10/8-10/10 in Billings, Montana. The Regional Meetings are on a staggered schedule between the two regions, with Hawaii as the location every 5th year. Registration goes live this week. It will be held at the DoubleTree in Billings with rates starting at \$129/night. Creation of the preliminary program is in process: 2/3 of the sessions have been set; 10 workshops; and a Saturday CRA review session.
 - d. Ad Hoc Committees: The bylaws allow the chair to call ad hoc committees. (1) Initially created by the 2015 Chair, the Organizational Structure Strategic Review Committee is being brought back with Amy Green of UC Irvine as lead with support from Nancy Lewis for immediate term, with first committee milestone set for end of year. This is a 5-person committee and one more member is needed. Contact Mich Pane if interested. Leadership will review the committee at the end of 2019. (2) Website review and update committee: Our website has been supported by Washington State University. We are switching to an external host. Chair-elect Amanda Snyder from the University of Washington is assisting with analysis and will chair this committee. Members are needed for this as well.
- III. Secretary’s Report: Angie Karchmer
 - a. Amanda Snyder noted that her name was misspelled the Minutes of the Region VI Business Meeting from Portland; a member motioned to approve Minutes as amended to reflect proper spelling of her name; another member seconds and all approved.
- IV. Treasurer’s Report: Randi Wasik
 - a. She presented the approved budget.
 - b. ReadyTalk usage is under review.
 - c. We have the contract for the Regional Meeting in Seattle at the Motif Hotel for next year.
- V. Regional Standing Committee Reports

- a. Awards and Recognition: Csilla Csaplár
 - i. Current members are Csilla Csaplár, Billy Gellepis, Sandra Purves, Vanessa Azevedo, and Vanessa Quiroz Hotz.
 - ii. The travel recipients for this meeting were announced: Ched Hinger and Lauren Nicholson
 - iii. There will soon be a call for the Regional Meeting travel awards and recognitions.
 - iv. The Region has the following recognition award programs: (1) Helen Carrier Distinguished Service Award (past recipients include Sam Westcott, Bruce Morgan, Nancy Lewis, Mich Pane); (2) Meritorious Contribution Award (past recipients are Derick Jones, Dan Nordquist); (3) Barry Dorfman Outstanding New Research Administrator Award (committee has found this challenging to award, must be in the field less than 5 years, they are discussing changes to criteria); and (4) Linda W. Patton Emeritus Award (past recipient is Chris Hansen). Eligibility information and forms will be emailed and available on the Region's website.
- b. Education and Professional Development: Amanda Snyder for Matt Kirk
 - i. LeadMe Program: Derick Jones and Nancy Lewis (co-chairs)
 - 1. The LeadMe Program is under this committee.
 - 2. Members with purple badges are encouraged to talk to members about the program.
 - 3. Nancy discusses the RVI and RVII mentoring program. There are teleconferences every other week. The mentees have leadership projects. The program is now $\frac{3}{4}$ complete for this year, with the mentees presenting their final projects at the Regional Meeting. Please attend and support them. The program also provides a leadership series with presenters participating on teleconferences discussing various topics (PowerPoint skills, leadership and how to move up, managing up, who moved my cheese, leadership styles, emotional intelligence, how to discover passion in research administration).
 - 4. Class of 2019 applications to begin in September
 - 5. Program Review: Sam Westcott notes that a Masters in Research Administration grad student was conducting a full review and facilitation of the program for a year and will report back to leadership.
 - ii. Thank you to all committee members of the Education and Professional Development committee: Melissa Mullen, Matthew Kirk, Sam Westcott, Derick Jones, Nancy Lewis, Amanda Snyder and Csilla Csaplár. The committee has been on a 6-month hiatus but they are regrouping.
 - iii. Regional workshops: The first one occurred at UC Irvine in 2017. They are looking to do a 1-day basic workshop in early 2019 and are awaiting National approval.
- c. Membership and Volunteer: Michiko Pane
 - i. Thank you to all who volunteered their time and the regional connection desk and to prepare for the meeting.
 - ii. There are volunteer opportunities for the Regional Meeting in Billings. Please contact any of the officers or me (registration desk, donations for fundraising baskets, Tuesday night raffle).
 - iii. Thank you to the committee members: Megan Deitrich and Laura Register
- d. Nominating and Elections: Nancy Lewis for Lisa Wottrich
 - i. Thank you to the committee members: Derek Brown, Kim Eudy, Nancy Lewis and Rosie Madnick.

- ii. The slate of candidates for this year's election: (1) RAC elected members: Erika Waday and Craig Holloman; (2) Treasurer-Elect: Manilyn Matau and David Scarbeary-Simmons; (3) Secretary-Elect: Krista Roznovsky and Theresa Caban; (4) Chair-Elect: Vanessa Quiroz Hotz and Gavyn Clasemann-Ryan; and (5) National Board of Directors Member: Derick Jones and Alice M. Doyle. The ballots will be out next week, will close in 30 days and announced at or before the Regional Meeting.

VI. National Reports

- a. Board of Directors: Julie Guggino
 - i. Diversity and inclusion initiative: There is a new statement on the national website, which includes action steps to consider diversity at the Annual and Regional Meetings. There was an in-person meeting in June where feedback was included in the report and reviewed by National.
 - ii. Bylaw change re the election process: The Nominating and Leadership Development Committee reviewed the process over two years. There are challenges in recruiting experienced candidates. Candidates also feel the process is unduly onerous and some perceive reputational damage resulting from a loss. A proposed change is to have one candidate for each officer position (instead of one or more). This would be a ratification vs. an election. The proposal will be discussed at the Annual Business Meeting and then open to membership vote.
 - iii. FRA/PRA 2019: Registration is now open – Las Vegas (FRA 3/11-3/12; dual workshops 3/13; PRA 3/14-3/15).
 - iv. Regional Board Members recognized: Rosie Madnick, David Mayo, Julie Guggino and Georgette Sakumoto
- b. Nominating and Leadership Development Committee: Sam Westcott and Nancy Lewis
 - i. Sam encourages participation on the elections: nominate, run, vote.
 - ii. Region VI winner of national-level distinguished service winner is Bruce Morgan.
- c. NCURA Educational Scholarship Fund: Krista Roznovsky
 - i. The first two scholarship recipients were from Regions I and VII. The next call will be in mid-August. Funds are for those working in the degree program in research administration. The committee would like to increase the number of people getting their MRA.
 - ii. Krista's on the national committee for one more year, then a position will open in 2020.
 - iii. The committee developed procedures for the process, criteria to review applications, FAQs, and an annual timeline for future member orientation.
 - iv. Funding is complicated because a license is needed for fundraising and raffles. The license is held by National. Regional challenge: Total dollars raised per capita. Region VI is behind, so please donate at this meeting.

VII. Chair-Elect's Report: Amanda Snyder

- a. 2019 meeting will take place in Seattle at the Motif Hotel downtown, 10/27-10/30. This is five blocks from Pike Place.

VIII. Other Business: Kevin Stewart – N/A

- IX. Adjournment: Sam Westcott moves to adjourn the meeting; Csilla Csaplár seconds. Kevin Stewart adjourns the meeting at 3:40 pm.

