

NCURA Region VII Annual Business Meeting
Washington, D.C.
Monday, November 5, 2012

MINUTES

1. Call to Order: Meeting was called to order by Chair Vicki Krell at 2:37 p.m.
2. Secretary's Report – Minutes from Regional Business Meeting in Waikoloa, HI – motion to approve the minutes put forth by Deb Murphy; seconded by Lorie Robbins. Minutes were unanimously approved, no abstentions.
3. Treasurer's Report – Lisa Jordan reported the June 30, 2012 financial report had the regional bank balance at \$31,887; however, final numbers for the Spring 2012 meeting in Waikoloa, HI were not yet final and a deficit was anticipated. The 2012 spring meeting for Region VI and VI had the best attendance of any meeting to date. We hosted 377 members. This exceeded the estimated attendance by over 100 members and was a 30 percent increase from the Denver meeting (2011) and a 40 percent increase from the Newport meeting (2010). This number does not include the 120 guests who attended the various social functions. The location was extraordinary and it was a pleasure to get to know everyone and meet their spouses, friends and family members.

With an increase in attendance and a remote location also comes an increase in expenditures. Due to some unanticipated expenses, the 2012 meeting ran into deficit. Final numbers are pending, but the Region VII portion of that deficit, based on regional attendance, will fall between \$3000-4000.

The primary reason for the deficit was the Audio Visual costs associated with the meeting. AV costs totaled over \$22,000, a record for a regional meeting. To put the AV cost in perspective, Denver's costs for the meeting were \$10,110 and Newport's costs were \$7,500. The Regional 2012 officers believe Audio Visual cost will continue to increase because of increasing technical needs for presentations. AV costs were not included in the contract with the Hilton and were unanticipated.

Addition items that contributed to the meetings costs included the following:

Additional Shipping and printing costs due to location: increase of \$1000. A portion of the cost was due to the need to reproduce some materials that did not arrive at the hotel and costs of shipping to a remote location.

Food and Beverage costs for the 2012 location increased by more than 22% from Denver. However the revenue generated from registration and guest payments allowed those costs to be off-set.

The officers want to acknowledge the support of the Hawaii's vendors as many items were donated. Donations included gift certificates, folder, etc. All these items were passed on to the attendees and reduced the conference total expenditures. The lessons learned for future meetings at remote locations were that certain costs can be inflated and should be considered when setting the registration cost. Additionally, pricing schedules for expenditures such as AV should be verified prior to the signing of the contract. We would also encourage future meetings to seek support from local vendors at the site.

Dianne Horrocks moved to approve the treasurer's report; Sandra Logue seconded. The treasurer's report was unanimously approved as presented.

4. Regional Committee Reports
 - a. Elections – Deb Murphy reported a low turnout of members voting. Vicki Krell was elected as the regional representative to the Board of Directors. The elections committee was unable to contact all candidates for the office of Member at Large with the election results prior to the meeting, so elected candidate will be announced after everyone running has been reached. There was a three way tie for Chair Elect. Candidates were Karen Henry, Leslie Schmidt and Christine Pacheco. A run-off election will be held for 10 days; according to the bylaws, the elected candidate must have the majority of votes casted. Leslie Schmidt withdrew her candidacy for 2013, but will run for 2014.

Vicki Krell commented that the region was very lucky to have three exceptional candidates and thanked all for running for office.

Deb said that Chris Hansen from the National office was a big help in getting the ballots out via Survey Monkey. One of the region's new members commented that they didn't know anything about the candidates to make a decision on who to vote for. Vicki reminded everyone that the candidate information is available on the region's website. Deb encouraged members to meet their candidates at the meeting or call a colleague to obtain more information.

b. Board of Directors – Josie Jimenez:

Reflections of NCURA 2012

Oh yes, and **OUR** world in 2012 went through FCOI implementation (heavens!), Grant Reform (talk of a new circular), Sequestration (the Fiscal Cliff), The National Research Council (NRC) report: *Research Universities and the Future of America: Ten Breakthrough Actions Vital to Our Nation's Prosperity and Security* (where we liked #'s 3, 4, 6, and 7), just to name a few. Whether Blue or Red, young or old, federal or non-federal, sponsored research has been a part of our life, well...for a long time and we hope it will be for a long time to come.

What about NCURA in 2012? Here are a few reflections:

Even though NCURA is the world's first and largest association (now well over 7,000 members) of research administrators, we did not, and do not want to rest on our laurels. We started 2012 communicating what our Brand was and how it was not just our logo (even our brand new one), our website, our cool NCURA YouTube Tuesdays, our stellar Traveling Workshops, our spectacular national conferences, or our other great benefits and programs. It's our reputation - what we say and do. It's the overall NCURA experience from start to finish. Each of us creates that brand and each of us experiences that brand. The professional network and professional development activities we all participate in, through NCURA, are supported by the tagline we created this year – supporting research...*together*. Let's continue to build our brand.

We developed and sent out a Membership Survey to ensure we stay on the cutting edge of what we, as research administrators, want from our National Organization. We had 1,200 respondents and here is a summary of the feedback:

When asked if NCURA represents the interests of the profession, 94% agreed-to-strongly agreed and 93% agreed-to-strongly agreed that NCURA is keeping pace with the changes in the profession. 84% responded that they found NCURA to be Very Valuable to Valuable. Areas where we can improve – the NCURA website (new one going live very soon and NCURA Collaborate is growing by the day – soon to go mobile) and providing clear understanding of how volunteering work in NCURA at the Regional and National level (we have Presidential Task forces looking at these). Lastly, 86% rated the NCURA Magazine Very Good and Good and 73% preferred to read the hard copy of the magazine.

The NCURA Board performed a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis of our organization and Board Members Bruce Morgan and Nancy Daneau wrote a very nice article about our results – here are some of the highlights.

Strengths and Weaknesses: NCURA's strength comes from its members and our willingness to volunteer our time and effort to help one another. Our "community" culture permeates our organization. We are recognized for being a community of communities - communities full of professionals. However, one of NCURA's most valued strengths, the volunteer culture created by all of us, also represents a potential weakness. As NCURA's membership continues to grow, sustaining our culture of volunteerism will become more difficult. It is essential that we continue to find ways to increase volunteer opportunities to keep all of us engaged for the benefit and the betterment of NCURA.

Threats: Our threats continue to be the economy and its impact on our members, including shrinking institutional budgets, increasing workloads and less time for professional development. Complacency

was recognized as a threat however, competition from other non-profit and for-profit organizations actually keeps NCURA from becoming complacent and ensures that we stay on the cutting edge of research administration training and professional development. We did not become the largest by being complacent – that’s for sure.

We worked on restructuring the Professional Development Committee (PDC) to take on more and they are doing great. As mentioned above we created the New Volunteer Opportunities and Volunteer Pathways task forces to help our Presenters, Leaders, and Other Volunteers grow and develop. The Global Working Group was established to plan for future infrastructure related to global activities. For example, our first NCURA Fundamentals of Sponsored Project Administration: *Global Edition* held in Qatar at Qatar University (thanks Bob Andresen and David Mayo). We received funding for our very first grant proposal entitled, *Bilat U.S. 2.0 - Bilateral Coordination for the Enhancement and Development of S&T Partnerships between the European Union and the United States of America*. We had a presence this year in Japan, Ireland, Denmark, Australia, and Canada. We held our 1st EVER International meeting with the Pre-Award (PRA) Conference in enchanting Vancouver in July (thanks to Denise Wallen, Norm Hebert, and crew) while we had a tremendously successful FRA in Orlando (kudos to Michelle Vazin, Brenda Kavanaugh, and team).

We continue to strengthen the infrastructure for NCURA’s Educational Scholarship Fund (ESF). NCURA Past President Pam Whitlock has agreed to Chair the Task Force that is responsible for making ESF fully functional. ESF has had remarkable interest therefore we needed to create a governance for using the gifts to provide financial assistance to and support of continuing education needs for Research Administrators. The areas of support include: NCURA sponsored programs such as traveling workshops, national conferences and accompanying workshops (FRA, PRA, Annual Meeting) and, Graduate Certificate programs in Research Administration, Master’s Degree in Research Administration.

Youtube Tuesdays keep coming. We have 325 subscribers and over 86,000 views from Aug. 2011 to Sept. 2012 (cool).

Lastly, the 2012 Board (what a great group!!) updated a five year planning document which envisions that by 2017, NCURA:

“...will have an increased and engaged membership base.”

“...will continue to advance the profession of research administration.”

“...will continue to be a global leader in the innovation of research management and administration practices and professional development.”

“... shall further establish itself as an essential partner in supporting the research enterprise.”

“...will strategically expand, nurture and capitalize our alliances and partnerships.”

“...will effectively and efficiently use technology for sharing programming and membership engagement.”

All of these accomplishments involved many. Thanks very much to the Executive Committee – a great working group that helped implement what we felt best for the organization in 2012 – a great team effort. I appreciate the work of the NCURA Magazine that continues to produce top notch, professional grade issues – thanks for working with me on getting the 2012 word out. Lastly, a successful organization is built upon a strong central staff - the National Office is truly professional and absolutely AWESOME to work with. They regularly Do It Live!

c. Nominating and Leadership Development Committee - Tony Onofrietti for Jackie Hinton:

1. The NLDC met in the Washington, DC NCURA Office on March 21-22, 2012 to recommend candidates for the positions of Vice-President/President Elect and Members-at-Large and to recommend nominees as award recipients.

Offices:

- Vice-President/President Elect (2 nominees; 2 recommended)

- Member-at-Large (8 nominees; 4 recommended)

Committee members also recommended candidates for the following awards:

- Joseph F. Carrabino Award (1 nominee from NSF; 1 recommended)
- Outstanding Achievement in Research Administration (1 nominee; 1 recommended)
- Distinguished Service Award (6 nominees; 5 recommended)
- Catherine Core Minority Travel Award (7 nominees; 4 recommended)
 - **Congratulations to Valerie Knight, Arizona State University** as an 2012 award recipient.

Selection Process

Prior to the meeting, NLDC members received nomination packets for each candidate. We then reviewed the nomination materials and ranked each candidate using a form provided by NCURA. During the meeting, the committee ranked potential nominees and final candidates for recommendation to the NCURA Board.

Immediately following the NLDC meeting, award recipients and officer candidates were contacted by the NLDC Chair and Incoming Chair. Candidates who were not selected received written notice from Myrta Stager, Manager, Volunteer and Regional Relations.

2. Myrta Stager, Manager, Volunteer & Regional Relations, retired May 31, 2012. Committee members thanked Myrta for her outstanding service to individuals and the organization. She has been an excellent liaison with regional members and leaders, helping to bridge member activities across the country and providing a personal link to the NCURA leadership and office staff. She will be missed.
3. On a personal note Jackie expressed thanks to members of Region VII for the opportunity to serve on the Nominating and Leadership Development Committee. This was a tremendous learning experience, one that has given me a greater appreciation of NCURA leadership and my colleagues.
5. Travel Awards – Vicki Krell reported for Kay Ellis that two travel awards for new members to attend the National meeting were made: Chris Carsten from Colorado State University and Carol Evans from the University of Arizona. Tim Edwards commented that he and Kay reviewed 15 applications; all were good nominations, and he encouraged those with new members at their institution to apply, as we like to make sure these people have a chance to experience the National meeting.
6. Volunteers – Sandra Logue reporting that the push for volunteers at meetings continues to increase. An email went out to establish a standing volunteer committee for the regional meeting held jointly with Region VI. Region VI has a standing committee and it would be ideal to have our own in Region VII. The email generated good response; anyone interested in participating but unable to commit to a standing committee is encouraged to submit ideas. Also, meeting attendance is not required to participate.

The region is now using Volunteer Spot to track volunteer sign-ups for opportunities to help out at meetings – if you receive an email from Volunteer Spot, it is not spam. This web-based scheduling system was the most effective way to disseminate information; a member does not have to register with Volunteer Spot to receive emails or use the system.

Sandra reported on the implementation of a buddy program, where new members without National or Regional meeting experience pair with a veteran member to have a contact at the meeting and not feel so overwhelmed when attending. Sandra is working on facilitating those connections, and experienced members who are interested should contact her.

Sandra then tricked everyone into performing dance moves under the guise of relaxation stretches. She encouraged participation in the Tuesday night regional dance off. Practice was to be held at 5 p.m. Monday; stage time at 9:40 Tuesday evening.

7. Old Business – The website continues to be updated, with information easier to locate. It is more user-friendly and allows Region VII to be less dependent upon Region VI's webpage.
8. Regional Meeting 2013 Update – Tony Onofrietti reported that the Spring Meeting with Region VI would be held in Phoenix, Arizona at the Marriott Renaissance Downtown, April 7-10. Region VII is responsible for facilities and logistics for this meeting, Region VI for program. Katherine Ho is Region VI's chair elect, and has been meeting with Tony via phone weekly to put together the planning committee. Tony thanked those who responded and indicated that there were still opportunities to be involved. Certainly, participating at the regional level lends to developing a skill set that carries over to the national meeting. The track leaders put a call out for proposals for sessions and the deadlines will be extended.

There will be a joint website for program planning, and there will be a planning meeting Tuesday at 5 p.m. in the Region VI/VII hospitality suite. The meeting agenda is to discuss tracks, sessions and timelines. We will be in touch with the hotel after the National meeting. If you have not yet responded but would like to be involved, come to the planning meeting or get a hold of Tony.

Vicki commented that the site is great, right in downtown Phoenix, and the Diamondbacks and the Suns will be in town, in addition to many theater, shopping and dining options. And the weather should be great. Tony indicated we are fortunate to have Vicki on the ground in Phoenix to assist with logistics and local planning.

9. New Business

- a. International Programs Update – Denise Wallen reported that the international community is up and running, and if anyone is interested in international issues please sign up on Collaborate and join the international community; the Collaborate library will have lost of information, podcasts, etc. There will be competitive international fellowships – Leslie Schmitz went last year to INORMS in Copenhagen. This year's round just closed and applications are under review, decision to be made by end of the year. If interested in the 2014 award, please apply, and be sure to talk with Leslie about her fellowship experience.

The NCURA Global Working Groups is working on next steps, meeting in February 2013 and will roll out the strategic plan shortly thereafter.

NCURA Peer Review will develop a focus group for Global Peer Review.

EU cost proposal, led by the University of Cork offered networking activities anchoring to NCURA/EARMA – we hope to be invited to submit a full proposal in January, with defense in March.

The first International Fundamentals offered, led by David Mayo; Bob Andreason led the first international workshop in Qatar. Both were incredibly successful. EARMA will be having the 2013 Annual Meeting in Vienna and some type of offering there as well – likely Fundamentals (midlevel).

- b. Tony Onofrietti reported that the executive leadership would be reviewing the regional bylaws in the coming year. If interested in participating, contact Tony. Additionally, the region is looking to establish a mentorship program – more information to come.

10. Adjournment – Winnie Ennenga motioned to adjourn at 3:25; Denise Wallen seconded. All approved.