

Fall 1997

The meeting was called to order by Chair Terry May on Tuesday, November 11, 1997, at 1:30 p.m. during the NCURA National Meeting in Washington, DC.

A. Attendance

The participants in the business meeting introduced themselves and identified their representative institutions.

B. Minutes/Financial Statement

Carol Quintana asked for review and approval of minutes from the May 20, 1997 meeting and financial statement which indicated a total balance of \$11,308.57 for the period ending September 30, 1997. Kathleen Engstrom made a motion that the minutes be approved. The motion was seconded and unanimously approved.

C. Standing committee reports

Finance & budget:

Our secretary/treasurer sits on the standing committee. The fiscal year for the NCURA national office runs Jan-December. F&B is 1) recommending that they change that to end in May to facilitate managing the budget; 2) that an auditor be selected; 3) that a benefits plan for the national office staff be looked into; and 4) that ways for each region to invest their respective monies be considered and approved.

Professional development:

Our regional representative is Ann Powell. No report was provided.

Publications:

Carol Quintana will be the new Chair of this standing committee. Carol asked for input and suggestions from the region. Misseye Bonds will be serving as our representative. The research management review will be continued. The last issue was sent this summer. Forward ideas or information to Misseye or Carol Q.

Reg 7 has an interest in getting our newsletter & journal accessible on the web. Carol thought that NCURA was going to do this, much like SRA has done.

Membership:

Janie Castro Morales is our representative. She was unable to attend this meeting but had assigned membership tasks to Kathleen Engstrom and Judy Fredenberg. Joan Warfield, Chair of Membership, had extended her appreciation to Terry for the work and commitment that Janie has demonstrated on behalf of her region.

Program:

As an ad hoc committee, Program representatives are appointed by the president of NCURA. Although different from some regions, Reg 7 has no specific bylaws regarding regional representation on the program committee

Nominating committee:

Our representative is Twila Reighly. No specific report provided. Because of streamlining efforts being considered by the national executive committee, Terry indicated that he, as chair, will be assuming the nominating responsibilities at the regional level.

Over 1/3 of our region voted in our recent election.

ERA:

Kim Moreland will be the new chair. Although the chair of select committees sit on the executive committee, they do so as a non-voting member. The executive committee has agreed to fund another four years for this select committee. Jean Humphries and Judy Fredenberg are current members of ERA.

Danny Powell is working on a cookbook and trying to put information together about a variety of ERA functions for research administrators.

Jean Humphries asked for input for ERA topics

D. National activities

Research administration professional & institutional development (RAPID)

- For use in our own institutions
- attempt to provide a beginning point
- understanding is that it will be linked off NCURA's homepage

Strategic planning by executive committee:

Who should be members? Associate members: government and organizational people

Sponsored Programs Conference:

July 6-7, 1998: Sponsored Programs conference at NIH: PUI ...

Primarily Undergraduate Institutions Conference. The conference will teleconference one day and one track with a per site registration fee.

NCURA Web Page NCURA will be transferring the web page from Rice University to the national office. This will help get specific regional information & region demographics.

E. Future regional meetings

Spring 1998 meeting:

The meeting is planned for April 18-21, 1998, at the Outrigger Hotel in Kaiui, Hawaii. The Saturday activity will be the annual golf tournament, Sunday will have optional workshops offered for an added charge, and Monday through Tuesday afternoon will be the concurrent sessions. The room rate will be \$110 per night for single or double rooms, plus 10.166 percent state tax. The Outrigger has an arrangement with Budget Rent-A-Car and a car may be rented for \$26.50, plus taxes and fees. There is not good public transportation available on the island. A luau is planned.

Spring 1999 meeting:

The 1999 meeting is being planned to be held in Coeur d'Alene, Idaho. Rooms will be approximately \$99 per night (Hospitality Suites). To limit liability, the executive committee has determined that bartenders will be hired to serve in our hospitality suites and that liquor will be purchased from the host hotel.

F. General Regional Information

Terry indicated that Janie Castro Morales was very appreciative of the flowers the region sent her last spring and passed around a thank you card she sent. Similarly, Carol Henderson expressed appreciation for the flowers sent to her; she is very fond of the relationship she has had with NCURA.

Terry talked about the fact that there are seven regions and we each have our own bylaws. The bylaws for Region 7 indicate that our Chair is also our regional representative; some regions have both a regional chair and a regional representative.

Regional officers nominations to be available next November

Chair (vice Terry May)

Member at Large (vice Carey Conover)

The regional executive committee consists of five individuals:

1. member at large
2. member at large
3. president
4. secretary/treasurer
5. past regional chair

G. Regional Web Page and Email information

New Mexico State, under Denise Wallen, will work to complete work begun by Jacquie Kroner and Judy Fredenberg to get a regional web page published and up to date.

Information regarding regional activities will continue to be sent to regional membership via email. The suggestion was made, however, that better effort be made to use the "blind copy" capability so that recipients of the email do not have to scroll down through pages of other recipients to get to the message.

Formal Recognitions:

Terry recognized and thanked Carol Quintana for her effort as Secretary/Treasurer. Terry formally recognized Larry Irvin for his years of bartender service for the regional hospitality suite.

H. Adjourned

The meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Judy Fredenberg

Secretary-Treasurer