

NCURA Region VII Annual Business Meeting  
Washington, D.C.  
Monday, August 5, 2013

**MINUTES**

1. Call to Order: The meeting was called to order by Regional Chair Tony Onofrietti at 3:02 p.m.
2. Welcome and Introductions: Tony welcomed the attendees and introduced the regional officers –  
Tony Onofrietti, Chair - Director of Research Education, University of Utah  
Karen Henry, Chair-Elect – Executive Director, Office of Sponsored Programs, Boise State University  
Lisa Jordan, outgoing Secretary/Treasurer – Assistant Director, Office of Sponsored Programs, Boise State University

Additionally, business meeting attendees were asked to introduce themselves. 43 Region VII members attended the business meeting.

3. Minutes from 2013 Regional Business Meeting in Phoenix, AZ and 2012 Annual Business Meeting: The minutes were reviewed with one correction requested (item 4 of the Phoenix meeting minutes, add “VII” to “Region VI” in first sentence of paragraph 3). With that correction, motion for approval was made by Marjorie Townsend; seconded by Dianne Horrocks. Motion carried unanimously.
4. Secretary/Treasurer’s Report – Lisa Jordan reported on the financial status of the region. Current regional bank balance (August 2013) was \$33,884.66; as of the last financial report to National in June 2013, the bank balance was \$39,934.16. The financial report presented to the membership today indicates a net income of \$7,772.23 after the Spring Regional Meeting in Arizona; the report did not reflect all payments made for the meeting or any national meeting expenses. Motion to approve the financial report made by Vicki Krell, seconded by Elizabeth Sexton. Motion carried unanimously.

5. Regional Committee Reports
  - a. Nominations & Elections: Jackie Hinton reported on behalf of the Nominations and Elections committee, which consisted of Jackie, Bobbie Ursin and Tracy Castaneda. The committee recognized the service of the current officers and board members. Jackie reiterated that Karen Henry would become the Regional Chair in 2014. Elections are currently underway for the Chair-Elect, Secretary/Treasurer, and Member at Large. Candidates are:  
Chair-Elect:  
Christine Pacheco-Marquez, Lovelace Respiratory Research Institute  
Leslie Schmidt, Montana State University  
Secretary/Treasurer:  
Sandra Logue, University of Colorado Denver Anschutz Medical Campus  
Kerrie Sonnenberg, University of Arizona  
Member at Large:  
Bill Ernst, University of Utah  
Johanna Eagan, Colorado School of Mines  
Julie Gallegos, University of New Mexico  
Justin Poll, Arizona State University

Candidate information will be posted after the meeting. Jackie encouraged the membership to volunteer or nominate; touch base with OSP directors who can provide information on people who might make good candidates. Jackie thanked all the candidates for running for office. Tony thanked Jackie and the committee for their work on the elections, particularly given the change in schedule due to the annual meeting being moved up to August.

- b. Board of Directors: Vicki Krell reported the following:

<b>Region</b>	<b>Board/Officer Representation</b>
I	Vivian Holmes (Vice President), Kris

	Monahan
II	Anne Albinak, Dennis Paffrath
III	Michele Vazin, Tony Ventimiglia
IV	Bob Andresen (Treasurer), David Lynch, Dave Richardson, Sue Rivera
V	Jim Casey, Marianne Woods
VI	Pat Hawk (President), Bruce Morgan, Dan Nordquist (Immediate Past President), Lillie Ryans-Culclager, Georgette Sakumoto (Secretary)
VII	Vicki Krell, Denise Wallen

**Professional Development Committee Chair and Vice-Chair:** Kallie Firestone (Region I) and Brenda Kavanaugh (Region II)

**Nominating and Leadership Development Committee Chair and Vice-Chair:** Diane Barrett (Region IV) and Michelle Powell (Region III)

**Financial Management Committee Chair:** Bob Andresen (Region IV)

**At the meeting:**

1. Acknowledge, introduce, and thank the national office staff member in attendance.
2. Share the number of total NUCRA members at that point in time, and the number from the region. 7,163 total members:  
Region 1 = 959  
Region 2 = 1546  
Region 3 = 1568  
Region 4 = 1232  
Region 5 = 627  
Region 6 = 1008  
Region 7 = 378  
International= 113
3. NCURA had its own "March Madness" with the historic "back to back" Financial Research Administrators Conference and the Pre-Award Research Administration Conference, held March 10-15 in New Orleans. The FRA Co-chairs were Dennis Paffrath (Region II) and Pat Fitzgerald (Region I) while the PRA Co-chairs were Christa Johnson (Region IV) and Toni Shaklee (Region V). Attendance for each conference was 1,100 and 600, respectively. Vivian is in the process of selecting co-chairs for the 2014 FRA and PRA Conferences.
4. NCURA Executive Leadership Program class of 2012 is: Erica Gambrell, The University of Alabama, Region III; Rosemary Madnick, Los Angeles Biomedical Research Institute, Region VI; Jeremy Forsberg, The University of Texas at Arlington, Region V; Rick Smiley, East Carolina University, Region III; Kirsten Yehl, Northwestern University, Region IV; and Carolyn Elliott-Farino, Kennesaw State University, Region III.
5. One of NCURA's "new beginnings" is our "Sponsored Research Administration: A Guide to Effective Strategies and Recommended Practices". This is a publication that was previously jointly managed by NCURA and AIS, but is now under the NCURA umbrella. Marc Schiffman has taken on editorship duties for NCURA, and Tara Bishop and Kathleen Larmett are also working with the PDC to update and refresh the publication. Also once again under the NCURA publishing umbrella is "Regulation and Compliance" a compendium of regulations and certifications applicable to sponsored programs compiled and edited by NCURA member

Jane Youners, Assistant Vice President for Research Administration at the UT Health Science Center at San Antonio.

6. You might not know that NCURA is a “sub-recipient” in its own right! NCURA was part of a proposal submission to the European Commission, and our proposal was selected for funding. The project is called the BILAT U.S. 2.0, and NCURA will be part of this multi-year project that will provide grants management and training opportunities. NCURA participated in a kick-off meeting for this grant at the conclusion on AM54, and Dan Nordquist is taking lead in two areas: development of a database collection system to capture information from schools who wish to report subawards with European institutions, and a funding opportunities brochure. NCURA is also responsible for providing training, which we are doing at various national conference.
7. You also might not know about NCURA’s involvement in INORMS 2014. The International Network of Research Management Societies (INORMS) is a congress that is convened every two years, and this will be the first time this congress has been held in North America. This congress is being sponsored by NCURA, the Canadian Association of University Research Administrators (CAURA) and SRA International. The meeting will be held in Washington, DC on April 10-13, 2014, at the Washington Hilton (home of NCURA’s Annual Meetings). This will be an amazing opportunity to learn about research management from a global perspective. Stay tuned for more information.
8. A Presidential Task Force has been created to develop plans and processes to both raise additional funds and uses for the NCURA Educational Fund. This fund was first created from receipt of an initial gift made with the intent of starting an Education Fund. The purpose of this Educational Scholarship Fund is to provide financial assistance to and support of continuing educational needs for Research Administrators such as attendance at traveling workshops and national conferences/workshops and participation in Graduate Certificate and Master’s Degree programs in Research Administration. This Task Force has membership of the two initial donors, current members of the Board, NCURA’s Treasurer, past presidents and our Executive Director. One of our first fund-raising opportunities will be to allow members to contribute to the dues renewal form. The Task Force held its first meeting during the FRA Conference, and I’m very proud to be part of an organization that gives back to its members in many ways.
9. NCURA now has 4 on-line tutorials:
  - a. Federal Contracting
  - b. Subawards
  - c. Clinical Trials
  - d. Intellectual Property
10. We continue to see solid demand for our workshops that travel to **your** campus:
  - a. Departmental Research Administration
  - b. Financial Research Administration
  - c. Fundamentals of Sponsored Project Administration
  - d. Sponsored Project Administration (SPA) Level II
11. AM55 has its new beginning in August! Vivian Holmes has put together a great program committee, and the meeting begins on Sunday, August 4th, with workshops. This year’s theme is “Investment, Commitment, Rewards.” Along with VP Vivian Holmes, program co-chairs are Bruce Morgan (Reg. VI) and Sue Zipkin (Reg. I). The Program Committee is as follows:

Jamie Caldwell	Reg. IV
John Carfora	Reg. VI
Michele Codd	Reg. II
Tommy Coggins	Reg. III
Barbara Cole	Reg. III
Csilla Csaplar	Reg. VI
Jean Feldman	NSF

Judy Fredenberg	Reg. VII
Annika Glauner	Int'l Region
Joe Gindhart	Reg. IV
Louise Griffin	Reg. I
Cindy Hope	Reg. III
Toni Lawson	Reg. II
Kim Moreland	Reg. IV
Alex McKeown	Reg. II
Pamela Napier	Reg. III
Debbie Newton	Reg. V
Heather Offhaus	Reg. IV
Jerry Pogatshnik	Reg. III
Craig Reynolds	Reg. IV
Robyn Remotigue	Reg. III
Cathy Snyder	Reg. III
Sam Westcott	Reg. VI
Tom Wilson	Reg. IV
Jim Wrenn	IT Works

Not only has this group put together a great program—the preliminary program was released April 2—there will be Camp NCURA for the kids, the Capitol Steps on Sunday and a Beach Party for the “bigger kids”.

- c. Nominating and Leadership Development: Tony Onofrietti reported on behalf of Kathi Delehoy.

The effort to identify, select and develop leaders and award recipients began in earnest in January 2013 when the NCURA office released the call for nominations. The Nomination and Leadership Development Committee (N&LDC) met by conference call and brainstormed the mechanics intended to encourage nominations for leadership positions and award recognition. Kathi arranged a conference call with NCURA Region VII leaders and they discussed a strategy for bringing forward individuals from our region who were interested in, or who had demonstrated the aptitude for, leadership positions at the National level as well as those who should be recognized for their contributions to the organization. We collectively worked to encourage the preparation of nomination materials. Nominations were due to NCURA in March 2013.

The N&LDC met in Washington, DC on April 11-12, 2013. Prior to the meeting, committee members reviewed nominations to ensure that the candidates met the qualifications for the positions/awards, ranked the candidates using a prescribed score sheet, and prepared for discussion at the face-to-face meeting. There were almost 40 nominations to be reviewed and scored. The quality of the candidates was impressive. NCURA is an organization made of individuals, and so many of those individuals are truly extraordinary. While the work of the committee was difficult, it also was really inspiring to see the level of effort being done by so many people within our membership. We discussed candidates and award recipients for the following positions/awards:

- Vice President / President-elect
- Secretary
- Treasurer-elect
- At Large Board Member (2 positions)

- Outstanding Achievement in Research Administration (up to 1 award given)
- Distinguished Service Award (up to 5 awards given)
- Joseph Carrabino Award (up to 1 award given)
- Catherine Core Minority Travel Award (up to 4 awards given)

Input from the N&LDC is provided to the Board and becomes the basis for the election ballot and award dissemination.

In terms of future business, the N&LDC discussed the potential to further standardize and revise the tools available to the N&LDC members to review nominations and applications received for offices and awards. We discussed exploring additional volunteer opportunities to offer including the possibility of outlining a volunteer “path” in consultation with the Professional Development Committee. The potential to create new awards (e.g., teaching excellence for traveling faculty) and continued improvement of current processes are ongoing topics of interest. The N&LDC will not be convening at this year’s Annual Meeting.

Kathi thanked the membership for the opportunity to serve on the N&LDC. Any questions or concerns can be directed to Kathi.

6. Travel Awards: Marjorie Townsend reported that there were two recipients of travel awards to the national meeting – Kelly Hall from Arizona State University and Natalie Buys from the University of Colorado at Denver. Marj thanked Elizabeth Sexton for her assistance with the travel award nominations and selection process.
7. Volunteers: Sandra Logue, Volunteer Coordinator recognized Elizabeth Sexton for her assistance in volunteer coordination and for accepting the appointment as incoming Volunteer Coordinator. The standing committee was great for the regional meeting, but dropped off for the national meeting. Sandra indicated the need for a core group of volunteer committee members to help out regardless of meeting location, and that continuity would benefit the region. She pointed out that volunteering is important piece of professional development for our personal benefit as well as the region’s benefit. She announced the Buddy Program has evolved to the Colleague Connection, which will be conducted with Region VI. The Colleague Connection will be a low-scale mentoring program – mentors/colleagues from either region may participate. Expect email blasts from Sandra or Elizabeth to connect new and veteran members.
8. Old Business
  - a. Regional Meeting 5-year Rotation Schedule: Referencing item #7 in the 2013 Phoenix meeting minutes, Tony reporting that the motion to change to a 5 year rotation, with two meetings in Region VI, two meetings in Region VII, and one meeting in Hawaii, was passed at the Phoenix Business meeting. Dianne Horrocks pointed out that the Hawaii meeting and a Region VI meeting would be back to back; Tony Onofrietti indicated that the Hawaii meeting would be considered “stand alone”. Dianne asked who made the decision; Tony responded that the motion and vote was recorded in the minutes and that the discussion had been initiated a month prior through emails and member surveys. Elizabeth Sexton asked how the Hawaii meeting would be split; Lisa Jordan responded that the finances would be managed in the same fashion as other regional meetings (the region in which the meeting is located manages the financial aspects of the meeting), and Tony indicated that because of the greater workload Hawaii meetings present, those efforts would be more equally shared. Deb Murphy requested a clarification of the schedule (see attached).
  - b. By-Laws and Administrative Policies: Tony Onofrietti reporting that an Ad Hoc committee will be established to review and amend the by-laws and administrative polices to clarify the election procedures, remove the constraint of holding the regional meeting in the first six months of the calendar year, establish administrative policies and the procedure to vote for meeting site selection. The Ad Hoc committee will review existing documents and draft revisions for review by the Chair and regional membership. If you are interested in participating, please contact Tony.

9. Regional Meeting 2014 Updates: Karen Henry reported that the shift of the national meeting to August and FRA/PRA to March puts our spring Regional Meeting in conflict with the overall schedule. The Regional Officers from both VI and VII looked at SRA and other meetings and opted to try moving the regional meeting to the fall. While many opinions were expressed at the Phoenix meeting, both regions needed to move forward with the planning, keeping in mind available resources (speakers) and not wanting to compete with other meetings. Two sites have been suggested: Reno, NV and Seattle, WA. An RFP was issued and the Grand Sierra Resort in Reno was selected. 2014 is Region VI's turn to host. In addition to being significantly less expensive, a regional meeting has never been held in Nevada, an underserved area. We hope to gain membership from that area by making NCURA more accessible to the institutions in that state. Deb Murphy pointed out that the hotel selected is beautiful with great customer service. Karen noted that some members had expressed concern about a "casino" hotel; however, the conference center is separate from the casino, the rooms are great and the area is nice. Vicki Krell asked what the dates would be; Karen responded October 4-7, 2014. Tony mentioned that the facilities were ranked and Karen indicated that the site visit was paid for by the Reno Chamber of Commerce. There will be an informational meeting at 4 p.m. today for the program committee in the Region VI/VII hospitality suite; for those interested in participating as a speaker or track leader, a meeting will be held at 5 p.m. today in the hospitality suite. We are hoping to recruit from UNR, DRI and UNLV for help with AV and "on the ground" contacts for assistance with logistics. Elizabeth Sexton indicated that the dates on the national program say the 6<sup>th</sup>-8<sup>th</sup> – clarification that the dates will be the 5<sup>th</sup>-8<sup>th</sup>; an email will be sent out to confirm for all.
10. New Business: None.
11. Adjournment: Tony thanked everyone for the work they have done, for calling and emailing; the communication and interactivity were much appreciated. Our region may be small but we have a stronger voice. Elizabeth Sexton motioned to adjourn, Jackie Hinton seconded; motion passed unanimously.