

# Fall 2001

Washington, D.C.

November 13, 2001

Judy Fredenberg, Chair, called meeting to order at 3:55PM

## I. Introductions of Membership

Judy requested that the membership introduce themselves and their "Buddy's" if they were participating in the Buddy System. She then asked the remaining members to introduce themselves and indicate what institutions they were from.

## II. Recent Nomination/Elections

Judy informed the membership of recent election results that elects the following members to two-year term positions:

Secretary/Treasurer - Tim Edwards

Member At Large - Winnie Ennenga

Congratulations to these individuals for becoming involved and serving the membership in this capacity.

## III. Travel Award Winners

Judy informed the members that several travel award nominee applications had been received for the 2001 Travel Award this year. She explained that the award is given to members who have not had the opportunity to attend a national meeting. The award also assists in offsetting total trip expenses for the member attending the meeting for the first time. The Executive Committee of Region VII determined that two travel awards in the amount of \$1,000.00 would be awarded to the following individuals:

Rupert "Jupe" Herrick from Colorado State University

Jacque Bernard from Utah State University

Jackie expressed her sincere appreciation to the membership for being selected as one of the travel awards. She also thanked everyone for guiding her during the meeting to the correct places and for being so helpful and friendly.

## IV. Approve Minutes from April 2001 Regional Meeting

Josie Jimenez asked the members to review the minutes passed out for the Spring Meeting held in April 2001. Motion made by Winnie Ennenga for minutes to be approved as is. Motion seconded by Carey Conover. Minutes approved.

#### V. Financial Report

Josie Jimenez passed out a copy of the Financial Statement for the period ending September 30, 2000. Josie asked the members if there were any questions or changes to be made to the Financial Statement. Motion made by Diane Horrocks for financial statements to be approved as is. Motion seconded by Tim Edwards.

#### VI. Report from National Representatives

Board Report - No report. Brian Farmer not in attendance. Judy mentioned that Brian had been elected as the Regional Representative, which consists of a two-year term.

Nominating and Leadership Development Committee (NLDC) - Carey Conover informed the members that a slate of officers and recommended achievers and Marietta. There were four individuals nominated for Catherine Core Minority Travel Carey mentioned that Catherine Core was attending the meeting.

Carey also informed the members that the committee was preparing NCURA members as future leaders and were attempting to recognize individuals who contribute so much to NCURA.

Fellows program and NCURA Distinguished Award. Committee proposed that five individuals per year should be recognized at the regional and national level. Board of Directors approved the concept proposed by the NLDC committee.

Will work on next year to implement way to show appreciation to members who may not receive one of the other awards available through the organization.

Communications and Membership Services (COMS) - Bo Bogdanski informed the members that the COMS committee which initially had been established as a two-year standing committee was extended by the Board for one more year to complete review of pending issues. Bo explained the following issues were pending evaluation by the standing committee:

- Newsletter
- News blasts
- Website updates
- Newcomers - The fact that their needs are not being addressed
- Membership profiles
- NCURA Gear - Responsibility has been taken away from COMS committee and is now the responsibility of the national NCURA office.

Neighborhood Community Advisory Committee - Denise Wallen informed the members that the Neighborhood Community currently consists of the three neighborhoods: 1) Pre Award, 2) Electronic Research Administration (ERA) and 3) Financial Research Administration. Denise explained that the neighborhoods are a vehicle being utilized to push web-based and electronic information to members of NCURA. Denise informed members of the three additional neighborhoods (Compliance, Departmental Administration and Predominantly Undergraduate Institutions (PUI) being suggested as additions to the existing neighborhood.

Denise also advised members that Interactive Learning Series (ILS) session would be available to the members through interactive chat (I-chats) sessions. These sessions would be accessible through a web-based application and questions could be sent to the speaker or speakers during the live session. A member would receive an e-mail notifying them of the upcoming session based on the member showing interest in a given area based on the Member Profile database. This is another avenue of gaining information related to research administration in all areas.

Denise reminded members to update or complete their member profiles on-line so they also could be informed of available ILS sessions that may be of interest to the member. If a member subscribed to a certain neighborhood and then found that the information being provided was not what they needed or wanted then the member could unsubscribe from the list. It was suggested to sign up to various list serves initially and then tailor them once you see what they have to offer.

A redesigning of the website is being done to make it more user friendly and more dynamic to meet the members needs.

Judy asked the members, how many of them had received an e-mail informing them to wear red, white and blue for the Tuesday night function? If you did not receive this e-mail then you are not signed up for the overall NCURA listserv.

It was noted that the University of New Mexico is still hosting the Region VII website. Denise noted that on the website the heading Web Committee is shown but there is no such committee. Denise said it was anticipated that a committee would be formed to look at modifications/input on the website. Judy asked the members if a Website Committee should be formed. Theresa Ekin suggested an e-mail be send to Region VII members requesting they look at the current website and make suggestions for improvement.

## VII. Regional Update

Regional Meeting April 2002 - Judy informed members that the Joint Spring Region VI/VII meeting is going to be held in Kona, Hawaii at the Ohana Keauhou Beach Resort on April 17 -19. A room rate of \$109.00/night has been negotiated with the hotel. This room rate will be honored five days pre and post of the meeting dates per the hotel.

The program committee for the Region VII Spring 2002 meeting is:

Kathi Delehoy, Colorado State University; Tim Edwards, University of Montana; Theresa Ekin, Arizona State University; Judy Fredenberg, University of Montana; Josie Jimenez, New Mexico State University; Denise Wallen, University of New Mexico

Tentatively six workshops, sixteen concurrent sessions and nine discussion groups are being planned for this meeting. Each session is being scheduled for a seventy-five minute time slot. Workshops are being scheduled for Sunday, April 17.

Judy asked the members if they had any suggestions for sessions or discussion topics they wanted addressed, to contact one of the individuals on the program committee to make sure your idea is included.

Judy mentioned the recent restructuring of the organizational bylaws at the national level had left inconsistencies with those at the regional level. Judy informed the members that she had asked Dianne Horrocks to compare the national and regional bylaws to find all inconsistencies which need to be addressed.

Dianne informed members that she had compared Region VII's bylaws to those of other regions and those of the national office and had identified inconsistencies needing to be addressed. Dianne explained changes and discussion followed. Judy asked Dianne to review the guidelines once more incorporating suggested changes from the membership. Dianne said she would provide a synopsis of her findings to the members for comment and review once she had finalized them. Several members offered to review the final draft prior to submission to the membership.

Members were encouraged to look at the bylaws and send any suggestions to Dianne via e-mail, so she could incorporate them into the final synopsis.

Judy thanked Dianne for undertaking this major task which effects and benefits the entire region.

Judy updated the members of the following future regional meetings being planned:

2003 Colorado Springs, Colorado 2004 San Francisco, California

2005 Salt Lake City, Utah

2006 Maui, Hawaii (Another suggestion is Monterey or San Diego)

2007 Tucson, Arizona

2008 Las Vegas, Nevada (Another suggestions is Reno)

2009 Albuquerque, New Mexico

2010 Oahu, Hawaii

Judy advised the membership that based on the Volunteer Workshop held in June 2001 by the national NCURA office, Hilton hotel speakers indicated that a "repeat customer" to Hilton hotels located throughout the United States would account for better rates and would allow for better planning of meetings. Judy asked the members what their opinion was on this suggestion and members responded positive toward long-term planning. Long-term planning was viewed by the membership as a four-year planning cycle.

#### VIII. Other

Judy asked how many of the members in attendance were going to attend the NCURA Tuesday night function. A show of hands indicated the majority of the members would be in attendance. Judy asked the members to meet in the hospitality suite about 6:15pm and that would allow Region VII to go to the function as a group.

The drawing was held to select a new member to receive a free registration to the Joint Region VI/VII Spring Meeting in Hawaii. The drawing was for the new members who had attended the New Members reception and those who did not attend were asked to fill out a form at this time to be eligible. The new member winner of the free registration was Jacquie Bernard.

At 5:00PM, Tim Edwards moved the meeting be adjourned. Dianne Horrocks seconded the motion. Meeting adjourned.

Respectively submitted,

Josie Jimenez, Secretary/Treasurer