

**Region III Business Meeting
NCURA 2010 Annual Meeting
Washington Hilton, Washington, D.C.
November 1, 2010**

The meeting was called to order by Region III Chair, Jennifer Shambrook (St. Jude Hospital) at 1:30 p.m.

Recognition of New Members and First Time Attendees

Jennifer Shambrook recognized all new members and first time attendees at the meeting. Jennifer encouraged new members to volunteer with the region.

NCURA Cookbook Discussion

Jennifer Shambrook told everyone that Region III had about half of the recipes in the new cookbook and that this was a very good way to get recognition for the Region and its members. Region III was the winner of the cookbook recipe submission contest.

Recognition of Cheerleaders, Flamingos and Spirit Squad

Jennifer Shambrook thanked all the cheerleaders, flamingos and spirit squad from the Sunday Night Tailgate Reunion and that it was a very memorable occasion. Region III certainly distinguished themselves as having the most spirit in the room!

Tailgate Reunion Trophy Discussion

Jennifer Shambrook announced that the Region III trophy from the Tailgate Reunion was missing from the hospitality suite, as well as the other regions' trophies from their suites, and that it would be greatly appreciated if they were returned.

Approval of Minutes

Beryline Temples (University of Central Arkansas) presented the minutes from the April 28, 2010 Regional Business Meeting held at the Peabody Hotel, Memphis, Tennessee. Beryline asked for a motion to approve the minutes. Michelle Vazin (Vanderbilt University) made the motion to approve the minutes and Tanya Paul (Vanderbilt University) seconded the motion. All members agreed and the minutes were approved as submitted.

Submission of Treasurer's Report

Cindy Hope (University of Alabama) presented the Treasurer's Report for the period ending September 30, 2009. Region III did not meet our minimum rooming nights at Panama City; therefore, we had to pay \$12,720 in attrition to the Bay Point. While this represents an expense incurred at this time, that amount will act as a credit towards our 2012 Region III Meeting to be held at the Bay Point in Panama City, FL. Further, even with this unexpected expense the Region did not lose money on the meeting.

Regional Committee/Officer's Reports

Membership & Awards Committee – Paige Robinson (Vanderbilt University Medical Center) gave the Membership & Awards Committee report. She recognized the Region III National Meeting Travel Award Recipients, Hana Boed (New College of Florida) and Amy Lutero (Virginia Commonwealth University). She thanked the committee members for their participation in this selection process.

Nominations and Elections – Chair Amanda L. Green (University of New Orleans) gave her report on the elections. Riddick Smiley (East Carolina University) was elected as the Chair-Elect. His one-year term will

begin the day following the 2010 Regional Meeting. Beryline Temples (University of Central Arkansas) was elected as the secretary and her two-year term will begin 1/1/10. Erica Gambrell (The University of Alabama) was elected as the treasurer-elect and her one-year term will begin on 1/1/10. Erica will then become the Treasurer 1/1/2011 for two years. Amanda thanked the committee members, the NCURA national staff, and the membership for their outstanding support.

Hospitality Committee – Chair Rodney Granec (University of West Alabama) reported on the successes of the Region III Hospitality Suite. They have had a lot of Region III and non-Region III members stopping by the Hospitality Suite for networking, fun and games. Rodney encouraged all members to volunteer to help out in the hospitality suite.

Regional Newsletter – Editors Sam Gannon (Vanderbilt University Medical Center) and Laura Letbetter (Kennesaw State University) wanted to remind all members that they are encouraged to send in items for the Region III Corner and also the website. Laura said this is the second year that Sam and she have worked together as co-editors and they will be looking for new members to take their places soon. She also said that it's a great way to learn more about the region and if your interested, please let any of the officers know.

Volunteer Coordinator – Chair, Robyn Remotigue (Mississippi State University) recognized and thanked all those who volunteered at the National Meeting in any capacity. Robyn said that ours is a very active region, and Region III always has a lot of volunteers step forward to help make the programs happen. Her goal in coming was to change things up a little, she invited everyone to stay tuned to get more information. She is the only person, she is the volunteer coordinator, so she is going to gather a committee, and encouraged anybody who is interested in serving on the committee to contact her. She said she has been receiving very positive feedback on some of her ideas.

Website – Region III Chair, Jennifer Shambrook (St. Jude Hospital) asked if anybody had gone out to the Region III Website to see the new design and encourage everyone to do so. Jennifer said that Tricia Page (University of Tennessee Health Science Center) is the new webmaster, and she is responsible for the new look.

Regional Meeting – Rick Smiley (East Carolina University) Region III Chair-Elect and 2011 Region III Program Committee Chair announced that the regional meeting would be at the Isle of Palms, South Carolina, on May 1st through the 4th 2011, at the Wild Dunes Resort. Rick told everybody how beautiful the resort is, that it is right on the beach, and couldn't be a more perfect place to meet and learn, talk, and get to know each other. He said to keep an eye on the website for more upcoming information about the meeting. There will be plenty of sessions for all the tracks, Pre-Award, Post-Award, PUI track, Federal, and numerous sessions for newcomers to the field, as well as the more experienced researchers and senior administrators. Rick also said that he still needs volunteers, there are multiple blocks to be filled, and the region could definitely use the members interested in volunteering. Rick encouraged everybody to come.

Site Selection Committee – Jill Frazier Tinchler (University of Miami), Chair of the Site Selection Committee, explained how the sites are usually selected. The immediate Past Chair (Jill in this case) coordinates a committee, and that committee looks at different sites, some that we've gone to before, others that we want to try out new. Then the committee looks to see which of those locations are good contractually, and then the locations are put out to the NCURA Region III community and then the members vote on the locations. Normally, this is how that works. Unfortunately because of the trying economical times in the past few years, universities and the organization have been experiencing, that regionally and nationally the levels of attendance severely dropped. Due to some of the institutions having travel freezes, and budgetary cuts, etc., as a result, when we were at Panama City, Florida, we did not meet our attendance capacities, or our rooming night

capacities, and we would have had to pay a huge fine, huge penalties associated with that, because when we contracted we guaranteed them a certain amount of rooming nights, we guaranteed them food minimums and beverage minimums. In order to avoid having to pay those huge penalties, what we did was negotiated to come back to Panama City. So in 2012 we will be coming back to that location, in May of 2012. We really had no choice, it would have been a financial hardship for the region to take on. Hopefully, moving forward after 2012, we will be scouting out new locations and putting them out to the membership to vote on. This is the reason why we will not be having a location vote. It is important to note that we did have a very good time in Panama City. The hotel is right on the water, dolphins are there, there's great golfing, and it has a beautiful conference facility. We look forward to seeing at Panama City in May of 2012.

Fund-raising Sub-Committee – Jennifer Shambrook gave the report for Sub-Committee Chair, Maureen Tice (St. Jude Hospital). Jennifer explained how we raised money for the past couple of years at the regional meetings in Panama City & Memphis. At the meeting in Memphis, we raised just under \$2,000. Jennifer explained that Tennessee won the cup for the most amount of funds donated and that all proceeds went toward medical help for the earthquake victims of Haiti. In addition to the competition for the cup, there was a raffle for becoming the Honorary Duck Master at the Peabody. Cindy Hope won the competition and was the Honorary Duck Master. Jennifer thanked everyone that generously contributed.

National Committee Updates

Financial Management Committee – Barbara Cole (Stanford University) was not present to give the FMC report.

Professional Development Committee – Valera Francis (University of North Carolina at Greensboro) reported on the National PDC that everything is going well on the PDC. The Faculty Development Committee meets once a month every year and worked on four major activities this last year: 1) Blue Ribbon Workshops; 2) Worked on getting the Membership/Volunteer Database up and running; 3) Whether there should be Honoraria for Monographs & Micrograph Contributors and how much that should be; and 4) NCURA TV. Everyone got a flyer in their packet about NCURA TV and what all is offered, etc.

National Board of Directors – Bob Lowman (University of North Carolina at Chapel Hill) stood in for Tom Roberts (Florida Gulf Coast University), and gave the report on the National Board of Directors. Bob said even though we did not have a treasurer's report, that nationally we are solvent. The Board of Directors has passed the 2011 project period that calls the national organization is in the black for about \$164,000, so it appears that we have weathered the storm of the recession pretty well. Bob said that the overall membership has increased to 7,100 people so we are a very large organization now. Attendance at the San Antonio Financial Research Administration conference has increased too, and the FRA 12 will be offered March 4-6, 2011 in San Diego at the Manchester Hyatt. The Pre-Award Research Administration conference which has been on a one year hiatus, but returned this past summer in Providence, Rhode Island, and was incredibly successful and it sold out the hotel. No one had any idea that there would be that many people there. PRA 5 will be offered in July of 2011 in Chicago. The Board created two new select committees this past year, the Select Committee for Evaluations to evaluate things within NCURA. NCURA is committed to having things done well, we want to know that our workshops are the best, our conferences are the best, and everything we do is the best, and the select evaluation committee will make it easier to maintain that level of quality. The other select committee that was created was the Select Committee on Peer Review. It is intended to provide oversight into our growing Peer Review program. The Leadership Development Institute is finishing its run. This is the last year of the Leadership Institute for graduates. Instead, what we're going to be having now is an Executive Leadership Program. It is going to be revamped on the recommendation of the professional development committee. So the Executive Leadership Program is aimed at refining leadership skills among select members

who wish to contribute at the national level. The regional leadership will play a significant role in placing qualified members into the program. After seven years, the Board voted to increase the annual dues by \$20. This is going to take place over a two-year period, \$10 this year and \$10 next year. The reason for it being done this way is that there is a By-law that puts a restriction on the percentages allowed in a single year for dues. So we thought that in order to raise the dues by \$20 and for it to be approved, we'd have to do it over two years. The Department Research Administrator Workshop that is only two years old, has grown in popularity. NCURA was selected to co-host the 2014 International Network of Research Management Societies along with the Society of Research Administrators International and the Canadian Association of University Research Administrators. The Board established a Task Force on Social Media to try to get with the trend in our society. They are reviewing and suggesting utilization of various social media tools to communicate and disseminate information to the membership. The first thing the Board voted to do was to take possession of the work on the NCURAWikipedia entry. The Board has put together a group that will put a real entry in place there on Wikipedia, so people will understand what we're about if they go to Wikipedia. The Board approved pursuing an amendment to the bylaws and administrative policy of NCURA to eliminate the requirement to hold the annual business meeting in the last quarter of the calendar year. The reason for the change is flexibility, cost of hotels at different times of the year, and look at how those hotels are projecting costs, and how much they are increasing in coming years. As we see numbers 10 years out from now, they look scary, prohibitive, at an increase of 6-8% a year over the next 10 years. NCURA's concern is that our universities may not be willing to foot the bill for travel when hotels will cost that much. Also, if we come to Washington a different time of year, it can be considerably cheaper. What this amendment is about is giving NCURA the flexibility to move the meeting to a different time of the year to bring the costs down. Finally, NCURA has continued to support the development of Masters' Degrees in Research Administration. We've made a second award for \$40,000 implementation grant to the Rush University Medical Center. The first award was to the University of Central Florida.

Nominating & Leadership Development Committee – Cathy Snyder (Vanderbilt University) reported that the Nominating & Leadership Development Committee this year spent a lot of time on communication. They've realized they have a lot of new members that probably don't even know what we do. So beginning in 2011, they've put together a regional communications plan that will go out to the regions to talk about our three key roles at the national committee. 1) Annual Election of Officers and Board Members; 2) Leadership Profession and Leadership Development; and 3) NCURA management of the recognition and rewards program. Cathy acknowledged the Region III members that were part of the LDI. So the Outstanding Achievement in Research Administration Award, pretty much the top honor at NCURA, goes to our own Jerry Fife in Region III. We had two Leadership Institute graduates this year for 2010, Robyn Remotigue (Mississippi State University) and Michelle Vazin (Vanderbilt University). NCURA also had three national travel award winners this year that were not part of Region III. Cathy encouraged members in Region III to apply for these national travel awards. If you want to be a Board Member, be a part of the management team effort at NCURA, if you know people that want to apply for those travel awards just turn in recommendations for those applications. Cathy said she would be ending her term in December and that it has been an honor and a privilege to represent Region III in that capacity. Michelle Powell from Georgia Tech will be taking over in January.

PUI Neighborhood Committee – Pamela Napier (Western Kentucky University) talked about all the NCURA committees, and that if you are an NCURA member, you are eligible to join any of these neighborhoods. Go to the NCURA website and track down the neighborhoods, logon and get on the listserv, you can take advantage of all of the opportunities that are listed on the website. There are helpful things that you can learn about on the website. The one thing that the PUI committee is doing this year is a Mentoring program for people at just PUIs. If you don't know if you're at a PUI talk to someone on the committee and they will help you find out.

Old Business – No old business.

New Business – Region III Chair, Jennifer Shambrook (St. Jude Hospital), polled the members for those currently pursuing a masters' degree, writing or planning to write papers that are related to research administration or the research administration program. She said that the R&R Journal has not been publishing very much lately. Jennifer offered, if you want to turn in one of your papers that you're writing for school, or for anyone who wants to write a paper to publish in the R&R, if you will contact her, she will be happy to put you with a mentor to help you get it to publication quality. Most of us work at academic institutions, and publications are a part of the currency at a lot of institutions. Region III is first in everything else, we need to be first in this, too. So if you want to write you can e-mail Jennifer at Jennifer.shambrook@stjude.org, or you can find her on the NCURA membership database. Jennifer said she would be overjoyed to help you get with a mentor and get out a publication because it could be that problem that you think you've found the solution to is the problem that one of your peer's is going to be raising tomorrow, or can avoid it because they've read your paper.

There was no further business. The meeting was adjourned at 2:10 p.m.

Prepared by:

Beryline Temples, M.S.

Region III Secretary 2010-2012

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