

Region III Business Meeting
NCURA 2010 Regional Meeting
Peabody Hotel
Memphis, TN
April 28, 2010

The meeting was called to order by Region III Chair, Jill Frazier Tincher (University of Miami) at 9:15 a.m. She thanked everyone for coming, and said this had been a fabulous meeting with many professional development and networking opportunities in which she hoped everyone enjoyed and found some pertinent information to take back to their institutions and share with their colleagues.

Recognition of New Members and First Time Attendees

Jill asked all new members and first-time attendees to stand so they could be acknowledged and she encouraged these members to come to the national meeting in Washington, D.C., and to any regional or other future meetings.

NCURA President - Dave Richardson

Jill stated that Dave Richardson (Pennsylvania State University) had a wonderful Presidential Luncheon on Tuesday, where he shared a lot of information with everyone. Jill thanked and recognized him for coming to Memphis and sharing regional meeting updates with our region.

Approval of the Minutes

Beryline Temples (University of Central Arkansas) presented the minutes from the October 23, 2009 Regional Business Meeting held during the National Meeting in Washington, D.C. Motion to approve minutes came from Debbie Smith (University of Tennessee Health Science Center); seconded by Barbara Gray (Valdosta State University). The minutes were approved as submitted.

Jill stated that the approved minutes will be posted to the Region III Website after the meeting.

Treasurer's Report

Cindy Hope (University of Alabama) stated that rather than print the Treasurer report for you as of today or a couple of days ago, we decided to put together the financial report as of April 30th and post it to the website to give the members a much better idea of how we're doing. Some interesting information is that last year, like all the regions, it wasn't one of our better years, but we did wind up with a profit of \$4,500. Our region didn't lose any money last year. Cindy also stated that last year there were 166 registered attendees with a total of 174 attending the regional meeting – this includes complimentary attendees. This year, there were 210 registered and 245 total attendees – this includes complimentary attendees. Last year, there were 9 participants for the whole-day workshops and 79 participants in the half-day workshops. This year, there were 40 participants in the whole-day workshops and 88 in the half-day workshops. We did a lot better in the workshops this year than last year.

Regional Committee/Officer's Reports

Membership & Awards Committee – Paige Robinson (Vanderbilt University) gave the report for the chair of the membership and awards committee, Stephanie Smotherman (Vanderbilt University Medical Center). Paige announced that Scott Mitchell (Vanderbilt University) won the travel award.

Nominating and Elections Committee - Jill read the report provided by the chair of the committee, Amanda Green (University of New Orleans). On behalf of Amanda, Jill asked the members of the committee to stand and be recognized while their names were called. The duly elected officers in the fall of 2009 were also asked to stand and be recognized. She thanked all the candidates on the ballot, the membership and the NCURA staff for all their help. She also asked the membership to start thinking about participating in the next election by either running for an office or nominating someone else for office. The positions that will need to be filled in the next election are Regional Board Member with a term beginning January 1, 2011, the Chair-elect for 2011-2012 who will assume their duties at the close of the Regional meeting in 2011 and then this individual will become Chair in 2012-2013.

Hospitality Committee - Rodney Granec (University of West Alabama), chair of the Hospitality Committee, thanked all the committee members who helped to make the hospitality suite a great success. He also thanked everyone who helped out with ideas. He thanked all the members who volunteered their time to help host at the suite.

Regional Newsletter – Jill recognized the newsletter editors, Laura Letbetter (Kennesaw State University) and Sam Gannon (Vanderbilt University Medical Center), for their outstanding work on the regional corner. Jill stated that Laura and Sam are always receptive to new ideas. Just let them know and they'll be happy to receive and incorporate news ideas.

Volunteer Coordinator – Chair Riddick (Rick) Smiley (East Carolina University) thanked all the volunteers. He asked everyone who volunteered to stand and be recognized. Rick stated that we could always use volunteers and encouraged everyone to volunteer. He also invited anyone who would be interested in serving on a committee in the next year to e-mail him or Robin Remotigue (Mississippi State University). Robin will now become the new Volunteer Coordinator.

Web Site – Jill gave the report for Sofia Aymerich (University of Miami), Webmaster. Jill summarized the overall duties of the webmaster because we are looking for a new webmaster. There is minimal work during the calendar year as you provide updates to the website immediately prior to and following meetings, updating the site with new committee chairs/committee members, the travel award call and award recipient, and the officers when those elections occur. The biggest commitment related to the Webmaster occurs in the months leading up to the Region Meeting as you post Regional Meeting information, preliminary and final programs, etc. During the rest of the year, this position requires minimal commitment. Anyone who is interested in this position, can contact Jennifer Shambrook (St. Jude Hospital) or Sofia Aymerich. Sofia will work to help the new webmaster successfully transition into this role.

Regional Meeting

Overview - Jennifer Shambrook (St. Jude Hospital) Region III Chair-Elect and 2010 Region III Program Committee Chair, stated that there have been tons of hands who have helped with this meeting. She asked everyone that helped to stand and be recognized and stated no matter how large or small your part was, it contributed to an enjoyable experience. One of things she hoped to do was to get folks talking to each other and finding out more about each other through the bingo game. The winner of the bingo game and the gift basket was Dianne Blackwelder (University of North Carolina Charlotte). Jennifer encouraged the membership to volunteer and to help with the regional meetings, because the more hands there are, the more enjoyable the experience will be.

Fundraising Subcommittee – Maureen Tice (St. Jude Hospital) gave the report for Maria Valero-Martinez (University of Miami), Subcommittee Chair. After the update given Tuesday, the top two states were Georgia and Tennessee. On Wednesday morning, Tennessee was ahead by \$220. Georgia had \$552.81; Tennessee had \$728.53; and that brought the grand total to \$1,902.72. We wanted to reach \$2,000, but this was close and a great effort. The highest contributor for Tennessee was Jennifer Shambrook (St. Jude Hospital), so she was awarded the trophy to display at St. Jude during this coming year. Maureen thanked everyone who volunteered to help with the fundraising booth and to all those members who contributed to the Project Medishare, Haiti Relief Effort, because they made the task less daunting.

National Committee Updates

Financial Management Committee, Professional Development Committee, and National Nominating & Leadership Development Committee - Tony Ventimiglia (Auburn University), chair of the National Nominating & Leadership Development Committee, gave the reports for these committees. (A copy is attached to the minutes.) Tony mentioned that NCURA is reviewing the annual fees and there will be more information on this at the next annual meeting. Also, there's another committee that is working on a lot of our NCURA's opportunities, programs, classes, plus there is a volunteer database that is being worked on. The NLDC this year has expanded to include an executive leadership program. While the class is a transitional class, NCURA is planning the executive leadership experience program, targeting members who have regional leadership experience and developing leaders for NCURA at the national level. The NLDC will be looking at NCURA's regional officers and current/past national leaders for nominations to the 2011 program. As a volunteer organization we depend on each and every member to step up to the challenge and volunteer to help out with the many activities, and especially be thinking about nominations for officers and national awards that will be coming up in May, for the future of NCURA's leadership.

National Board of Directors – Chair Tom Roberts (Florida Gulf Coast University), acknowledged Dave Richardson, President of NCURA. Tom asked how many attended the luncheon on Tuesday, then announced that Dave gave Tom's report yesterday. He highlighted two things: 1) Reminder that PRA is back in Providence, RI, July 19-21, 2010 and he encouraged everyone to attend. 2) For this year's National Meeting, they are doing things a little bit different. Instead of the formal banquet on Sunday, they are going to have a much more informal tailgate-like atmosphere. Everybody is welcome. You should wear your school colors, and we'll all have a good time kicking off the meeting. Tom also acknowledged the NCURA

band, Sole Source and the No Cost Extensions, and announced that the November 2nd performance will be their farewell performance. They will be retiring.

Old Business – Jill stated that she really wanted to thank the membership. NCURA is what you make of it. Early on, she acquired a volunteer position that allowed her to meet a lot of new people, learn a lot, learn more about the organization, but more importantly contribute to the organization. Jill encouraged everyone to volunteer and thanked the Committee Chairs, as well as the Webmaster, and the Volunteer Coordinator for making her job as Chair much easier. These people are very important when you plan your regional meetings, and it really taps into your organizational skills and your people skills to bring together for a high quality program. The Chair-Elect is without a doubt, the most difficult position because you are reliant on your committee chairs, committee members. You are reliant on those in other positions and roles within Region III as well as the National office because you learn a lot from them. The economy has been hard on us these past few years. Jill spent considerable time during her Chair year renegotiating Region III Meeting contracts that were previously entered into. Due to financial constraints and travel freezes, the commitments (rooming nights and food & beverage minimums) were difficult to meet; therefore, Jill had to renegotiate for the betterment of the organization. We've learned a lot from this experience and, in this next year, Jill will be working on drawing up a document that will help future Chairs and Chair-Elects better negotiate contracts for the regional meetings. Jill thanked everyone she had worked with over the past two years.

New Business – None.

Jill Frazier Tincher recognized the Secretary that went out of office December 31, 2009, Bruxanne Hein (Coastal Carolina University), with a gift and thanked her for her service.

Jill introduced the new Region III Chair for 2010-2011, Jennifer Shambrook (St. Jude Hospital) and passed the gavel.

Jennifer thanked Jill for being a wonderful chair, and presented her with a Plaque to hang on her wall with a gavel on it, and another special gift with a Pink Flamingo on it.

Jennifer Shambrook adjourned the meeting at 9:55 a.m.

Prepared by:
Beryline Temples
Secretary Region III

NCURA REGIONAL MEETINGS UPDATE

Thanks for agreeing to represent the National Officers during the upcoming regional meetings. To assist you with your planned NCURA update, I've itemized the below highlights.

1. Acknowledge and introduce the national office staff member attending the meeting.
2. Share the number of total NUCRA members at that point in time, and the number from the region.
3. Financial Research Administrators XI was successful with a 200 registrant increase from last year
4. Pre-Award Research Administration IV "Proactive Research Administration" will be held July 19-21 in Providence, Rhode Island
 - a. Note conference was delay last year due to the recession but we are expecting a great turnout this year
 - b. Note PRA V is already approved for CY 11 – date to TBD
5. In our January Board meeting – the board approved:
 - a. Select Committee on Evaluation – Whose purpose is to standardize evaluations of national offerings and ensuring consistency and quality among our professional offerings
 - b. Select Committee on Peer Review – Whose purpose is to provide oversight to the fast growing NCURA Peer Review program
6. Since the January board meeting the following efforts have been completed:
 - a. Website Advisory Group appointed to continue the efforts from last year in ensuring that the NCURA website stays fresh and member friendly
 - b. Ambassador Corps was activated in 2010 to assist NCURA in focusing and supporting our international collaborations and membership
 - i. 2010 should see our first International Fellows being hosted outside of the United States
 - ii. NCURA was represented at the 2010 Congress of the International Network of Research Management Societies in Cape Town , South Africa
 - c. NCURA will offer a 2nd \$40,000 Masters in Research Administration Implementation Grant (will be announced prior to May 1st) - (will update you if announcement precedes regional conference week.) First grant was awarded last Fall to the University of Central Florida. NCURA's investment is to spur the online offering of a masters program for our members.
7. NCURA Executive Leadership Institute (formerly our Leadership Development Institute) was modified this past year to place more emphasis on Executive Development. While the 2010 class is a transitional class, NCURA is now in the planning process for an executive leadership experience program, targeting members who have regional leadership experience and developing leaders for NCURA at the national level. The N&LDC will be looking to NCURA's regional officers and current/past national leaders for nominations to the 2011 program. NCURA is now moving the program up to the next level with a shorter but more intense executive level program geared for those who have served at the regional level and are ready to move up to national. As such, the N&LDC will be looking to NCURA's regional officers for nominations for the 2011 program.
8. We continue to see solid demand for our traveling workshops with the latest offering being the Departmental Research Administration created specifically for the non-central research administrator

9. The annual NCURA Leadership Convention to be held immediately following our July Board Meeting and will focus among many things our annual meeting (national and regional) expectations in 2020
10. AM52 kicks off with workshops on Sunday the 31st of October. This year's theme is titled "Research Administration: At the Confluence of Creation & Collaboration". A few notables:
 - a. The conference returns "home" to a fully remodeled Washington Hilton with a Sunday-Wednesday timeframe. There are 79 bathroom stalls near the meeting rooms, ladies!
 - b. The opening banquet is replaced by a less formal and more inclusive tailgate reunion. Plan to dress casually, wear your school colors, and enjoy tailgate food beyond your usual game day expectations.
 - c. AM52 is being billed as the Farewell Tour of our very own band "Soul Source and the No-Cost Extensions" as they have committed one last time to providing outstanding entertainment.

ANNOUNCEMENTS:

11. Nominations for **Vice- President/President Elect** and **At-Large Members of the Board of Directors** – **DUE MAY 21st**
 - a. All nominations and supporting materials (candidate's statement of interest and current resume/vita of 1-3 pages) from the nominees must be received electronically on or before May 21, 2010
12. Nominations for **National Awards** – **DUE MAY 28th**
 - a. Distinguished Service Award
 - b. The Catherine Core Minority Travel Award
 - c. Joseph Carrabino Award
 - d. Outstanding Achievement in Research Administration

CLOSE WITH ALL ANNOUNCEMENTS AND SUPPORTING DOCUMENTATION CAN BE FOUND AT NCURA.EDU!