

NCURA Region VII Business Meeting

Waikoloa, Hawaii

Tuesday, April 17, 2012

MINUTES

1. Call to Order – meeting was called to order by Regional Chair Tony Onofrietti.
2. Welcome and recognition – Tony Onofrietti acknowledged the contributions of Vicki Krell - past regional chair, Katherine Ho – Region VI chair, and Lisa Jordan – Region VII Secretary/Treasurer for contributions to the planning and execution of the 2013 Spring Meeting.
3. Secretary's Report – Lisa Jordan indicated the minutes from National Meeting in Washington, DC were not yet ready. Marjorie Townsend motioned that the minutes be reviewed and approved at the 2013 National Meeting; motion was seconded by Winnie Ennenga. Motion passed unanimously.
4. Treasurer's Report – Lisa Jordan reported income from National was received in the amount of \$1,925. Travel awards paid out – in 2012, we awarded two travel awards to the regional and two to the national – the same is budgeted for 2013.

Estimated cost of Phoenix Regional Spring Meeting is \$108-112K.

The 2012 spring meeting for Region VI 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. 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 in and the deficit for Region VII was \$3066.68.

The primary reason for the deficit was the Audio Visual costs associated with the meeting. AV costs totaled over \$22,000. To put the AV cost in perspective, Denver's costs for the meeting were \$10,110 and Newport's costs were \$7,500. A/V costs for Phoenix are estimated at \$12,000 at this point. 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.

Additional 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.

5. Regional Committee Reports
 - a. Board of Directors – Vicki Krell:
 1. The number of total NCURA members at that point in time, and the number from each region was shared. 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

2. 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.
3. 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.
4. 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.
5. 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 conferences.
6. 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.

7. 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.
8. NCURA now has 4 on-line tutorials:
 - a. Federal Contracting
 - b. Subawards
 - c. Clinical Trials
 - d. Intellectual Property
9. We continue to see solid demand for our workshops that travel to **your** campus:
 - i. Departmental Research Administration
 - ii. Financial Research Administration
 - iii. Fundamentals of Sponsored Project Administration
 - iv. Sponsored Project Administration (SPA) Level II

AM55 has its new beginning in August! The meeting timeframe has been moved in an attempt to keep escalating prices down. 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).

- b. Nominating and Leadership Development Committee – Jackie Hinton was unable to make the regional meeting; report was tabled to the 2013 National Meeting.
- c. Professional Development Committee – Reporting was unavailable for the regional meeting; report was tabled to the 2013 National Meeting.
- d. Travel Awards – Karen Henry reported that two awards for \$1,000 each were made for new members to attend the Phoenix meeting: Mike Falwell from the University of Arizona, and Cory Huttinga from Montana State.
- e. Volunteer Coordinator - Sandra Logue reported that a volunteer committee has been established: Sara Streich, Jennifer Lawrence, Susan Metosky, and Elizabeth Sexton. This committee will provide additional support and bring in outside ideas. Others are invited to join if interested. This group will provide planning for meetings, anticipated time commitment is around one hour per month, increasing nearer to meeting times to one call per week.

Colleague Connections – professional development effort to engage veteran members with new members and help them acclimate to the meeting environment. Region VI has adopted the name Colleague Connections as well.

- f. 54th Annual Meeting- November 4-7, 2012 - Washington, DC
- g. Other
- 6. Old Business
- 7. New Business
 - a. Region VII website
 - b. Site Selection Regional Meeting 2013
 - c. Election Committee
- 8. Appreciation and Thanks
- 9. Other