

Minutes
NCURA Region VI Spring Business Meeting
April 20, 2004
San Francisco, CA

Call to Order and Welcome

The Chair, David Mayo, California Institute of Technology, called the Region VI business meeting to order. There were approximately 150 members of Region VI present at the meeting.

Region VII Chair, Denise Wallen, University of New Mexico , presented gift bags to each of the Region VI members that contributed to the Region VII program committee for the spring meeting. The program committee members from Region VI included: Tom LeBlanc, CSU Chico; Dan Nordquist, Washington State University; Georgette Sakumoto, University of Hawaii; Steve Shapiro, University of Oregon and Geri Walker, Western Washington University.

Approval of Minutes

Members were asked to review the minutes from the Region VI Fall meeting in Washington D.C. dated November 3, 2003. Georgette Sakumoto, University of Hawaii , moved to approve the minutes. Motion approved.

Treasurer's Report

Cindy Lopez, Region VI Secretary/Treasurer of California State University , Monterey Bay gave the FY03 end of year treasurer's report from the previous Secretary/Treasurer, Geri Walker of Western Washington University . The report was made available to the membership in attendance. Total income for FY03 was \$4,752.19. Revenue was from Regional Meetings, Interest Income and the balance of FY02 allocation. Total expenses for FY03 was \$862.02, which included regional meeting, annual meeting, regional committee, travel award and fee expenses. Therefore, the net activity for the year was \$3,890.17. The beginning balance at 1/1/03 was \$1,650.01 so the final ending balance at 12/31/03 was \$5,540.18.

The Region VI/VII Hospitality Suite bill during the 2003 National Meeting was \$4,852.56. The amount was split 75% Region VI (\$3,639.42) and 25% Region VII (\$1,213.14).

Regional Elections

David Mayo discussed the election process. A 3-person nominating committee shall be appointed to select candidates but self-nominations are also accepted. The four open positions include:

- Chair-elect
- Secretary/Treasurer-elect
- Regional Advisory Committee member
- NCURA Board of Directors member from Region VI

Polls will be open for 30 days via the on-line secure voting process provided by the national office.

National Meeting - November 2003

David Mayo discussed the upcoming national meeting in November. There will be a Main Street USA storefront competition between the regions. David is open to suggestions and volunteers to assist with this task.

2005 Program Committee

David Mayo discussed the Spring 2005 Region VI/VII region meeting. The meeting will be held in Region VII, the location will be finalized soon. David Mayo has appointed Gary Chaffins, University of Oregon and Region VI Chair-elect head of the Region VI Program Committee. Gary will be requesting volunteers to assist with the program committee

Nominating & Leadership Development Committee

Dan Nordquist, Washington State University, the Region VI member to the national Nominating & Leadership Development Committee gave a brief review. The committee reviews all applications for the Leadership Development Institute. The Committee selected the first recipient of the Joseph F. Carrabino Award, Jean Feldman from the National Science Foundation.

Report from Member of the Board

Elected member, Pat Hawk was not in attendance so Georgette Sakumoto, University of Hawaii and Member at Large gave an update. The Board met in January and discussed the following issues.

- Strategic Plan – ½ challenges with growth of members and how to keep them involved and interested. Increase professional development programs. Increase member involvement and identify new potential volunteers.
- National office is adding a staff position to assist regions.
- National office will be sending a survey to members to help identify priorities.
- The Neighborhood Program Committee will report to the Professional Development Committee and function as a subcommittee instead of reporting directly to the Board.

Report from the Professional Development Committee

Vincent, ½ Bodanski, University of Utah, from Region VII gave a brief report.

- A beta-tested web based contracting course is in creation.
- The web cast of clinical trials training is complete
- ½ Pitfalls in Post-award ½ training is coming soon
- Discussing a one-day form for senior leaders
- Discussing a federal/university exchange program with Geoff Grant from NSF
- Discussing evaluating NCURA program to fulfill member requirements
- Next meeting is in June and please contact the Region VI representatives: Tom LeBlanc, CSU Chico or Kim Moreland, Fred Hutchinson Cancer Research Center with any comments or suggestions.

NCURA President's report

NCURA's President, Patrick Fitzgerald, made a brief presentation welcoming Region VI members and giving some updates at the national level.

NCURA now has 4005 members, 5 years ago we had 3000 members. It is NCURA's 50 th anniversary in 4 years. To look at how NCURA can best cope with the rapid growth, a

Strategic Future Task Force was recently created and headed by NCURA's past president, Bob Wheadon, Syracuse University .

One of the challenges that NCURA is facing is how to support programs and maintain the high quality. This is especially challenging with the disturbing trend that the new member growth is not consistent with the volunteer involvement. There will be an article in the upcoming newsletter that asks members to step-up to the plate and volunteer. This is critical to support the new programs and growth. There are many different ways to be active NCURA members and not all take a large amount of time.

Other Issues/Announcements

David made general announcements: Wednesday morning breakfast will be split between the two floors. The exact same items will be served on both floors.

Registration was much greater than anticipated for the spring meeting. We were hoping for 150 attendees and we had almost 300 registrants.

David gave a tutorial on how to use i²½blinkyi²½ gift pens. He demonstrated how to install the batteries and how to get the different colors flashing on the pen. If interested in purchasing pens or other flashing items, please go to <http://www.flashingblylights.com> .

Upcoming spring regional meetings: 2005 spring meeting will be within Region VII, either Salt Lake City area or Arizona . 2006 spring meeting will be held in Hawaii , as it is every 4th year. Georgette Sakumoto, University of Hawaii , discussed the preliminary findings for the 2006 meeting. Since the last Hawaii meeting was held on the Big Island , she is looking at Maui or Kauai but the room rates are much higher than the Big Island .

A question from an Alaska representative asked why we wereni²½t having a spring meeting in Alaska . David commented that spring is a good time to go to Alaska .

Steve Shapiro, University of Oregon , announced that there would be a Roundtable in the Board Room on the 2nd Floor to discuss IT issues. IT representatives at the regional meeting are the people with the SF stickers on their labels.

Meeting Adjourned

David called for a motion to adjourn the meeting. Umar Hassan, University of Nevada made the motion. Geri Walker seconded the motion. The motion passed.

Prepared by Cindy Lopez Region VI Secretary/Treasurer
NCURA Region VI 2004 Spring Business Meeting Minutes