



NCURA Region VI Business Meeting

Billings, MT
October 9, 2018
12:00 pm

Minutes

I. Call to Order:

1. Kevin Stewart called the meeting to order at 12:00 pm. The Region VI 2018 Officers were acknowledged:
Chair: Kevin Stewart, University of California, Santa Barbara
Treasurer: Randi Wasik, Washington State University
Secretary: Angie Karchmer, University of California, Irvine
2. Other positions: Immediate past chair: Sinnamon Tierney. Officers-Elect: Amanda Snyder, Chair-Elect; Erika Blossom, Secretary-Elect; Randi Wasik is 2-year Treasurer (our first). RAC At Large members: Theresa Caban and Gavyn Clasemann-Ryan; Heather Kubinec and Noam Pines.

II. Chair's Report: Kevin Stewart

1. Meeting acknowledgements: Lisa Wottrich has done so much for this meeting, with Erika Blossom assisting. Cindy Bell and Jenay Cross from Billings – speaker, Monday activities, projectors.
2. AM60 Update: Hospitality suite and regional connections table. Mich Pane is a backbone of this region to ensure all went smoothly. Last year we participated in the NetZone but this year we went back to hospitality suite which was welcomed by the membership.
3. Ad Hoc Committees
 - i. Organization Structure Strategic Review: Per bylaws, the chair can call these types of committees. This committee first called in 2015. We are reviewing how we're currently serving and how we compare to others to ensure we're adequately fulfilling our mission. Amy Green from UC Irvine is leading with support from Nancy Lewis. Please contact Mich Pane if interested in joining. Up and running this fall.
 - ii. Website Review and Update: Transitioning off of Washington State University's web servers since 1990s to external host. Support from the University of Washington through Amanda Snyder, who is the Chair-Elect. Her colleagues have already been pivotal in initial analysis. Just finished committee charter this year, 1 UC Irvine member. If interested contact Amanda.

III. Treasurer's Report

1. Budget Update: 6-month budget update presented. Last Hawaii meeting helped us with this meeting and Seattle. No big surprises from Annual Meeting to now.

IV. Regional Standing Committee Reports

1. Awards and Recognition: Csilla Csaplár
 - a. Thank you to the committee members: Billy Gillepis, Sandra Purves, Vanessa Acevedo, Vanessa Quiroz Hotz.
 - b. Award announcements: (1) 3 travel award recipients: John Butzer, Mara Rivet, Jenna Nakano (2) 4 Recognition awards: Linda Patton Emeritus award: Julie Guggino from Central Washington University. Meritorious contribution award: Mich Pane, Megan Dietrich and Laura Register – social media group for the Region. (3) Barry Dorfman Outstanding New Research Administrator Award: Nicole Joyce. (4) Helen Carrier Distinguished Service Award: Rosie Madnick.
 - c. Next year's award: Travel awards for FRA/PRA – information out in December.
2. Education and Professional Development: Matt Kirk
 - a. Members: Csilla Csaplár, Derick Jones, Nancy Lewis, Melissa Mullen, Amanda Snyder, Sam Westcott.
 - b. LeadMe Program under this committee – separate update.
 - c. Workshop: Last year on data security at UC Irvine. An application has to be submitted by National. This was approved. Preaward basics in works for one day, different areas of the Region. First workshop is just about done, Kevin Stewart to review. Seattle in early 2019. We chose Seattle because FRA/PRA is in southern part of the region so looking to serve members in the northern part. We want to have ongoing application for this workshop but open to other types. Please let us know.
 - Kevin Stewart notes this is a good opportunity for the Region to provide a way to send new employees for lower costs. Other regions are good at this but nice training opportunity for our members.
3. Nomination and Elections Committee: Lisa Wottrich
 - a. Committee: Derek Brown, Kim Eudy, Nancy Lewis, Rosie Madnick.
 - b. Announcements: Incoming officers elected:
 - Chair-Elect: Vanessa Quirotz Hotz, University of Washington
 - Treasurer-Elect: Manilyn Matau, UC Irvine
 - Secretary-Elect: Krista Roznovsky, Stanford University
 - Regional Advisory Committee Member: Erika Waday, University of Nevada, Reno

- National Board of Directors Member: Derick Jones, LA Biomed

4. Membership and Volunteers Committee: Mich Pane
 - a. Members: Meeting numbers discussed; 26 new members at this meeting.
 - b. Baskets for fundraising: Thank you for donating and purchasing tickets.
 - c. Tech team: Lisa Wottrich and Erika Blossom are tech coordinators. UC Irvine tech team has really come through (this is support provided by National for AM).
 - d. Acknowledgement of volunteer efforts on welcome packets and registration desk.
 - e. Other opportunities: No regional representation at FRA/PRA. AM next year is manning desk. The most work is required at RM.
 - f. Social media efforts: Megan Dietrich and Laura Register but also Derick Jones.

V. Chair Elect Report: Amanda Snyder

1. 2018 Regional Meeting: Thank all for your attendance. Kevin Stewart and Deb Shaver have put on a great program.
2. 2019 Regional Meeting: In Seattle at the 10/27-10/30 Motif Hotel in downtown, only few blocks from Pike Place market. Shopping and eating close by. Logistically easy to get to. Public transportation is easy. Dianne Barrett is RVII chair – they'll be putting together program and logistics committee. If interested let her know.

VI. Secretary Report

1. Derick Jones moves to approve; Mich Pane seconds; report approved.

VII. Board of Directors National: Georgette Sakumoto

1. Diversity and Inclusion Statement: Posted on National website. Working group provided input to national and regional leadership in June. Statement and policy completed and posted. Now we must implement. Please be sure to read statement and keep it in mind, as you're a track leader and committee leader. Will put statement in our documentation to keep this at the forefront.
2. Bylaws Change: November: Proposed change to the bylaws regarding elections. It's challenging to find candidates and receive institutional support. The vetting process at the board level and regional leadership and development committee. At large positions still elected but officers are vetted instead of elected.
3. Educational Scholarship Fund: Fundraising hitch discovered – laws and policies in place that we've violated. Moving forward have to be mindful. We awarded first 2

scholarships for a Masters in Research Administration. The committee will look to expand this program beyond MRA.

4. FRA/PRA: Held in Las Vegas in 2019. 3/11-3/12 at Mirage. 3/13 workshops. PRA 3/14-3/15.
5. Board meeting this November: Working with consultant to evaluate programs – which should be sunsetted or improved? Update next year.

VIII. National Leadership & Development Committee

1. Update: October 5 nomination process closed. Under review then.

IX. LeadMe Program

1. LeadMe Class 2018 Graduation: Presented by Derick Jones
 - a. Erika Garcia, Cal Tech
 - b. Akilah Pruitt, UC Irvine
 - c. Saiqa Anne Qureshi, UC San Francisco
 - d. April Walter-Brown, Charles Drew University
2. Mint (Mentors-In-Training) Recognition:
 - a. Grace Park, UC Irvine
 - b. Lisa Anaya from R7
 - c. Brigidann Cooper, LA Biomed
3. Mentor Recognition:
 - a. Theresa Caban, Kaiser Foundation Research
 - b. David Scarbeary-Simmons, UC San Francisco
 - c. Rashonda Harris from R3
 - d. Manilyn Mantau, UC Irvine
 - e. Randi Wasik, Washington State University
4. Educational Series Instructors: Rashonda Harris, Brigidann Cooper, Derick Jones, Dr. Marianne Woods, Natasha Williams, Jamie Caldwell
5. Final recognition: Nancy Lewis, co-chair and mentor. Also Matt Kirk as committee chair. Kevin Stewart notes this in its 9th year, a wonderful professional development mechanism and regional volunteer feed in.

X. New Topics: None

XI. Adjournment: Kevin Stewart