

**Preliminary Minutes
NCURA Region VI Business Meeting
November 3, 1998
Washington Hilton & Towers
Washington, D.C.**

Call to Order

The Region VI business meeting was called to order by Chair Carol Zuiches. There were approximately 90 members of Region VI present.

Approval of Minutes and Treasurer's Report

The minutes of the regional meeting in Hawaii were posted on the regional website and printed for those in attendance at this meeting. There were not corrections, additions or deletions to the minutes. Moheb Ghali motioned to approve the minutes and John Case seconded and the minutes were approved. The treasurer's report was made available to the membership and showed a balance of \$35,736. Treasurer Hal Gollos mentioned that the April regional meeting in Hawaii made a profit of \$6,478. The motion to approve the treasurer's report was made by Chris Hansen and was seconded by Pamela Webb and the treasurer's report was approved.

Region VI Travel Award Winners

John Case was the chair of the Travel Awards Committee and gave a report on the committee and the travel awards winners for the annual meeting. John recognized the committee members who were Michele Goetz, Georgette Sakumoto, Margaret Brasch, Anette Luckow and Samantha Westcott. John reported there were 5 worthy candidates and congratulated both the nominees and the nominators. The awards winners were Tim Godsil from the University of Oregon and Joan Root from Washington State University. Gary Chaffins nominated Tim and Carol Zuiches nominated Joan.

National Committee Reports

Finance and Budget

Georgette Sakumoto reported on the activities of the Finance and Budget Committee and her report is the following:

The Finance and Budget Committee had as its charge the review and subsequent approval or disapproval of the FY 99 budget. F & B also reviewed the projections of the FY00 & FY01 budgets however there was no action taken on those. After significant discussion the F&B Committee endorsed the FY99 budget as presented. The Committee is concerned at the 1% margin presented within the budget and this concern drove F & B to conduct their June meeting via e-mail thereby saving NCURA approximately \$8,000 in travel costs for the committee to go to Washington. The chair of F & B is strongly recommending to other committee chairs that they conduct their committee meetings via e-mail in order to save NCURA additional funds.

F & B will make the following recommendations to the Executive Committee:
Cost savings can and should be aggressively pursued in all areas of the budget. More non-

traditional ways of "doing business" should be explored in order to maximize the amount of saved funds. In turn, these saved funds can then be re-invested into new program initiatives.

As a start, each Standing Committee should be required to petition for funds for holding a meeting between the time of the last Annual Meeting and the next Annual Meeting. Each Committee Chair should also be required to explore conducting meetings utilizing the virtual environment of E-mail and teleconferencing. Further, many one-time interim committee meetings have evolved into standing meetings. The need for these meetings should be evaluated. Also, economy of location should be a heavily weighted factor in all choices for committee meetings.

A formal group should be formed to begin to explore the relationship between the costs and benefits associated with producing the annual directory. We recognize there is a 30% turnover of membership per year but the annual cost of \$14,000 continues to grow and other alternative methods should be formally explored. The same comment could also apply to the Newsletter and other hard copy information exchange materials. As we know, many scientific Journals now produce only on-line versions of their presentations.

New sources of revenue should continue to be a focus for review. The Satellite Conference is a prime example of risk/reward. There are many other potential areas that may be ripe for tapping into, as long as it fits within the overall strategy of NCURA. Towards that goal, each Committee Chair could be asked to develop a list of three to five new ventures that would propel the mission of NCURA forward and at the same time contribute to the financial strength of NCURA.

Nominating Committee

Bettye Albritton was unable to attend the meeting however she did send her report to chair Carol Zuiches who presented it to the membership. Carol reported that the nominating committee is responsible for the slate of candidates for national office and that Region VI was well represented. Chris Hansen was nominated for Vice President/President Elect and John Case was nominated for National Treasurer. John was elected National Treasurer while Nancy Wilkinson was elected Vice President/President Elect. Carol also mentioned the committee is looking into the concerns of the President's "job" as far as workload issues are concerned between the duties of President and the duties of the President's normal duties at the home institution. They have interviewed past presidents in order to determine what the incentives and disincentives are to run for national office.

Membership Committee

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

Publications Committee

John Bees gave his report on what the Publications Committee has been involved with over the past year. Most of this was covered in the minutes from the Kauai meeting however there are some additional items not covered in that meeting. The Publications Committee has developed formal letters of recognition and appreciation to authors of NCURA publications. In addition the committee has selected Bob Killoren from Penn State as the

new editor for the Research Management Review. The committee is also looking for authors to write Micrographs for Finance & Administrative costs (Indirects) and Departmental Administration.

Professional Development Committee

Louis Guin was unable to attend the business meeting however Chris Hansen gave an update on what the Professional Development Committee has been doing. Chris is the chair of the PDC. The PDC is responsible for overseeing professional development activities for the NCURA organization. That includes providing advice and guidance to the annual meeting workshop coordinator and making recommendations to the Executive Committee for special conferences such as ERA. In addition, the PDC recommends workshops that have been successful at the national level to the regions for sponsorship in conjunction with the regional meetings. This year the committee will have a report on the annual meeting and workshops and special conferences in order to consider future training opportunities.

This past year, the PDC evaluated electronic publishing of course materials (web-based and CD). Currently the PDC is in the process of developing an electronic training module as a pilot of new ways to reach members who don't get to travel to national, or even regional, meetings.

A question was asked about how the location for the Fundamentals class was selected. Chris responded that the locations are decided based upon the idea to give access to all areas of the United States, while still controlling costs. Last year there were four Fundamental classes and this year there will be three. The locations for the next three courses will be Orlando, Albuquerque and Portland. These classes have been very successful and Chris recommended that members should register early if they would like to attend these courses.

Introduction of New National Committee Members

Carol announced the selection of individuals to serve on the following national committees:

Nominating Committee Mary Nunn
Membership Committee Georgette Sakumoto
Professional Development Paula Burkhart

Also, Hal Gollos will take over on Finance & Budget as he is the new Secretary/Treasurer for Region VI.

Web Committee Report

It was reported that Dave Dungan will take over as chair of this ad hoc committee. Carol Zuiches would like to change the regional by-laws to make this a regional standing committee with rotating membership. Joyce Freedman stated that this was already approved by the membership and we now need to go forward and change the by-laws.

Regional Report on Executive Committee

Joyce Freedman gave this report as our regional representative on the executive committee.

This year NCURA held 9 special conferences and workshops. This included four offerings of the Fundamentals Workshop; a video conference for primarily undergraduate colleges; a conference held in Lake Tahoe for Senior Administrators and the third ERA Conference.

In addition to the normal standing committees, Mary Husemoller had convened four special select committees These were 1) Financial Long-range Planning chaired by Alice Tangredi-Hannan; 2) ERA chaired by Kim Moreland 3) Election and Nomination Process chaired by Jane Youngers and 4) Codification which is being done single-handedly by Regina White.

Also, this year the executive committee will undertake a serious strategic planning effort. An outside consultant has been obtained to help NCURA look at long-range goals and strategies. This effort will be continued by Cheryl Howard.

Report on Spring Meeting held on Kauai, HI

Joyce Freedman reported that we had 150 attendees from both Regions VI and VII at the regional meeting held last April in Hawaii. Joyce recognized Georgette Sakumoto for her hard work in putting together the logistics for this meeting. Joyce also mentioned that Mary Nunn was the recipient of Region VI's first Outstanding Achievement Award which

Mary received in Hawaii. It was also mentioned that Joyce and Region VII chair Terry May were of the opinion that we train Region VI and VII members to teach our own workshops at the regional meeting.

Sponsored Projects Office Survey

Mary Nunn spoke about a project she is working on regarding surveying Sponsored Projects Offices in an attempt to find out the office structure, organization and services offered for both pre-award and post-award offices. Helping Mary with this project is Arezu Movahed, Terry Manns, Barry Dorfman, Cece Manoochehri, Barbara Desmond and Charles "Stan" Stanley. They are constructing 2 surveys, one for pre-award and one for post-award. The pre-award survey is in the 2nd draft and the post-award survey is just now beginning as some post-award people needed to be added to the committee. Mary had suggested that the national membership committee do this survey for the entire membership however the membership committee requested that the region do it first and after we have developed and tested the survey they will consider doing it for the entire NCURA membership. Mary Husemoller, NCURA President, confirmed this instrument could be a precursor to a survey national may send out. There was discussion on how the results of this survey would be disseminated to the membership and everyone thought the web would be the most appropriate vehicle to get this out.

New Business

Investing Regional Funds

Hal Gollos reported that there will be an investment expert from Prudential Securities meeting with members of the Finance and Budget Committee who will discuss various strategies for investing regional funds. Hal will report to the Regional Advisory Committee the results of this meeting. As of the national meeting no region has gone ahead with investing their funds. Carol Zuiches mentioned that Region VI still has the "Helen Carrier" Seminar program and asked people to submit proposals for this program.

1999 Regional Meeting

The 1999 regional meeting will take place April 18 - 20 with the annual golf tournament taking place on April 17th in Couer d'Alene, Idaho. As in the past this will be a joint meeting with Region VII who will be responsible for the site preparations while Region VI will be responsible for program. Carol Zuiches mentioned that Couer d'Alene is a wonderful place to hold this meeting and that we received a great deal on the room rates. Rates are \$90 per night for a Park View room and \$135 per night for a Lake View. These rates are good for as long as you stay at the resort, either before the meeting or after.

Site for Spring Meeting 2000

Since Region VII is responsible for the location of the 1999 regional meeting we will be responsible for the site of the 2000 regional meeting. There were four site presentations for this meeting, Reno, San Francisco, Santa Clara and Seattle. These presentations were given respectively by John Case, Joyce Freedman, Hal Gollos and Don Allen. San Francisco and Santa Clara were eliminated and in a very close vote (39 - 38) Seattle was selected as the site for 2000.

Skit Update

Samantha Westcott gave an update on the skit Region VI members had prepared for NCURA's 40th birthday bash and asked members to please be present and support our "Not Ready for Primetime Players".

There being no new business it was moved by Mo Ghali and seconded by Chris Hansen to adjourn the meeting.

Respectfully Submitted,

Hal Gollos
Secretary/Treasurer, Region VI