

**Region III Business Meeting
NCURA 2011 Regional Meeting
Wild Dunes, Isle of Palms, S.C.
May 4, 2011**

The meeting was called to order by Region III Chair, Jennifer Shambrook (St. Jude Hospital) at 9:10 a.m.

Recognition of New Members and First Time Attendees: Jennifer Shambrook recognized all new members and first time attendees at the meeting as well as all the presenters for their contributions to the conference. Jennifer also encouraged the new members to stay in touch with the contacts they made at this meeting.

Approval of Minutes: Beryline Temples (University of Central Arkansas) presented the minutes from the November 1, 2010, Regional Business Meeting held during the National Meeting in Washington, D.C. Corrections to the meetings were made as follows:

1. Upon motion from Paige Robinson (Vanderbilt University Medical Center) to amend, the report from the Membership & Awards Committee was changed to read: "Paige Robinson (Vanderbilt University Medical Center) gave the Membership & Awards Committee report. She recognized the Region III National Meeting Travel Award Recipients, Hana Boed (New College of Florida) and Amy Lutero (Virginia Commonwealth University). She thanked the committee members for their participation in this selection process."
2. Upon motion from Barbara Gray (Valdosta State University) to amend, the report from the National Board of Directors was changed from "standing committees" to "select committees." Affected portions of this report were changed to read as follows: "The Board created two new select committees this past year, the Select Committee for Evaluations to evaluate things within NCURA. NCURA is committed to having things done well, we want to know that our workshops are the best, our conferences are the best, and everything we do is the best, and the select evaluation committee will make it easier to maintain that level of quality. The other select committee that was created was the Select Committee on Peer Review."

Beryline asked for a motion to approve the minutes as amended. Paige Robinson (Vanderbilt University Medical Center) made a motion to approve the minutes as amended and James Denney (Mississippi University for Women) seconded the motion. All members agreed and the minutes were approved as amended.

Submission of Treasurer's Report: Erica Gambrell (University of Alabama) presented the Treasurer's Report for the period ending December 31, 2010. "Region III is the largest region with 1,420 members as of 12/31/2010. Region III reported a \$9,250.14 profit as of 12/31/10 and this included accruals for the leadership convention in February and also for the estimated final invoice from the Hilton hospitality suite. We had 224 paid registrations for the 2010 meeting in Memphis and we had 290 paid for the meeting in Isle of Palms. Financials will be made available once all expenses have been paid for the meeting at Isle of Palms."

Regional Committee/Officer's Reports

Membership & Awards Committee – Paige Robinson (Vanderbilt University Medical Center) gave the Membership & Awards Committee report. There was one travel award winner, Kevin Mills (East Carolina University). She thanked the members of the committee for all their help.

Nominations and Elections – Jennifer Shambrook gave the Nominations and Elections Committee report on behalf of Chair Kim Linkous (Virginia Tech). Cindy Hope (University of Alabama) was elected as the incoming Chair-Elect. Her one-year term will begin the day following the 2011 Regional Meeting. Jill Frazier Tincher (University of Miami) was elected as the National Board Member from Region III.

Hospitality Committee – Chair Rodney Granec (University of West Alabama) reported on the successes of the Region III Hospitality Suite. He thanked all the committee members who helped him with the hospitality suite this year by recognizing them individually: Michelle Beck (University of Alabama), Michelle Estes (University of Alabama), Betsy Foushee (Old Dominion University Research Foundation), Tamara Hatch (James Madison University), Jennifer Minges (University of Alabama), Brigette Pfister (Clemson University), Rachel Phillips (University of Arkansas for Medical Sciences), Stephanie Smotherman (Vanderbilt University Medical Center), and James Denney (Mississippi University for Women). Rodney thanked everyone for coming by this week networking, having a good time playing games, and taking the opportunity to meet new folks.

Regional Newsletter – Editors Sam Gannon (Vanderbilt University Medical Center) and Laura Letbetter (Kennesaw State University) gave the Regional corner report. Laura said they wanted to encourage all of the membership to contribute news items they would like to see in the regional corner, and they would love to have your contributions. In particular, they would love it if you would send news items about individual members' educational accomplishments, if you publish a paper, if you complete your CRA, or finish a graduate program, we'd love to be able to highlight that in the regional corner. Sam said that they also wanted to thank everybody that helped them meet their deadline and send them all the critical information they have asked for in the past.

Volunteer Coordinator – Chair, Robyn Remotigue (Mississippi State University) recognized and thanked all those who volunteered for the regional meeting. Robyn said there were over 40 volunteers for the registration desk as well as to be a room monitor, and she asked them to stand and be recognized. For the first time, Robyn recruited committee members and set up a Volunteer Committee to help with all the new activities. She recognized these volunteers, Laura Letbetter (Kennesaw State University) and Christy Davis (Mississippi State University). Laura and Christy helped Robyn with the Mentor/Mentee program. Robyn recognized all the mentors and mentees by asking them to stand, she said e-mails would be going out to all of these individuals asking about their experiences because they would really like to fine-tune the program to make it better and figure out how folks can benefit from it more. The committee had 18 folks request a mentor.

Website – Webmaster Tricia Page (University of Tennessee Health Science Center) gave the report for the website. Tricia said that she hoped everybody has had the opportunity to go out and look at the Region III website's new look and been able to download the pdfs for most of the presentations in two different formats. Tricia said she had a little bit of support back at her office with the development of the website, that it wasn't just typically her alone, that she enjoyed doing it, and that she would like to get their powerpoints uploaded along with any other comments.

Jennifer stated that it has been an extreme pleasure to work with these officers and these committee chairs this past year and they have every one, not just taken a position title to put on their tv, they have truly engaged, truly done a fantastic job, and it's through the efforts of all of these people that we have the best region on the planet, so again she wanted to thank them all.

Regional Meeting – Rick Smiley (East Carolina University) Region III Chair-Elect and 2011 Region III Program Committee Chair gave the regional meeting report. Rick recognized the sponsors, the Medical University of South Carolina, American Appraisal, Elsevier, ATTAIN, and Administrative Management. Rick conveyed his thanks to all the program committee members (names in the program), and stated that he would love to tell how much each one of the committee members had done, and how much they had helped and how powerful their work was, but there's just not enough time. So he said that the meeting would speak for itself in terms of the work they did. Rick said that it was one of the most enjoyable experiences of his life and he wanted to thank them all again.

Site Selection Committee – Jennifer Shambrook (St. Jude Hospital) gave the committee report for the Site Selection Committee. Jennifer said that with the downturn in the economy a few years back some of our contracts were affected. She also explained that we plan our meetings well in advance so we can get good hotel contracts, get the dates set when we want, get the sites that we want, and hopefully get room prices that we want. We had planned meetings for Panama City (2 years ago), Isle of Dunes (3 years ago), and in Memphis last year. The number of people that we anticipated would come to the meeting ended up declining because of people having travel restrictions and so we had to renegotiate our contracts and what we did was to split those contracts so that we repeated that cycle. So we were here (Isle of Dunes) 3 years ago, then we were in Panama City and we will be in Panama City again next year, and then we were in Memphis last year and we will be in Memphis again in 2013. But, now it is time to get back into our regular routine of planning site visits and site selection voting so that the members once again have a voice in where we go. What Jennifer will be doing this next year as Immediate Past Chair, is looking at sites for our 2014 and possible sites for our 2015 meetings. What she intends to do is gather information about room rates, approximate food costs which affects what the registration will be, and the transportation availability (will an airport be 20 miles from the conference site or will it be 50 miles). She wants to locations where we have not been recently, and if you go on the website you can see all of our meeting locations over the past...goes back to 1971 when we were in Athens, GA. Just to let you know, we've been to Florida 15 times, Georgia 7 times, South Carolina 7 times, North Carolina 2 times, Tennessee 3 times, Louisiana 2 times, Puerto Rico 1 time, Mississippi 1 time, Virginia 1 time, and a joint meeting with Region IV where we went over to Texas. Jennifer said that she wants to make sure that with the idea of having a regional meeting, it provides an opportunity for folks that have a more restricted travel budget, we can make it available by going around the region. She stated that we have a preference for more coastal sites than inland and she will keep that in mind. She does want to look at some of the coastal cities where we haven't been for a while. A real strong asset for city would be one where there are institutions that could partner with us, like Medical University of South Carolina for here, like University of Tennessee Health Sciences and St. Jude's did last year in Memphis. If you have a place in mind, please send Jennifer an e-mail and let her know, so that they can check it out and she can send an RFP to the different potential sites and then what we'll want to do, probably through on-line vote, put it out to the region for people to vote and put forth what their preference is. This is the plan for right now, and Jennifer will monitor through-out the year to keep check on everything.

Fund-raising Sub-Committee – Co-chair Steva Kaufkins (Western Kentucky University) gave the report for this sub-committee. Steva thanked everyone for their generous donations. We all raised a grand total \$1,298. Georgia did take home the state cup by raising \$384. All the donations will be going to the local Ronald McDonald House. Jennifer Shambrook encouraged everyone to get involved with the fund-raising committee.

National Committee Updates

National Board of Directors – Tony Ventmiglia (Auburn University) gave the report on the National Board of Directors. The board met February 4th-6th, in Monterey, California, had a teleconference on both March 16th and April 28th of this year. The Board's next in-person meeting will take place in July, just prior to the 5th Annual PRA Conference in Chicago. Thus far, we had a very, very good board meeting in February, and we've reviewed and updated NCURA's Strategic Plan, the strategic assumptions, the core purpose, the core values and major goals for the next 10-30 years. Just for those who are interested, NCURA's core purpose is to serve its members by advancing the field and profession of research administration. Our core values are integrity, excellence, inclusiveness and collegiality. NCURA's major goals are to be internationally recognized as the preeminent resource for professional development, knowledge and leadership in research administration; to provide the best professional development programs for research administration; to increase its on-demand educational programs and invest in its technology in order to accomplish the mission; to provide new, advanced

programming world-wide that is tailored to its membership segment needs; and to have a diverse, international membership. Again at this regional meeting we really showed the core principles and goals of this organization and he is proud that everybody is doing that. Some of the things that were approved at that Board meeting, some of this you may have seen already, some of you may have seen it in an e-mail blast, and some of you may have seen it on the website. Tony encouraged everyone to take the time to go out to the NCURA website, all these details are on the website. It was approved at the last board meeting to charge a subscription to the NCURA Magazine. That means that people who are not NCURA members can still have the opportunity to get the magazine by paying the subscription rate. NCURA has added an on-line tutorial for intellectual property and there will be details following on that. The current tutorials we have are on clinical trials, federal contracting, and sub-awards. A Student Affiliate status for those who provide documentation of their student status has been created. This means that if you are not currently affiliated with NCURA, and you are a student in this field, you now can have an NCURA membership. So this is a good way for NCURA to serve those who are going to be coming into the Research Administration field. NCURA has approved the formation of an International Region. It is formalizing the EARMA-NCURA International Fellowship program which will award up to five, \$2,000 travel awards to help offset expenses. NCURA has approved a conflict of interest policy for NCURA Traveling Workshop Faculty, as well as a Social Media Statement that notes NCURA's support of social media and its appropriate use in expanding communication vehicles for members. A web site advertising and sponsorship policy was approved and one final note that is near and dear to our heart, Jennifer Shambrook has become Editor of the NCURA Journal, *Research Management Review*. FINAL ANNOUNCEMENT: Nominations for officer and board positions are due May 20th. That information is on the web if you know someone who is interested. Nominations for the National Awards, The Catherine Core Minority Travel Award, the Distinguished Service Award, the Joseph Carrabino Award, and the Outstanding Achievement in Research Administration are all due on May 25th.

Professional Development Committee – Jennifer Shambrook (St. Jude Hospital) gave the Professional Development Committee report. She stated that most of what you need to know about what the committee is doing is in your packet on the colored sheets. We have online tutorials and upcoming events that you are encouraged to participate in. Jennifer said that the online tutorials are an excellent resource if you have new people come into your office or for someone who takes on more duties and/or takes on sub-contracts. They can just log on and take the training right there. It is more in-depth than what you can do coming to a 3-day meeting. This is a great resource. There's also an NCURA Educational Resources Library available online. There are some materials there that you might want to have as resources and validation in your office. NCURA TV has gone from being a live broadcast to being a DVD and for some reason they are not quite sure, the subscriptions have dropped off since they have made this move. They're not really sure why that is the case, but the quality of the programming is still as excellent as it was when it was a live broadcast, but the only difference is that we can't call in questions in real time, but there are usually not that many questions. Jennifer encourages everyone to look at the programs available to see if any of them can be used back at your institution. It is a very low-cost way to put on a professional seminar for the research administrators at your institution. And for smaller institutions around your institution, hospitals, or any other public offices who write grants, you can invite them to come to the seminar and they can help share the expense. Jennifer also asked everyone to look at the RMR pink flyer. She asked how many of those present were working on graduate degrees or going to school right now to get a degree, and she asked them to please think about for any projects they are required to submit for their coursework, that they turn them into a paper to be peer-reviewed and published in the RMR. This will go your resume as a published author. Jennifer encouraged anyone who is interested in writing a peer-reviewed paper to get in touch with her if you have any question and she will also help you partner with someone to help you get your paper written because the information of what you have learned will benefit others, and so other people don't have to learn the hard way like you did, we can share our information with them. If you've done case studies, or if you've done research, it would greatly benefit the profession and it will

greatly benefit you personally by being a published author.

Old Business – Jennifer Shambrook (St. Jude Hospital) stated that she has worked with great people this year and it has been a tremendous privilege to serve as Chair-Elect last year and Chair this year of absolutely the best region in NCURA. And NCURA is one of the best professional organizations in the world. People really do share and help one another and it has been a fantastic experience. Jennifer said she has met new friends, and she has been able to work closely with some of her old friends, and she feels much richer for the experience. She also wants you to think about when you want to take your turn at being the Chair of this region because we need people to lead this organization and there are leadership opportunities available to serve on committees, to chair committees, to mentor people, and as you have seen at this meeting, it takes each of us doing a little bit to help all of us. It is truly an enriching experience and one that she is very happy to have taken on and now she is turning the gavel over with relief and thanks to all those who have helped make this year a great experience.

New Business – Jennifer Shambrook (St. Jude Hospital), requested that all past Region III Chairs present come up to the podium so they can all participate in passing the gavel to our incoming chair. Past Chairs Jennifer Shambrook (St. Jude Hospital) 2010-2011, Tony Ventmiglia (Auburn University) 2008-2009, Pat Green (Vanderbilt University) 2004-2005, Barbara Gray (Valdosta State University) 1998-1999, and Pam Whitlock (University of North Carolina at Wilmington, Retired) 1993-1994. Jennifer passed the coveted flamingo gavel to Tony, who passed it to Pat, who passed it to Barbara Gray, who passed it to Pam Whitlock, and then Pam passed the gavel to Rick Smiley (East Carolina University) who is NCURA Region III's new Chair for 2011-2012.

Region III Chair Rick Smiley (East Carolina University) thank all the members because the reason he is Chair is because the members want him there, and it is a real privilege to have been chosen by people of your quality to be your Chair, and he thanked everyone one for that. Rick officially installed Cindy Hope as the new Chair-Elect for 2011-2012. Rick also announced that all the committees would be expiring, that staffing for committee members and chairs of those committees would need to be filled, and he called for volunteers to fill them. He said that for anyone interested to e-mail Robyn Remotigue (Mississippi State University). If you would like to volunteer but don't know what is needed, send her an e-mail as well.

Region III Chair Rick Smiley presented Past Chair Jennifer Shambrook with a crystal bowl with the flamingo mascot, her name and 2010-2011 Region III chair, for her outstanding service to the region.

Rick announced that after the session 10:15-11:30, the meeting would be over.

There was no further business. The business meeting was adjourned at 9:55 a.m.

Prepared by:

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Region III Secretary 2010-2012

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