

**APPROVED MINUTES**  
**NCURA Region VI Business Meeting**  
**May 20, 1997**

**Call to Order and Introductions**

The Region VI business meeting was called to order by Chair Joyce Freedman. There were approximately 70 members of Region VI present.

**Approval of Minutes and Treasurer's Report**

The minutes of the previous meeting in Washington, D.C. on November 5, 1996 were posted on the regional web site and printed for those in attendance at this meeting. Georgette noted that the balance on the Treasurer's report did not include interest up to the end of February and did not include expenditures for the travel award winners. There were no questions or comments and Dick Seligman made a motion to approve which was seconded by Linda Rutkowski.

**Travel Awards**

Joyce explained that due to the high number of applications received by the travel award committee she made an executive decision to issue three travel awards to the regional meeting since there was only one issued to national. Joyce introduced Hannah Petzenbaum who was on the selection committee. Hannah introduced Beverly Baker-Ajene from Cal Poly, John Ebenal from Central Washington University and Marni Levy from San Diego State University.

Joyce thanked the committee members for their hard work and announced the appointment of Terry Manns as the Travel Award Chair for the upcoming year.

**Reports from the National Committees**

Since Gary Chaffins (Finance and Budget) was not able to make the meeting Georgette reported there will be a \$10.00 increase per year in our dues over the next three years. (1998 will be \$120). Many factors have necessitated this slight increase including the purchase of a server and training of a webmaster for the NCURA home page which will be maintained by home office now. There has also been a significant increase of about 14% in costs for the annual meeting.

The executive committee has also approved a regional services cap of \$5.50 per active member for each region. This means that we will be allowed to use the services of the national office for such things as mailings etc. up to that dollar threshold. Once we exceed this limit then our regional budget will be charged for services as requested.

Bettye Albritton (Nominating Committee) and Gayle Yamasaki (Membership Committee) were not able to attend this meeting. Therefore, no reports were given.

Dick Seligman represented Susan Lesser (Publications Committee) and reminded everyone of the useful manuals which have been produced by NCURA which includes the Regulations and Compliance, Pre-Award and numerous monographs to aid Research Administrators.

Dick also encouraged our membership to send in their comments or thoughts for the NCURA newsletter.

Don Allen reported for Louis Guin (Professional Development) that this committee held a teleconference conference in January to select John Case as the new faculty member for the Fundamentals Workshop. He will serve for the next three years. At the next meeting in June the committee will be looking at workshops to be taken out to the regional chairs and special conferences to be put on to assist the membership. Strategic planning issues such as alternate modes of communication and how to effectively respond to current changes and topics will also be discussed. The committee will also be looking at NCURA's relationship with other organizations such as SRA.

### **Results of RAC Elections**

Joyce thanked Carol Zuiches for serving on the RAC committee for the last two years and announced that Dick Seligman has been elected to serve on the Regional Advisory Committee for the next two years. Mary Nunn has agreed to continue to serve as an appointed member for two more years.

### **Web Committee Report**

Joyce also announced that she has made an executive decision to continue this regional committee. Dave Dungan and Neil Maxwell provided the membership with a written report from the Web Committee. Dave has agreed to continue as the webmaster for another year. Some of the report highlights:

- The web site has been updated to a frame-based format.
- The Spring Meeting program was made available from the preliminary stages to provide as much information to the membership as possible. Hotel and registration information were also provided.
- Career Page is now being managed by Dan Nordquist who joined the committee in January 1997. In the past six months usage has increased with approximately 20 additional postings.
- An activity listing was provided on the usage and we have seen a dramatic increase in "hits." We have 300 members who are subscribed.
- There are currently links to 19 Region VI web sites and anyone who would like to have their sites added just send your URL to the webmaster, Dave Dungan.

The committee recommends its continuance and all members have agreed to continue to serve on the Web Committee. During the upcoming year the committee anticipates developing a mechanism for rotating committee members on and off the Web committee as well as exploring the possibility of making it a permanent committee of Region VI.

### **Report from Ad Hoc Committee on Professional Development**

Hal Gollos chaired this committee and asked Don Allen-University of Washington, John Case-Desert Research Institute and Terry Manns-Cal State Sacramento to serve as advisors.

This ad hoc committee was asked for a recommendation on the issue of whether or not Region VI has a need for a Professional Development Committee (PDC).

The committee concluded that the national NCURA organization provides members with professional development through a number of avenues. In addition to the regional and national meetings the special conference on ERA and the Fundamentals Workshop provides members with many opportunities for development. It was therefore recommended that Regional VI does not have a need for its own Professional Development Committee at this time. The committee did recommend the following:

1. Reinstate what is called the "Helen Carrier Plan." This plan made available a sum of funds up to \$1,000 out of the regional treasury which was to be used for "area meetings." For example if there were some administrators in the Seattle area who wanted some sort of development for a group of them in the geographical Seattle area they would submit a proposal to the regional chair for funding. The funds would be allocated to pay for travel for speakers, renting of meeting room etc. Region VI could put an RFP out in order to stimulate ideas for funding.
2. At each regional meeting we could have a round table so members who were interested in professional development could get together and discuss things on a smaller scale.
3. Use the RAC to address professional development needs and make recommendations.

Hal thanked his committee members for their ideas and comments.

### **Spring Meeting 1998**

Georgette reported on the status of the site selection for the 1998 meeting in Hawaii. After the vote at the National meeting she checked on sites in Maui and Kauai. Maui hotels which fit into our group needs and room price ranges were booked solid for April 1998.

We have a tentative agreement with the Kauai Outrigger Beach in Lihue, Kauai. We are currently negotiating with them. The tentative dates are April 19- 21, 1998. We are also making arrangement so that the rates will be offered for three days prior and after the conference. The tentative room rate is \$110.00 plus taxes for single/double and 136.50 for a room and car deal. We will keep everyone posted on the status of negotiations on the web site so you can start planning to come to HAWAII!!!!

### **New Business**

Joyce asked the membership for some ideas for possible sites for the 1999 meeting. Some of the sites suggested were Alaska, Aspen, Santa Fe and Keystone. Joyce advised everyone that she would take these suggestions to the Region VII chair for discussion.

John Case reminded all attendees to please complete the evaluation forms and turn them in to him as soon as possible so that we can use them to improve all future meetings.

There being no further business, it was moved by Paula Burkhart and seconded by Jyl Baldwin to adjourn the business meeting.

Respectfully submitted,

Georgette Sakumoto  
Secretary-Treasurer Region VI

