

**Region III Business Meeting
NCURA 2009 Region III Annual Meeting
Marriott Bay Point, Panama City, Florida
May 6, 2009**

The meeting was called to order by Region III Chair, Tony Ventimiglia (Auburn University) at 9:40 a.m.

Recognition of New Members and First Time Attendees

Tony Ventimiglia recognized all new members and first time attendees at the meeting. Tony explained the pink flamingo and palm tree stickers and encouraged new members to volunteer with the region.

Approval of Minutes

Bruxanne Hein (Coastal Carolina University) presented the minutes from the November 2008 regional business meeting held in Washington, DC. Motion to approve minutes from Beryline Temples (University of Central Arkansas); seconded by Tony Ventimiglia. The minutes were approved as submitted.

Submission of Treasurer's Report

Cindy Hope (University of Alabama) presented the Treasurer's Report for the period ending April 30, 2009.

Regional Committee Reports

Membership Committee – Chairperson: Rebecca Puig (University of South Florida) on behalf of Lori Brown (University of Central Florida)

Report was given by Rebecca Puig, who also recognized the committee members and welcomed new members.

Regional Travel Awardees: Sandy Barber (Georgia Institute of Technology) and Elizabeth Murray (University of Florida, College of Engineering)

Senior Professional Service Awardee: Tommy Coggins (University of South Carolina) nominated by Pat Green and Pam Whitlock

Web Site: Rebecca Puig, no new items to report

Nominations and Elections – Chairperson: Beryline Temples thanked committee members, reported Tom Roberts (Florida Gulf Coast University) was elected to the NCURA Board for Region III, and Jennifer Shambrook (St. Jude's Children's Research Hospital) is the new Chair-Elect.

Hospitality – Chairperson: LaJuana Ellis (Georgia Tech)

LaJuana thanked all the committee members and volunteers and had them stand. Thanked American Appraisal for their support, as well as volunteers, and recognized game winners from the hospitality suite games.

Site Selection –Diane Anderson reported the 2010 Regional Meeting would be held at the Peabody Hotel, Memphis, TN April 25-28, described the area attractions and available tours.

Regional Newsletter – Contributors Sam Gannon (Vanderbilt University Medical Center) and Laura Letbetter (Kennesaw State University) were unable to attend; Tony praised the work they have done on the newsletter.

Volunteer Coordinator – Rick Smiley (East Carolina University)

Rick was unable to attend; Tony thanked all volunteers and emphasized the importance of the volunteer coordinator.

Jill Frazier Tincher (University of Miami) thanked everyone for their reports and for attending the meeting. Discussed how the economy has impacted our meeting, but the program was strong and the sponsors helpful. She reminded attendees to please fill out their evaluations, and reported 174 attendees at the meeting.

National Committee Reports

Please see attached reports for those members unable to attend.

Tony introduces Denise Clark, NCURA President (University of Maryland, College Park), who in turn recognizes Tony and the Program Committee for the national meeting.

Old Business

Tony affirmed that the newly created Secretary position is a two-year commitment and the by-laws have been revised to have the position start on an even year.

Tony thanked all who were involved in the meeting, and particularly recognized the fundraising committee for what a great job they did.

New Business

None

Tony Ventimiglia discussed the importance of volunteering, how you can grow as a professional and support the organization, expressed his appreciation to everyone who has helped. He then passed his gavel to Jill Frazier-Tincher; Jill thanked Tony and presented him with a glass flamingo as a token of appreciation from the membership.

The meeting was adjourned at 9:23 a.m. by Jill Frazier-Tincher.

Prepared by: Bruxanne Hein

**NCURA Board of Directors Report
Thomas J. Roberts
NCURA Regional Business Meeting
Wednesday, May 6, 2009**

Dear Colleagues-

I'm sorry to not be able to be with you in Panama City today to give this report, but unfortunately I had two different work related conflicts that required my attention. I am oh so very important you know. Tony likes to talk anyway so I'm sure he is enjoying giving this report in any case.

My first meeting representing us on the NCURA Board was in Naples, FL in January. I participated in a new Board member orientation and struggled to sit through a lengthy Board meeting the following day going through exciting stuff like past minutes, financial reports, hearing updates from various task forces. Boy it was a lot of fun. Really, it was. Subsequent to the meeting in January we had two conference calls, one in March and one in April. During the March call we followed up on items raised during the January meeting specifically pertaining to the budget. To make a long story short the budget was approved. In April we focused on tweaking the NCURA strategic plan. We are still working on this. We meet again next month and I will have more to report on then. In short, I'm getting my feet wet, but in all honesty am comfortable with the overall actions the Board and NCURA staff are taking to meet our needs as a professional organization. Overall we are in good standing despite the current economic conditions.

I know that since it is Wednesday morning, that you are probably anxious to have Tony (me) quit reading this and get to packing and head home. Hope everybody had a good time and look forward to seeing everybody personally in DC in October. Tell Pat Green to wake up. See ya!!!

NLDC Talking Points:

N&LDC
(for Cathy
Snyder)

- ✓ NCURA's membership is currently 7000+ and growing!
- ✓ We need members to step forward and nominate, self-nominate, or encourage a colleague to consider the many opportunities available at this time
- ✓ This year we will be electing a **Vice President/President-Elect, Secretary, Treasurer-Elect, and two At-Large Board members**. Please consider nominating (or self nominating) someone for these very important positions. **The deadline for nominations is May 22, 2009.**
- ✓ Applications are being accepted for the **2010 LDI class**. The Leadership Development Institute is designed to nurture and grow NCURA's future leaders. The LDI further develops and hones participants' leadership skills and can benefit both personal and professional endeavors. Complete applications are due by **May 26, 2009**. Requires two letters of endorsement from NCURA members who are active at either the regional or national level in roles such as: National Officer; Regional Officer, Board Member, Committee Member, NCURA Faculty Member.
- ✓ The N&LDC also is seeking nominations for the NCURA Awards programs. Nominations for these programs are **due May 29, 2009**.
 - **The Distinguished Service Award** - This award is given to up to five individuals who have made significant contributions to NCURA.
 - **The Joseph Carrabino Award** - This award is presented to a federal employee who has made a significant contribution to research administration, either through a single innovation or a lifetime of service.
 - **The Outstanding Achievement in Research Administration Award** - This award is given annually to an individual who has made a significant contribution to the profession of research administration.
- ✓ We seek applicants for the **Catherine Core Minority Travel Award**. Complete applications, including supporting materials, are due by **May 29, 2009**. This program supports travel-related expenses (i.e., airfare, ground transportation, lodging, meals not included in the meeting registration) to the NCURA Annual Meeting for up to four individuals from underrepresented groups who would not otherwise be able to attend the Annual Meeting. **NOTE:** Awardees' home institutions pay for the Annual Meeting registration of the awardees.
- ✓ For more information on these programs:
 - Visit the NCURA web site at <http://www.ncura.edu>
 - Refer to Flyer available here at our meeting (**NOTE:** in their meeting packet or at the Spring Meeting Registration Desk depending upon how your region handles the materials from NCURA office)
 - Articles in the February/March 2009 NCURA Magazine
 - Or see me throughout the meeting!

Membership & Awards Committee Report

First we would like to take this opportunity to welcome all our Region III new members!

Introducing the Region III Membership & Awards Committee: Sonja Avery – University of North Florida, Lori Brown (Chair) – University of Central Florida, Jennifer Mahler-Krupp – Duke University, Rebecca Puig – University of South Florida, and Stephanie Smotherman – Vanderbilt University Medical Center. Our committee had the task of choosing the travel award winner for the 2009 annual spring meeting. From the 11 nominated candidates, we had to make the hard decision to choose a winner out of the group, but there were the two candidates so good that we couldn't choose just one. Thanks to Tony Ventimiglia and the Region III Executive Committee for making it possible for us to pick two winners.

Please join me in congratulating Ms. Sandy Barber from the Georgia Institute of Technology and Ms. Elizabeth Rarick from University of Florida, College of Engineering on winning the 2009 Regional Meeting Travel awards. Sandy Barber is an Accounting Manager II and has been in the University Research Administration field for 8 years. She is responsible for the financial management of sponsored projects from the point of award through closeout. Her responsibilities include establishing sponsored projects, managing project financial reporting, invoicing to sponsors, monitoring budgets and unallowable costs and managing a staff of accountants. Sandy was granted this award based on the outstanding letter from her supervisor, Associate Director – Project Accounting, Sandra M. Mason.

Elizabeth Rarick is Research Administrator II and has been in the University Research Administration field for 1.5 years. She manages all post award activities from inception to close for the awards assigned. She would like to increase her exposure and depth of knowledge of the various federal regulations that govern research administration, how to prepare for and manage audits and auditors, and the different ways that institutions develop policies to manage compliance issues. Elizabeth was granted this award based on the exceptional letter from her supervisor, Assistant Director – UF College of Engineering, Tiffany Schmidt.

We would also like to congratulate our 2009 Senior Professional Service award winner, Tommy Coggins. Tommy has been in Research Administration for over twenty-five years and a member of NCURA since 1980 has served both Region III and our national organization including as Regional Treasurer, Vice-Chair and Chair of Region III. Tommy was nominated by Pamela Whitlock, Patrick Green, and Thomas Roberts, here is a compilation of their kind words:

'Over the years Tommy has served NCURA Region III in every capacity possible. I don't believe there is a service activity he has not engaged in, a committee he has not served on, or an office he has not held. Tommy has always served with dedication and distinction. He has mentored and encouraged others to engage in service activities, and

has always offered his services and support whenever they were requested or required. Tommy is a devoted advocate of Region III and is a person who has proven his commitment to NCURA through his actions.'

'On the national level, Tommy has been an outstanding representative of Region III. Tommy served as Secretary as well as being on the Board of Directors several times. He returned this year as a presidential appointment. Informally, because of his memory and long board of directors experience, he is known as NCURA's historian, nationally and within Region III. Tommy has also served as Chair of the Nomination and Leadership Development Committee. During his two years on N&LDC, Tommy was instrumental in analyzing the LDI program, leading to today's outstanding model. He is currently serving on NCURA's Fundamental faculty. In 2004 he received NCURA's Distinguished Service Award, recognizing his leadership and service to the profession.'

'Tommy has always been a source of information for other NCURA members. Always willing to help others from other institutions with his vast knowledge of Research Administration. There is not a more deserving individual than Tommy Coggins for this award.'

We would like to present this commemorative plaque as a token of gratitude for your dedication and service for Region III.

FALL 2009 NATIONAL AWARDS – Call for Nominations

Region III requests nominations for our **Travel Award** of \$1,000 that will be given to a selected member of Region III for the upcoming National Meeting. This award is targeted toward newer members who without the award may not have the opportunity to attend either the national or annual regional meeting.

Warm Regards,

Region III 2009 Membership & Awards Committee

1. By June 1, 2009, the PDC should come up with "blue ribbon workshops" from national conferences that will be offered to institutions. The committee should determine which workshops would be part of the stable of offerings and if the workshops should only be presented by the original faculty.
2. By June 1, there should be defined a process for evaluation of NCURA programs - what is done with the evaluation information and what is the best use of the information. Discussions on more systematic ways of utilizing the information has begun. A subcommittee has summarized the evaluation of the last annual meeting and is in the final stages of assessing and developing the appropriate mechanisms to provide the best programming and best feedback to speakers. This information is also being used to develop ideas for new programs and workshops.
3. A subcommittee is working on "Speaker Care." The PDC is charged with evaluating the current level of "speaker care" provided to these members and making recommendations for any enhancements or improvements to these services. The charge encompasses travelling workshops as well as national workshop faculty and concurrent session speakers. A list of recommendations on how to improve "speaker care" is currently being developed. This should be completed by July 1, 2009.
4. The PDC is working on guidance for travelling faculty team assembly. The PDC implemented an application process last year which facilitates the selection of traveling workshop faculty. The charge is to develop guidance for selection of teams, one for hotel based road show and one for customizing teams for on-campus workshops - a new application/nomination form is being developed. The initial progress report for this charge is June 1, 2009.
5. The PDC has begun to solicit, gather and review end user feedback regarding the NCURA website, our vital portal for membership.
6. The PDC is working on NCURA TV 2010 so that each session will have broad audience appeal to our membership. Suggested topics: award negotiation, managing and administering federal requirements, departmental research administration and compliance.
7. Discussions on what NCURA needs to do regarding the ARRA - best way to help membership cope with new requirements.

Please let me know if this is sufficient or if you would like more information in any of the charge areas.

Valera

Valera T. Francis, Ph.D.
Director
Office of Sponsored Programs
The University of North Carolina at Greensboro
Phone: (336) 334-5878 Fax: (336) 334-3140
E-mail: vtfranc2@uncg.edu

Tony Ventimiglia <ventiaf@auburn.edu>

To Valera Francis VTFRANC2 <vtfranc2@email.uncg.edu>

cc

03/31/2009 04:20 PM

Subject Re: Region III Spring Meeting

From Robyn Remotigue

- Hold up the Neighborhood Flyer in the Packet.

- NCURA would like to encourage you to take a walk through the neighborhoods

- There is a neighborhood that will help your area of expertise.

- Compliance
- Departmental Administration
- Pre award
- International
- Electronic Research Administration
- Financial Research Administration
- Pre dominantly Undergraduate Instit.

The neighborhoods offer listservs, resources and online chats. There is a list of upcoming online chats,

So I invite you to come into the neighborhood & expand your knowledge of NCURA resources.