

**NCURA Region VI Business Meeting
Washington, DC
November 5, 2012**

MINUTES

I. Call to Order

Chair Rosemary Madnick, Los Angeles Biomedical Research Institute, called the meeting to order at 2:32 PM.

II. Chair's Report - Rosemary Madnick

A. Introduction of 2012 Officers

1. Secretary: Gale Yamada, University of Hawaii-Manoa
2. Treasurer: Wanda Bowen, University of Alaska-Fairbanks

B. Introduction of 2013 Officers

1. Chair: Katherine Ho, Stanford University
2. Secretary: Sinnamon Tierney, Portland State University
3. Treasurer: Tim Mildren, Washington State University

C. Introduction of 2014 Officers

1. Chair: Samantha Westcott, Children's Hospital Los Angeles
2. Secretary: Derick Jones, Cedar Sinai Medical Center
2. Treasurer: Sharon Elenbaas, Loyola Marymount University

D. Introduction of Regional Advisory Committee (RAC) Members

1. Georgette Sakumoto, University of Hawaii
2. Steve Lichtenstein, Cedar Sinai Medical Center
3. Derick Jones, Cedar Sinai Medical Center
4. Jennifer Teixeira, University of California-Merced
5. Csilla Csaplar, Stanford University (2013-2014)

E. Introduction of NCURA National Officers from Region VI

1. Dan Nordquist, President, Washington State University
2. Pat Hawk, Vice President/President Elect, Oregon State University
3. Georgette Sakumoto, Secretary, University of Hawaii

F. Introduction of NCURA Board of Directors from Region VI

1. Csilla Csaplar, Elected Region VI, Stanford University
2. Samantha Westcott, Elected At-Large, Children's Hospital Los Angeles
3. Ted Mordhorst, Appointed, University of Washington
4. Bruce Morgan, Appointed, University of California-Irvine, Elected Region VI (2013-2014)

G. Introduction of NCURA National Committees Members from Region VI

1. Nominating and Leadership Development Committee,
 - a. Virginia Anders, University of California-Santa Barbara
 - b. Gale Yamada, University of Hawaii-Manoa (2013-2014)
2. Professional Development Committee
 - a. Pat Hawk, Oregon State University
 - b. Bruce Morgan, University of California-Irvine (Vice-Chair/Chair 2013-2014)
 - c. Rosemary Madnick, Los Angeles Biomedical Research Institute
3. Financial Management Committee
 - a. Christopher Hale, University of California-Davis

Rosemary reported on the Regional Meeting held on April 15 to 18, 2012 at the Hilton Waikoloa Village in Waikoloa, Hawaii. There was record attendance of 377 attendees. There were also 120 paying guests at the meeting. It was a good opportunity to meet members and their families and friends.

III. Secretary's Report – Gale Yamada

Copies of the minutes of the last two Business Meetings were distributed. They were also available via QR code and on the Region VI website <http://www.ogrd.wsu.edu/r6ncura/minutes.aspx>.

Georgette Sakumoto, University of Hawaii-Manoa, moved to accept the minutes of the regional meeting held on November 8, 2011 in Washington DC. Jay Graham, Stanford University, seconded the motion. The minutes were approved.

Samantha Westcott, Children's Hospital Los Angeles, made a correction to the minutes of the regional meeting held on April 17, 2012 in Waikoloa, Hawaii. In Section II.F.2, Samantha's membership on the Board of Directors should be Elected National At-Large. Alice Doyle, Loyola

Marymount University, moved to accept the minutes as amended. Samantha Westcott, seconded the motion. The minutes were approved.

IV. Treasurer's Report – Rosemary Madnick

Copies of the Financial Report as of December 31, 2012 were distributed to the members. The report was also available via QR code. Jay Graham moved to approve the Financial Report. Ted Mordhorst, University of Washington, seconded the motion. The Financial Report was approved.

V. Committee Reports

A. Regional Awards and Recognition Committee - Chair Michiko Pane, Stanford University
There were seven applications for travel awards to the 2012 Annual Meeting. Four awards of \$750 each were made to:

Thomas Busch, Washington State University
Jonathan Lew, University of California-Irvine
Stella Ly, University of California-Irvine
Ty Simanson, Washington State University.

Mich recognized the Committee members: Maren Boyack, University of Alaska-Fairbanks, Csilla Csaplar, Stanford University, Kim Eudy, University of San Diego, and Ann Pollack, University of California-Los Angeles.

B. Education and Professional Development Committee - Jennifer Teixeira, University of California-Merced

The 2012 LEADMe teams and projects were:

1. Mentee - Ludmila Budilo, Children's Hospital of Los Angeles
Mentor - Lana Tomitch, University of California-San Francisco
Mentor-in-Training - Stacy Miller, Cedars Sinai Medical Center
Project - "CHLA Closeout Policy and Procedures of Sponsored Projects Accounts"
2. Mentee - Lesa DeVance-Mitchell, Cedars Sinai Medical Center
Mentor - Julie Guggino, Central Washington University
Mentor-in-Training - Jennifer Teixeira, University of California-Merced
Project - "Renovating the Sponsored Research and Funds Administration Website (SRFA): Stepping Into Our Tomorrow"
3. Mentee - William Gellepis, Cedars Sinai Medical Center
Mentor - Chris Hale, University of California-Davis and Brenda Lacy-Roberts, Cedars Sinai Medical Center
Mentor-in-Training - Stacy Miller, Cedars Sinai Medical Center
Project - "In-Person Open House Collaborations"
4. Mentee - Ray Robles, Cedars Sinai Medical Center
Mentor - Felicia Beanum, Cedars Sinai Medical Center
Mentor-in-Training - Jennifer Teixeira, University of California-Merced
Project - "Clinical Trial Patient/Financial Tracking Tool"

The LEADMe presentations will be given on Monday, November 5, 2012 from 5:15 pm to 6:15 pm in the Hospitality Suite. All members are invited to the presentations.

C. Membership and Volunteer Committee - Chair Melissa Mullen, California Polytechnic State University-San Luis Obispo

Melissa acknowledged all members who have volunteered throughout the year and at the Annual Meeting. She recognized that volunteering at NCURA is great leadership training and one way to grow in our professional field. The Membership and Volunteer Committee helps in all aspects of our conferences including registration, logistics, technical aspects, and assisting the program tracks and speakers. Melissa thanked her committee members for their dedicated work: Felicia Beanum, Cedars Sinai Medical Center, Samantha Goodwin, University of Alaska-Fairbanks, Derick Jones, Cedar Sinai Medical Center, Matthew Kirk, Cedar Sinai Medical Center, Stacy Miller, Cedar Sinai Medical Center, Allison Ramos, University of California-Irvine.

D. Nomination and Leadership Development Committee - Chair Randi Wasik, University of Washington

Randi reported on the successful election for 2013:

Chair-Elect: Samantha Westcott, Children's Hospital Los Angeles
Treasurer-Elect: Sharon Elenbaas, Loyola Marymount University

Secretary-Elect: Derick Jones, Cedar Sinai Medical Center
RAC Member: Csilla Csaplar, Stanford University
Board of Directors: Bruce Morgan, University of California-Irvine

Randi acknowledged her committee member Heather Kubinec, University of Southern California. She also asked for more members who are interested in working on her committee.

VI. National Report

NCURA Board of Directors - Csilla Csaplar

Csilla reported on the many developments in 2012. There is a new logo and website design. The first international conference, the annual Pre-award Research Administration Conference, was held in Vancouver, British Columbia in July 2012. The Financial Research Administration Conference held in Orlando, FL was a success with 900 attendees. There are new task forces on volunteers and leadership development, looking for new opportunities and pathways. There is also a global working group on international issues. The Board reviewed the progress of the past five years and updated the five year plan. There was an article by NCURA President Dan Nordquist, University of Washington, in the NCURA magazine on the next five years plan.

VII. Regional Meeting - Katherine Ho

The next Regional Meeting will be held in Phoenix, Arizona on April 7 to April 10, 2013. The location will be the Renaissance Hotel Downtown Phoenix. The theme is "Success Through Synergy: Partners, Purpose and Passion". Regions VI and VII are working together on the meeting. An email will be sent on the program and the many volunteer opportunities for members to assist at the Regional Meeting.

VIII. Old Business

There was no old business.

IX. New Business

Future Regional Meetings

Samantha Westcott raised discussion on moving the Regional Meeting to the Fall. This is so the Regional Meeting would not compete with the FRA, PRA and the Annual Meeting to be held in August. Institutions may have limited travel funds so members may not be able to attend meetings held too close together. Also too many conferences may mean limited presenters able to commit to meetings in consecutive months.

Katherine Ho added another issue to consider. For many years, Regions VI and VII have alternated meeting sites. Katherine and Region VII Chair Tony Onofrietti have discussed changing this to having the Regional Meeting 2 years in Region VI and 1 year in Region VII. They felt that attendance at the Regional Meetings have been roughly 2/3 Region VI and 1/3 Region VII. There was discussion on the split of responsibilities with this proposed change in sites. Currently the host region is responsible for site logistics and the other region is responsible for program. If the meetings are moved to this new arrangement, how will meeting planning work be handled? There was no resolution to these issues. Members are asked to consider these topics only at this time.

X. Announcements

A. Rosemary reminded everyone about the Tuesday night dinner and entertainment. The theme is "Music Through the Decades". Every region has been assigned a musical theme and must present a short demonstration of the theme. Region VI theme is DISCO. A practice session will be held after the Regional Meeting.

B. Pat Hawk thanked Rosemary Madnick for serving as Chair in 2012.

XI. Adjournment

The meeting was adjourned by Rosemary Madnick at 3:07 PM.

Respectfully submitted.

Gale Yamada, 2012 Region VI Secretary