

NCURA
REGION VI BUSINESS MEETING
Tuesday, November 04, 2008
Washington, DC

Approximate headcount: 200

- I. Call to order – Bruce Morgan
- II. Introductions – Bruce Morgan
 - a. Regional Officers
 - b. Regional Officers-Elect
 - c. Regional Officers Election Results for 2010
 - i. Sinh Simmons, Chair Elect
 - ii. Maggie Griscavage, Secretary Elect
 - iii. Csilla Csaplár, Treasurer Elect
- III. Secretary's Report – Samantha Westcott
 - a. Bylaws and Administrative Policies Revision
 - b. Review of Minutes from past Region VI Business Meeting – call for changes and approval
 - i. Julie Guggino motioned to accept
 - ii. Chris Hansen seconded
 - iii. Unanimous acceptance of meeting minutes from April Meeting
- IV. Treasurer's Report – Cora Diaz
 - a. Current Fiscal Status and Projected Year End Balance
 - i. Approximately \$120,000 balance
 - ii. Of the \$120k there will be \$115k available for 2009
 - iii. \$35k invested
 - b. Report on Financial Structure of Regional Funds
 - i. September leadership convention spoke with Olcott financial consultants for investments
 - ii. Decision was delayed and no investment made which was beneficial due to market downturn
 - c. Introduce Financial Strategy Review and link to Strategic Plan
 - i. Funding strategy committee created to review options for investment but making sure sufficient funding is available to meet regional goals and mission to invest in the membership
 - ii. Call for vote on review of Financial Strategy
 1. Mich Pane motioned to accept
 2. Anne Hannigan seconded
 3. Unanimous approval of financial strategy committee
- V. Regional Committees
 - a. Regional Awards and Recognition – Ann Pollack
 - i. Travel Award Winners
 - ii. Regional Award Committee Recommendations
 1. Non-travel award program reviewed by committee
 2. Application criteria so stringent no awards have been made

3. Committee changed criteria to be more flexible
 4. RAC approved recommended changes and the new criteria will be posted on the Region VI website
 5. Encourage nominations and self-nominations
 6. Details of the awards are provided below these minutes
 7. Award Committee has been critical to the process of revising the program and the selection of travel award winners.
 8. RAC approved expanding travel awards program to include two more travel awards for each specialized program FRA and PRA to help extend membership be able to send more attendees. Will take effect in 2009 but will miss the February PRA meeting.
- b. Regional Advisory Committee – Bruce Morgan
- i. Award Committee Recommendations accepted and the recommendations and the awards program becomes effective January 2009
 - ii. Region VI Strategic Plan
 1. 2008 was a foundation creating year
 2. Made fundamental changes to bylaws and admin policies to allow us to move forward with strategic plan
 3. The remainder of the calendar year the RAC will determine how the plan will be put into action during 2009 and beyond
 4. Goals of the strategic plan provided below these minutes
 5. Expanding to perhaps include:
 - a. Traveling workshops
 - b. Local area discussion groups
 6. Membership is urged to contact Region VI officers to share ideas about programs for the Region
 7. Membership will be solicited for participation and input
 8. Committee membership available for members, eBlast sent to membership to solicit interest
 - iii. Sue Abeles and Cora Diaz leading financial strategy committee
- c. Membership and Volunteer Committee – Rosemary Madnick for Joseph McNicholas
- i. January 2009 survey to membership asking about volunteering and membership needs – encourage completing it
 - ii. Contributions by members of committee noted, including Wanda Bowen and Sinh Simmons
 - iii. Statistics shared:
 1. 1979 – 109 Region VI members
 2. 2008 – 1,049 Region VI members
 3. 346 Region VI members at 2008 National Meeting

VI. Upcoming Regional Meetings

- a. Santa Fe, NM 2009 – Julie Guggino
 - i. Program Committee meeting
 - ii. Six tracks identified
 - iii. Region VI and VII sharing leadership

- iv. Program on website for signing up for volunteer opportunities, proposing ideas, etc.
- v. Track leaders will follow up on proposed ideas
- vi. Spring meeting is early this year, April 5th – 8th
- vii. Draft program in December and Final Program in January
- viii. Registration opens in January
- b. Hawaii, 2010 – Bruce Morgan
 - i. In negotiations with Hapuna Beach hotel on big island
 - ii. In prior months, a number of members have expressed concerns about ability to attend upcoming meetings
 - iii. Washington and California have imposed travel restrictions
 - iv. Budget impact affecting anticipated travel and stricter approval also anticipated
 - v. Region VI's economic engine is our Regional meeting and we face challenges if we don't have that income
 - vi. We have good savings, but if we make no money in 2009 we can absorb that but can't expand our programs for two years with flat income or losses
 - vii. We are asking for more information from membership of both Regions VI and VII and will survey our membership about the challenges in travel and would it be possible for you to get approval for you to attend a professional development conference in Hawaii
 - viii. Based on that feedback the R6 and R7 leadership will meet and discuss the options
 - ix. Options:
 - 1. Southern California
 - 2. Northern California
 - 3. Seattle (we had great success in Portland)

VII. Old Business

VIII. New Business - Pat Byers

- a. Hawaii perspective, as chair of region when there was a meeting in Hawaii.
- b. There have been concerns every time, but we've always made money on meetings in Hawaii in the past.
- c. Pat asks the members that as you consider this issue, you know that this has been raised as an issue in the past and that the region has had successful Hawaii meetings
- d. Bruce Morgan noted that no one is talking about getting rid of Hawaii on a permanent basis. That is not the issue. We are only addressing 2010. Should we postpone Hawaii to 2011 or 2012

IX. Adjournment

- a. Alice Doyle motioned to adjourn
- b. Maggie Griscavage seconded
- c. Unanimous vote to adjourn

Minutes taken by Samantha J. Westcott, Region VI Secretary

Region VI Awards

Helen Carrier Distinguished Service Award

This award was named in memory of Helen Carrier, in recognition of her contributions to research administration in general, and specifically to NCURA.

The following criteria will be used in considering individuals for this award. To be considered for this award, nominees must:

Be a member of Region VI at the time of nomination;

- Have at least ten years of experience in the research administration field; and
- Present evidence of significant continuing and long-term contributions to NCURA specifically, and research administration more broadly. This can be documented through activities such as service as an NCURA officer and/or a Committee Chair in the region and/or at the national level, making research administration-focused presentations within the field, presenting workshops either in conjunction with NCURA or within other professional forums (such as FDP, COGR, invited meetings, etc.), conducting peer reviews, serving as faculty at professional development training, and/or publishing articles on research administration.

Meritorious Contribution Award

The nominee(s) for this award shall have made a meritorious contribution to the NCURA Region VI. Individuals and groups are eligible.

The following criteria will be used in considering individuals and/or groups for this award. To be considered for this award, nominees must:

- Be a current or past member of Region VI. In the case of group efforts, at least one of the nominees must be a Region VI member at the time of the activity (ies) that are being recognized;
- Have made a contribution or contributions to Region VI activities that are especially commendable or praiseworthy. This can be evidenced through special service to NCURA Region VI, through activities such as development and implementation of an innovative program to enhance the conduct of regional activities, programs or business; the creation of research administration tools, or sustained support for regional or national activities, or service to the region.

Self-nominations are encouraged. In all instances, the nomination must include separate letters of endorsement from two current NCURA Region VI members.

Barry Dorfman Outstanding REGION VI Member Award

This award was established in memory of Barry Dorfman. Having made a mid-life career change, Barry was fairly new to the field of research administration and to NCURA, but brought a wealth of prior experience to the organization. This award is intended to honor individuals who, like Barry, quickly became active and valued members of Region VI.

The following criteria will be used in considering individuals for this award. To be considered for this award, nominees must:

- Be a current member of NCURA Region VI,
- Have initially joined NCURA no more than 5 years ago,
- Have demonstrated a quick willingness to offer their abilities, time, energies, creativity, commitment and enthusiasm to NCURA as demonstrated through involvement with NCURA, and
- Have served the Region in at least two different ways, including but not limited to participation on a regional and/or national NCURA Committee (including the Regional Advisory Committee), serving as an officer at the regional or national level, participating in an NCURA meeting or workshop (at either the national or regional level) as a presenter, panelist, organizer, or moderator.

Self nominations are encouraged. The nomination should include endorsements from two Region VI members. One should come from someone at the institution where the nominee is currently employed; the second one should be from someone who is external to the institution where the nominee is currently employed.

Strategic Plan Goals

Goal: Provide high-quality, comprehensive education and professional development programs to the membership.

Goal: Increase regional membership and provide new and existing members with a variety of options to actively connect with the Region in ways that meet their needs and the needs of their institutions.

Goal: Increase the modes and frequency of communications with the membership.

Goal: Ensure sufficient financial resources and infrastructure to meet regional goals and respond to the needs of the region and its membership.

BIG AUDACIOUS GOAL (B.A.G.):

Provide the membership with ten educational and professional development program offerings per year.