

Preliminary Minutes
NCURA Region VI Business Meeting
April 20, 1999
The Coeur d'Alene Resort
Coeur d'Alene, Idaho

Call to Order

The Region VI business meeting was called to order by Chair Carol Zuiches. There were approximately 85 members of Region VI present.

Approval of Minutes and Treasurer's Report

The minutes of the regional meeting in Washington, D.C. were posted on the regional website and printed for those in attendance at this meeting. There were no corrections, additions or deletions to the minutes. Dick Seligman motioned to approve the minutes and Mary Husemoller seconded and the minutes were approved. The treasurer's report was made available to the membership and showed a balance of \$32,004. The motion to approve the treasurer's report was made by Erin Lindsay and was seconded by John Case and the treasurer's report was approved.

Region VI Travel Award Winners

John Case is the chair of the Travel Awards Committee and gave a report on the committee and the travel awards winner for the regional meeting. John recognized the committee members who were Michele Goetz, Bill Schulze, Paula Burkhart, Margaret Brasch, Anette Luckow and Samantha Westcott. John introduced Prescella Barrette from Harbor-UCLA Medical Center as this year's winner and the membership welcomed Prescella to the meeting.

National Committee Reports

Finance and Budget

Treasurer Hal Gollos gave his report on the Finance and Budget (F&B) Committee meeting held in Washington, D.C. last November and the activities since. He reported that F&B will be meeting virtually in the spring therefore saving funds for the organization by not having to support committee members' travel to Nashville for the spring meeting. It was also mentioned that the Publications Committee will meet virtually for their meeting in the spring.

Hal reported that the majority of the F&B meeting held in D.C. in November was devoted to a presentation by Russ Burnett of The Alcott Consulting Group regarding the investing of regional funds. Mr. Burnett went over the basics of investment management, the investment process, return versus risk and asset allocation. He also provided members of the committee with examples of investment vehicles for different investment amounts. These examples showed conservative, moderate and aggressive approaches to investing our regional funds.

It was decided that this was the time to talk about investing regional funds with The Olcott Group. Hal thought it would be best to put together an ad hoc committee to discuss

investing regional funds and asked for volunteers. Erin Lindsay from Caltech, Lee Wood and Don Campell (both from Stanford) volunteered to serve on this committee. There was then discussion on why we need to invest these funds and why they shouldn't be returned to the membership in some way. Hal explained that there is a need to have funds in the regional treasury in order to have a backup in case regional meetings don't prove to be as profitable as they have in the past. He mentioned that Region VI also sponsors activities such as the "Helen Carrier" seminar program as well as the hospitality suite at the annual meeting in Washington, D.C.

Mo Ghali moved that the Secretary/Treasurer make the decision on investing regional funds and that an ad hoc committee not be needed. Mary Husemoller seconded the motion and it was approved.

Nominating Committee

Mary Nunn of Oregon State University reported that the nominating committee is in the process of identifying individuals to run for National Secretary. She asked the membership to think of people who would be interested in running for secretary and president-elect. Mary also handed out a survey regarding pre and post award administration

Membership Committee

Georgette Sakumoto from the University of Hawaii gave her report on the Membership Committee. She said there were not enough applications for the Catherine Core Minority Travel Award and because of this the membership committee decided to open this to all minority NCURA members and not just members from minority institutions. Georgette also reported that the committee is soliciting feedback regarding the new members meeting at the annual meeting. Last November this meeting was an evening reception instead of an early morning breakfast. The committee would like to know if this reception was well received or if this meeting should be moved back to a breakfast.

Another item Georgette mentioned was the membership will be sending out a survey to identify minority members and ask them to fill out a survey indicating if they are active in NCURA activities and if not, why. She asked the regional membership to please fill this out if they receive it.

Publications Committee

There was no report as our representative to this committee was unable to attend the meeting.

Professional Development Committee

Paula Burkhart from the University of Oregon was unable to attend however Chris Hansen from UC, Irvine reported that the Professional Development Committee (PDC) evaluates workshops and conferences on a national level. The PDC also evaluates the annual meeting along with the Electronic Research Administration conference as well as this year's satellite conference. One thing the PDC is working on is to look at new models for training and Chris asked that if anyone had ideas they would like to contribute to please call her.

Erin Lindsay then talked a bit about the ERA Cookbook. She reported that the ERA Cookbook development is underway. The Cookbook concept is to develop a web-based

instructional manual that will facilitate building components of a comprehensive ERA system and will provide a central forum for communication and coordination of efforts. The Cookbook is organized through a series of chapters with particular modules within research administration. Some of the chapters include proposal development, routing, compliance and project. Steve Dowdy (MIT) and Denise Clark (Cornell) are the Cookbook editors. Chapter editors and committees are being formed, and the web design has begun.

New Business

Investing Regional Funds

See report on Budget and Finance Committee above

Spring Meeting 2000 site

The site of the regional spring meeting will be in Seattle, Washington. Carol Zuiches reported that Geri Walker from Western Washington University has done most of the legwork as far as finding locations. She has been working with Carol and Don Allen from the University of Washington. A site has not yet been selected however the least expensive hotel so far has been Cavanaugh's.

The business meeting was then adjourned and Region VII joined us as NCURA's National President, Cheryl Howard, joined us and talked about NCURA's new governance plan.

Cheryl talked about review and reshaping the organization and started out by discussing the current governance structure that consists of the Executive Committee and the current Standing Committees. She also talked about the current Select Committees such as Electronic Research Administration (ERA). After Cheryl described those committees she talked about the changes planned for them and talked a bit about task forces. Cheryl stated that these changes would open up participation for a large number of members and thought this would be a terrific way to get new members involved in the organization.

Cheryl mentioned there is a discussion website that describes the planned governance changes and the address is www.ncura.edu/governance. The slides from Cheryl's presentation will be posted to this website and members are welcome to look at it.

Respectfully Submitted,

Hal Gollos
Secretary/Treasurer, Region VI

**Treasurer's Report
 NCURA REGION VI
 October 1, 1998 - March 31, 1999**

<i>INCOME</i>	
Actual Cash Balance as of 10/1/98:	35,736.17
Interest Earned 9/1/98 - 2/28/99	862.54
Total Income	36,598.71
<i>EXPENSES</i>	
National Meeting (Hospitality Suite)	1,270.51
National Meeting (Printing)	76.14
Travel Awards Regional Meeting	1,200.00
Payment to National Office for Services	333.75
Helen Carrier Award (NSF Regional Mtg)	1,477.46
Miscellaneous Business Expenses	236.80
Total Expenses	4,594.66
Account Balance as of March 31, 1999	32,004.05