

# NCURA Region VII Business Meeting

Phoenix, Arizona

Tuesday, April 9, 2013

## 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. Current region bank balance is \$26,148.

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

The 2012 spring meeting for Region VI/VII 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.

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 22% over 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 5 = 627
Region 2 = 1546	Region 6 = 1008
Region 3 = 1568	Region 7 = 378
Region 4 = 1232	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. 55<sup>th</sup> Annual Meeting- August 4-7, 2013 - Washington, DC – Discussed by Vicki Krell previously in Board of Directors report.
6. Old Business – Elections: Deb Murphy reported the final results of the regional election. Vicki Krell is the region's representative on the Board of Directors; Marjorie Townsend is the new Member at Large; Karen Henry is the Chair-Elect after the election run off. The run off was necessary because the current bylaws indicate that 50% of the vote must be obtained by the successful candidate, which is not likely to occur with three (or more) candidates. The bylaws will be reviewed and potentially amended to remove this requirement. The new Elections Committee will be running early.
  7. New Business – Regional Meeting Survey Results
    - a. Region Meeting 5-Year Rotation Schedule: Currently, the Region VI/VII Spring Meeting location rotates each year between regions, and with a Hawaii location every fourth year. In a typical four-year period, each region hosts the meeting twice - however only one location in Region VI other than Hawaii gets to host the meeting! It is being proposed by Region VI that going forward, in each five-year period, two meetings be hosted in Region VI, two meetings be hosted in Region VII, and one meeting be hosted in Hawaii. The tradition of holding the meeting in Hawaii every fourth year would continue, with no more than two consecutive years being held in one region, excluding years consecutive to Hawaii. The current practice of the region in which the meeting is being held holding primary responsibility for the hotel and logistics, and the other region holding primary responsibility for the program, would continue. For the Hawaii meetings, each region would jointly-share both the hotel and logistics responsibilities and the program responsibilities. The proposed five-year rotation schedule would be as follows:

## YEAR/REGION

2031 R7	2026 R7	2021 R7	2016 Hawaii
2030 R6	2025 R6	2020 Hawaii	2015 R7
2029 R7	2024 Hawaii	2019 R6	2014 R6
2028 Hawaii	2023 R7	2018 R7	2013 R7- Phoenix
2027 R6	2022 R6	2017 R6	2012 Hawaii

Tony Onofrietti reported that 95.1% of respondents voted affirmatively to change the regional schedule to a five year rotation. Winnie Ennenga pointed out that meetings held in Region VII states generate a lot more Region VII attendance, which affects the finances of the region. Vicki Krell also mentioned that while it is true that meetings in Region VI states generally mean less revenue for Region VII, it also means that less of a deficit is incurred and this also needs to be taken into account. Christine Pacheco-Marquez expressed concern about how the Hawaii meeting affected the region's bottom line. Lisa Jordan reiterated that a strong program was offered in Hawaii to encourage attendance, and while there were budget issues and constraints that were not apparent in the planning phases, the experience provided parameters for future meetings so that such deficits should not be a regular occurrence.

Deb Murphy moved to accept the membership vote to change the meeting rotation with Region VI to a five year schedule; Karen Henry seconded the motion. The motion was passed with all ayes, no nays, several abstentions.

- b. Moving Regional Meeting to Another Month: The NCURA Annual National Meeting has been moved from November to August. Further, the NCURA Financial Research Administration (FRA) and the Pre-Award Research Administration (PRA) Conferences have been moved to March. Would you favor moving the Region VI/VII Spring Meetings to a month other than April?

Tony Onofrietti reported that Region VI is looking at November, October or February as potential months to hold the regional meeting. In considering different timeframes, Tony mentioned that summer months (May-Sept) tend to be busy for most people. Beth Kingsley pointed out that northern states may not be so good outside the summer months because of weather issues. The decision is somewhat financially driven – when is the lowest pricing and/or per diem. Deb Murphy indicated that floating months could be an option. Tony pointed out that SRA's regional meeting was occurring at the same time as the NCURA regional meeting, essentially competing for participants. Winnie Ennenga mentioned that the NCURA National meetings (FRA/PRA) are competing with the regionals and they should be made aware of the impact on regional attendance; is there a possibility of moving FRA/PRA instead of the regional? Attendees often are forced to make a choice of which meeting they can attend. Gene Larson suggested rotating meeting times. Christine Pacheco-Marquez suggested that consistency in the regional meeting time would be better, and moving close to the national meeting puts the region in a bad position as well. Dennis Paffrath from Region II indicated they are not moving their meeting time, they are holding theirs in Buffalo this year, and not everyone goes to every meeting so selecting timeframes that do not overlap may not be a big issue.

Vicki Krell motioned to table the issue to gather more information and further discuss. Winnie Ennenga seconded the motion. The motion passed with most ayes, one nay, several abstentions.

- c. Amend Region VII By-Laws to Include Regional Membership Vote to Select the Final Site Location for the Regional Meeting: The current Region VII By-Laws state "Region VII shall hold at least one regional meeting during the first six months of the calendar year at a site to be determined in advance by the Program Committee with concurrence of the Regional Executive Committee and the general membership." Other NCURA regions include in their by-laws a process for site selection where a Site Selection Committee identifies possible locations with the final site selection chosen by a regional membership vote. Would you favor amending the Region VII By-Laws to include a regional membership vote to select the final site location for the regional meeting?

Beth Kinglsey asked if only the destinations or if actual sites would be voted on. Christine Pacheco-Marquez mentioned that consideration must be made for accessibility to the city/location. Sara Streich commented that the process needed to be equitable.

Ryan Vann motioned to have an Ad Hoc committee look at the Bylaws report provided by Tony Onofrietti and suggest an amendment. The motion was seconded by Selene Shockency. The motion passed with mostly ayes, three nays, many absentions.

Note: Elizabeth Sexton indicated that documents for review at the business meeting should be available 14 days in advance for review by members.

8. Appreciation and Thanks – Tony Onofrietti presented Vicki Krell with a gift of an artisan floating bud vase from the region as thanks for her service as 2012 Regional Chair.
9. Motion to adjourn by Elizabeth Sexton, seconded by Christine Pacheco-Marquez. Unanimously affirmed.