

MINUTES

REGION VI BUSINESS MEETING Park City, Utah April 24, 2007

I. Call to Order

Georgette Sakumoto (University of Hawaii), the Region VI Chair, called the meeting to order and welcomed the members to Park City, Utah. Georgette also thanked Bering Point, the sponsor of the business meeting lunch, providing a brief introduction to Bering Point's services and introducing their representative, Valerie Phillips.

II. Approval of Minutes

Georgette requested a motion to the draft minutes from the November 7, 2006 Region VI business meeting in Washington, D.C. One typographical error was identified concerning the spelling of Samantha Westcott's name. Joyce Freedman (University of California, Berkeley) moved to approve the minutes subject to the correction of the typographical error. Samantha Westcott (Caltech) seconded the motion. The membership unanimously approved the motion through voice vote.

III. Treasurer's Report

Sherylle Mills Englander (University of California, Santa Barbara), the Region VI Treasurer, reported that the region was in good financial shape. It is anticipated that the income received in 2007 will cover expenses incurred in 2007.

Sherylle reported a strong showing at the Park City Regional Meeting, with over 180 attendees. Approximately 75% of those attendees are from Region VI.

Sherylle also reported that the Region is experiencing a surplus of funds that have built up over the past few years. She announced that the Chair has approved the formation of an *ad hoc* committee of members with strong financial backgrounds to make recommendations on appropriate management and use of the surplus. She will be forming this committee in the Spring to hopefully receive the committee's recommendations prior to the next Regional business meeting.

IV. Regional Travel Awards

Dan Nordquist (Washington State University), introduced the members of the Travel Award Committee. He then introduced the two recipients of travel awards for the Region VI/VII 2007 Regional Meeting, Jan Brossman (Washington State University) and Carolyn Tutas-Cohen (University of Southern California).

V. Regional Advisory Committee

Georgette Sakumoto explained the role of the Region VI Regional Advisory Committee, then introduced its members, including:

Georgette Sakumoto (University of Hawaii), Chair

Sherylle Mills Englander (University of California, Santa Barbara), Secretary/Treasurer
Bruce Morgan (University of California, Irvine), Chair-Elect
Samantha Westcott (Caltech), Secretary-Elect
Cora Diaz (University of California, Santa Barbara), Treasurer-Elect
Ann Pollack (University of California, Los Angeles)
Julie Guggino (Central Washington University)
Carol Zuiches (University of Washington)
Victoria Jenson (California State University, East Bay)
Vincent Oragwam (California State University, Bakersfield)
Ann Pollack (University of California, Los Angeles)

VI. National Report

David Mayo (Caltech), Vice President/President-Elect at the National level, provided an update on the 2008 National Conference. He announced that the preliminary program would be available in early June and the theme of the meeting will be, "Unity through Diversity," to reflect the broad diversity of organizations and fields represented by the NCURA membership. David also announced that NCURA will be offering a wide variety of web-based training in specialized topics, including federal contracting, clinical trials and mid-level management.

VII. Report on National Board of Directors

Ann Pollack (UCLA), Region VI's representative on the NCURA Board of Directors, reported on the issues under discussion by the board. She announced the establishment of a new peer review assessment program at the National level, which will provide a list of experienced research administrators available to provide outside review of sponsored projects offices upon request. She asked experienced members to consider applying to become a peer reviewer and announced that the first peer assessment review would be at the University of New Mexico.

Ann Pollack also reported that the Board of Directors is considering locations for hosting future National meeting, because the contract with the Hilton expires in 2010. Annual meeting attendance now exceeds hotel capacity and is likely to continue to expand each year. She mentioned several options that are under consideration.

Finally, Ann Pollack reported that the National NCURA was finalizing a strategic plan. National has requested that all regions develop regional strategic plans that compliment the National plan. The Regional VI leadership will be working on a strategic plan for the Region once the National strategic plan is finalized.

VIII. National NCURA Nominating & Leadership Development Committee

Judy Fredenberg (University of Montana) reported that an email was recently sent from the National NCURA Nominating & Leadership Development Committee seeking nominations for the National Officers and National Board of Directors. She encouraged the members to nominate, or self-nominate, interested individuals. She also announced that there will be a request for nominations for the National awards, including the Distinguished Service Award, Joseph F. Carrabino Award and the Outstanding Achievement award, providing brief descriptions of each award.

IX. Announcement from the Current NCURA President

Pam Whitlock (University of North Carolina at Wilmington), the current President of National NCURA, announced that National will be conducting a leadership conference this summer to assist the regions in establishing their strategic plans.

X. Regional Award and Recognition Committee

Dan Nordquist, Chair of the Award and Recognition Committee, announced that he received no nominations for the Regional awards. He outlined the qualifications for receiving the three regional awards and strongly encouraged the membership to nominate qualified members for these awards to recognize exceptional service in the region.

XI. Regional Conference Sponsorship Report

Dan Nordquist announced that sponsors and exhibitors were invited to the Region VI/VII Conference for the first time this year. He encouraged the membership to stop by the sponsors and exhibitors' booths, and thanked the sponsors and exhibitors for their support.

XII. Regional New Member Committee

Joseph Bezzera (California State University, Fresno), Chair of the New Member Committee, announced that he has prepared special packets for new members that are available. He encouraged new members to contact him at any time if they need more information.

Joe also encouraged members to nominate others or themselves to participate in the National NCURA Leadership Development Institute. The deadline to apply is May 25, 2007 to be part of the 2008 class. Upon request, he described the time and resource commitment needed to attend the LDI. Joe said the curriculum requires some investment of time to be a valuable experience. Pamela Webb reported that the participants' institutions are expected to cover the participants travel costs to attend one LDI meeting and one national meeting. National NCURA pays all lodging and event costs for the LDI seminar.

XIII. Regional Nomination Committee

Joyce Freedman (University of California, Berkeley), chair of the Regional Nomination Committee, reported that the committee will be seeking volunteers to run for Regional offices, including the Chair, Secretary and Treasurer for 2009. This year, the committee will put out a call to the membership for nominations and self-nominations rather than asking the committee to identify potential candidates, as is traditional. The committee will then review the nominations to select the election slate. She encouraged the membership to consider getting involved by serving in office.

XIV. Regional Meeting 2008 Update

Bruce Morgan, the Chair-Elect, provided an update on the 2008 Regional Meeting, which will be held in Portland, Oregon on April 27-30, 2008 at the Portland Hilton & Executive Towers. He described a variety of amenities, including the option of either a shuttle or light rail transportation from the airport to the hotel. The room rate will be \$153/day for single or double occupancy.

Bruce thanked Katherine Ho (Stanford University) for her invaluable help in assessing hotel options.

XV. Old Business

Georgette asked the membership for any additional old business. None was proposed. As the final old business, Georgette invited the membership to suggest topics and issues that should be presented in the 2008 Regional Meeting program by emailing Winnie G. Ennenga (Northern Arizona University), Chair of Region VII for 2008, who will be in charge of developing the program.

XVI. New Business

Georgette requested that the membership approve awarding three travel awards to the National meeting, rather than two, and increasing the amount of each award to \$750. Joyce Freedman moved to approve the request; Sue Camber, University of Washington, seconded the motion. The membership unanimously approved the motion by voice vote. Georgette presented the rules of eligibility for travel awards – nominated individuals cannot have previously attended any NCURA meetings, but the Fundamentals training courses are considered an NCURA training workshop, not a “meeting.”

Ann Pollack thanked Georgette for her hard work and dedication in making the 2007 Regional Conference a success.

Georgette asked the membership if they had any new business. None was offered.

Meeting was adjourned.

Minutes taken by Sherylle Mills Englander, Secretary-Treasurer, Region VI.