

**NCURA Region VI Lunch & Business Meeting
Regional Spring Meeting, Phoenix, AZ
Tuesday, April 9, 2013**

Meeting Minutes

I. Welcome and Call to Order

Chair-Elect Sam Westcott called meeting to order at 12:03pm.

Georgette Sakumoto served as parliamentarian.

II. Chair's Report – Sam Westcott, Children's Hospital LA *for* (Chair, Katherine Ho, Stanford University – not in attendance)

a. Introduction of 2013 Officers

- i. Secretary: Sinnamon Tierney, Portland State University
- ii. Treasurer: Tim Mildren, Seattle University (not in attendance)

b. Introduction of 2014 Officers

- i. Chair-Elect: Sam Westcott, Children's Hospital LA
- ii. Secretary-Elect: Derick Jones, Cedars Sinai Medical Center
- iii. Treasurer-Elect: Sharon Elenbaas, Loyola Marymount University

c. Introduction of Regional Advisory Committee (RAC) Members

- i. Deb Chapman, University of Alaska Fairbanks
- ii. Steve Lichtenstein, Cedar Sinai Medical Center (not in attendance)
- iii. Jennifer Teixeira, University of California-Merced
- iv. Csilla Csaplar, Stanford University (not in attendance)

d. Introduction of NCURA National Officers from Region VI

- i. Patricia Hawk, President, Oregon State University
- ii. Georgette Sakumoto, Secretary, University of Hawaii
- iii. Dan Nordquist, Immediate Past President, Washington State University

e. Introduction of NCURA Board of Directors from Region VI

- i. Bruce Morgan, University of California-Irvine, Elected Region VI (not in attendance)

f. Introduction of NCURA National Committees Members from Region VI

- i. Nominating and Leadership Development Committee
 1. Dan Nordquist, Immediate Past President, Washington State University
 2. Gale Yamada, University of Hawaii-Manoa
- ii. Professional Development Committee
 1. Bruce Morgan, Vice-Chair, University of California-Irvine
 2. Amechi Akpom, University of Southern California
 3. Csilla Csaplar, Stanford University (not in attendance)
 4. Dan Nordquist, Washington State University

g. General update on 2013 Regional Spring meeting – over 250 attendees from the region.

III. Secretary's Report – Sinnamon Tierney

- a. Review and approval of minutes from the NCURA Region VI Business Meeting at the Annual Meeting, Washington DC on November 5, 2012. There was a call for a motion to approve the minutes. Mich Pane (Stanford) moved to approve the minutes. Sam Westcott (Children's Hospital of LA) seconded the motion. The Secretary's report was approved.

IV. Treasurer's Report – Sinnamon Tierney *for* (Tim Mildren, Seattle University – not in attendance)

- a. Copies of the Region VI Financial Report for 2012 as of 12/31/12 were distributed to the members. Sinnamon (Portland State) reported final FY 2012 financial report figures as well as the Region's balance of \$52,416.11 as of 1/1/13. There was a call for a motion to approve the report. Maggie Griscavage (University of Alaska, Fairbanks) moved to approve the minutes. Rosie Madnick (LA Biomedical) seconded the motion. The Treasurer's report was approved.

V. **Committee Reports**

- a. **Regional Awards and Recognition Committee** - Chair Michiko Pane, Stanford University
Mich announced the Travel Award recipient for the regional spring meeting was Raquel Rodriguez. Mich announced that for AM55 there will be 4 awards at \$750/ea. The call for applications will be announced in April and will be limited to newer attendees at NCURA meetings.
- b. **Education and Professional Development Committee** – Chair Jennifer Teixeira, University of California-Merced. Derick Jones (Cedar Sinai) stepped in for the chair and recognized all the mentees and mentors in the program.
- c. **Membership and Volunteer Committee** - Chair Melissa Mullen, California Polytechnic State University-San Luis Obispo. Melissa reported the committee is focusing on the education and professional development in the field of Research Administration for the members. The committee is working on a new member brochure as well as the development of a new program called “colleague connection” which would replace the Ambassador Program. Melissa thanked Derick & Allison Ramos (UC Irvine) for their dedication to the volunteer committee and announced that Allison is taking on a 2-year commitment as the new chair of the Membership & Volunteer Committee. Sam reiterated the importance of the volunteer committee and volunteers across the region and recognized and thanked them for their service.
- d. **Nomination and Leadership Development Committee** - Chair Randi Wasik, University of Washington. Randi announced the nominees for the 2014 leadership.

VI. **National Report** – Dan Nordquist for Bruce Morgan

Dan announced new Online tutorials and educational materials through NCURA. Subjects include Intellectual Property in Research Agreements, Clinical Trials, Federal Contracting, and Subawards. Dan announced NCURA’s new Education Scholarship Fund initiative with the intent to provide financial assistance to support continuing educational and professional development for members. Dan described the Executive Leadership Program (EDL), encouraged participation and recognized Rosie Madnick (LA Biomedical) for her contribution and leadership from our region. Dan, as the current editor of the NCURA Magazine, asked if anyone is interested in contributing an article or having involvement with the magazine to contact him. N&LDC (Nomination & Leadership Development Committee) is announcing new leadership in April.

VII. **Regional Meeting**

VIII. **Old Business**

- a. **Future Regional Meetings** – Sam Westcott
 - i. **5-Year Block Plan** – Sam explained the 5-Year Block. During every 5-year block, two regional meetings will be held in Region VI locations, two regional meetings will be held in Region VII locations, and one regional meeting will be held in Hawaii. Also, meetings will take place in Hawaii every four years, and no two meetings will be back-to back in the same region. No bylaws change needed.
 - ii. **Time of Year** – Survey results were distributed to the members. Sam discussed the survey on the potential moving and timing of the regional meeting that was given to the membership before the Spring Regional Meeting in AZ. Reasons for the potential change in time is in a response to the National meeting date change to August, as well as FRA/PRA that are offered in the Spring. Also, for the potential to be flexible with the meeting date to better accommodate various locations in the region and to take advantage of better conference prices (keeping costs low for members). There were 175 respondents overwhelmingly choosing the Fall (November & October), third choice was in January & February as a potential meeting time. In order to change the timing of the Regional Meeting to any time not in the first six months of the year will require a bylaws change. Since Region VI & VII co-host the regional meeting, Region VII will also be looking into potentially changing the timing as well with their membership. It was announced that the RAC will propose a bylaws change to the membership to remove the time restriction and allow more flexibility with when the Regional meeting occurs.

IX. **New Business** - No new business.

X. **Announcements** - No further announcements.

XI. **Adjournment**

Sam asked if there is anymore business. Georgette Sakumoto moved motion to adjourn the meeting. Jay Graham (Stanford) seconded. Meeting was adjourned at 12:23pm.