

Region III Business Meeting
NCURA Annual Meeting
Washington, D.C.
November 8, 2012
2:30 p.m. – 3:30 p.m.

The meeting was called to order by Region III Chair, Cindy Hope (The University of Alabama) at 2:40 p.m.

Recognition of New Members and First Time Attendees

Cindy Hope recognized all new members and first time attendees. In the interest of time, Cindy asked each person on the agenda to introduce the next person. She called Laura Letbetter (Kennesaw State University) to the podium for the approval of the minutes.

Approval of Minutes

Laura Letbetter presented the minutes from the May 9, 2012, Regional Business Meeting held in Panama City Beach, FL and asked for a motion to approve the minutes. Barbara Gray (Valdosta State University) made the motion to approve the minutes and Pamela Napier (Agnes Scott College) and several others seconded the motion. Members were in agreement, and the motion carried to approve the minutes. Laura called Erica Gambrell (The University of Alabama) to the podium to give the treasurer's report.

Treasurer's Report

Erica Gambrell reported that Region III is in a good financial position. We kept to our budget for the spring meeting and had a strong enough balance to allow for the DC After Dark tour to give something back to the membership. Erica thanked Valerie Williams for putting together great themes for the hospitality suite and encouraged everyone to come to the suite and meet new colleagues. Erica stated that the financial statement is ready and will be posted to the web site soon. She also reported that the spring meeting had 236 paid attendees (not including sponsorships or comps), and that of the 1,942 NCURA members in attendance at AM54, 411 (22%) are from Region III. She added that Region III is tied with Region II for attendance at AM54, and that Region III will partner with Region II for the spring meeting two years from now. Erica called Michelle Vazin (Vanderbilt University) to the podium to give the NCURA Board report.

NCURA Board

Michelle Vazin reported that the NCURA Board met Saturday. Membership is now around 7,600. NCURA is doing well with recruiting, assessment, communication, networking, and collaborating, and still needs to work on creating pathways for volunteers who would like to get involved. A task force on volunteer opportunities has done focus groups and surveys to find ways to get people connected to the organization.

Another topic of discussion for the Board is continuing to foster relationships with international colleagues. In April of 2014, NCURA, SRA, and CAURA will all be co-sponsors at the INORMS meeting in DC. Michelle commented that the new logo and tagline ("supporting research together") are appropriate for the organization, look very nice, and highlight what NCURA is all about. She added that the website is in the process of being revamped, and that the

new site will be exciting and easy to navigate. She reminded the group that the NCURA Collaborate site has been launched, and she encouraged members to set up their profiles, even if they are not regular users of social media.

Michelle also reminded the group that the 2013 annual meeting will be in August, and that members may wish to bring their families with them. She said the decision to move the meeting time was driven primarily by cost. When considering meeting costs three to five years from now, the November rates begin to look prohibitive, especially for state institutions. NCURA was able to negotiate very good rates for August.

Michelle Vazin called Michelle Powell (Georgia Institute of Technology) to the podium to give the report for the Nominating and Leadership Development Committee.

Nominating and Leadership Development Committee

Michelle Powell reported that the call for nominations will be on a tighter deadline next year because of the national meeting's move to August. She suggested that members start thinking about nominations now, since professional development is taken very seriously by NCURA and is an integral part of a supportive environment. She also said that it is time to start thinking now about the next round of nominations to the Executive Leadership Program.

Michelle called April Heyward (University of South Carolina) to the podium to give a report for the Financial Management Committee.

Financial Management Committee

April Heyward reported that the 2012 FMC members are Treasurer and Chair Mario Medina (University of Texas at San Antonio), Treasurer Elect and Chair Elect Robert Andresen (University of Wisconsin-Madison), and at large members Christopher Hale (University of California-Davis), April Heyward (University of South Carolina), and Cathy Snyder (Vanderbilt University). The FMC meets monthly via conference call and has two in-person meetings in DC. There will be one additional meeting in 2013, with one day on investment policy and one day on other NCURA fiscal matters.

Approval of Bank Account: FMC approved Region I to establish a regional bank account with Bank of America. Although NCURA prefers Regional accounts with Wells Fargo, the nearest Wells Fargo is over two hours away from the Regional Treasurer and others to make deposits.

Regional Request for Debit/Check Card: One region requested a debit/check card from their Wells Fargo account. FMC received guidance on what would be required in order to make a decision on this request. The guidance that FMC received was that a debit card for the chapter account can be issued. To do so would require completion of a new "Corporate Resolution" form with the name and signature of the chapter representative who will be using the card (also signatures of NCURA's President, VP, Secretary, etc.) together with an "Associated Person" form, which contains personal information and signature of the new Agent. Once the forms are completed and signed and booked into the account, a debit card can be issued. The debit card would be issued bearing the chapter representative's name over the organizational name. The idea has come up in the past but the organization did not move ahead with the idea. Treasurers change every year, it would mean that a new Corporate Resolution and Associated Person form would be need to be completed every year, the old debit card would need to be recovered, then a new debit card would need to be issued each year. With seven chapters, it can be challenging.

FMC discussed at length the pros and cons of moving forward:

Pros:

- Would be a great benefit to the region to ease the burden of trying to make purchases. Debit cards are needed for travel awards, printing programs, items for the hospitality suite, etc. Today, those purchases are generally done by the regional officer charging items on a personal debit/check card and getting reimbursed from the region or paid directly by a regional check.
- Reimbursing purchases from personal credit/debit cards seems risky and could be a potential audit risk.
- Easier for regional officers to monitor as transactions go through quickly whereas it takes time for a check to clear. Regions can monitor and see expenditures immediately.
- If a problem arises, easy to cancel a debit card.

Cons:

- Concern for having to change corporate resolutions each time a treasurer changes with all the paperwork and signatures that are required.
- Concern for unauthorized use of the card and how/who would monitor it. This concern could be minimized by putting parameters/restrictions in place to block certain purchases.

The draft of the policy is underway.

Regional Financial Report: FMC has reviewed each region's 2011 year end reports and 2012 annual budget. We have also received each region's 6-month financial report and will discuss at a future conference call meeting.

1st and 2nd Quarter Financials: FMC reviewed the 1st quarter financials including the Statement of Activities and the Consolidated Statement of Financial Position. Program revenue was higher than budgeted for the FRA conference due to increase in attendance. We have received the 2nd Quarter financials including the Statement of Activities and Consolidated Statement of Financial Position and will review during our next conference call meeting.

Investment Counselor: FMC met with the Investment Counselors at our in person meeting on June 15, 2012 in DC. Each quarter the Investment Counselors send us quarterly investment reports which we review and discuss. In addition, the Investment Counselors provide recommendations and we evaluate the recommendations as we make decisions about NCURA's investments. The Investment Counselors are seeking to gain approval to execute trades on NCURAs behalf within the guidelines of the Investment Policy, but this would not require approval from FMC for each transaction. Concerns have been brought up about allowing the Investment Counselors to proceed. Also the Investment Policy would have to be officially updated after a number of years.

Investment Policy: The Investment Policy has been an ongoing discussion and review by FMC as a whole. For several months, the Investment Policy has been tasked by April Heyward and Mario Medina. At our last meeting, we decided that review is needed by the entire FMC. We are going to have in person meeting for two days in the 1st quarter of 2013 to discuss changes and recommendations to the Investment Policy. This will be in addition to our meeting at the Annual Meeting in August 2013. We will work with NCURA staff to establish ceilings and limits for the Investment Counselors' execution of trades.

Auditor: FMC has met with the Auditor on two occasions. We had a planning meeting with the Auditor on May 22, 2012 and a follow up meeting with the Auditor on July 27, 2012 to discuss the completed audit. The fieldwork was performed by the Auditor on May 29, 2012. The Auditor concluded that there were no instances of fraud noted during the audit process.

FMC Member Applications: FMC put out a call for a new At-Large member over the summer to replace Chris Hale, who transitions off this year. There were twelve candidate applications. On September 12, 2012, FMC went through three rounds of selections and voted to select Drew Memmott, Associate Director for Administration, Mayo Clinic Cancer Center, as the new FMC Member. Drew will start his appointment effective January 1, 2013.

2013 Proposed Budget: On Monday, October 22, 2012, FMC reviewed the 2013 Proposed Budget and 2012 Project Actuals in order to route to the Board of Directors for approval. Some highlights: 2012 is the first full year at \$175 membership rate; Managing Federal Grants and Research Compliance will be sold to AIS (Atlantic Information Systems). NCURA will keep Regulation/Compliance and Sponsored Research Administration; the 2013 budget does include New Orleans sales tax for FRA and PRA conferences. The Board of Directors has approved the 2013 Budget.

April encouraged members to attend the volunteer fair to learn more about FMC.

First Amazon Gift Card Drawing

In between the FMC report and the PDC report, Region III Chair Cindy Hope drew the first two of five winners of \$25 Amazon gift cards. Leigh Stephens (Auburn University) and David Smelser (University of Tennessee) were the winners. Six other members' names were drawn, but they were not present.

Cindy then called Robyn Remotigue (Mississippi State University) to the podium to deliver a report for the Professional Development Committee.

Professional Development Committee

Robyn Remotigue reported that the Professional Development Committee is scheduled to meet tomorrow (November 9). The PDC plans professional development activities for NCURA throughout the year. The PDC met in June to discuss SPA I and SPA II, to review applications, and to select workshop faculty. The application process was rigorous, and there were applications from many outstanding individuals. Robyn also reported that Fundamentals (SPA I) is in the process of being revamped. The PDC also reviewed applications to fill PDC positions. She reminded members who were not selected not to feel discouraged and asked them to please email her if they would like to participate in focus groups or perform other tasks and activities

that would be helpful to the committee. Robyn also reminded members about YouTube videos and encouraged everyone to think about doing a video. She also thanked those who had already agreed to do YouTube videos.

Volunteer Committee

Robyn also delivered a report for the volunteer committee. She stated that Christy Davis (Vanderbilt University) and Laura Letbetter (Kennesaw State University) serve on the volunteer committee. She reminded members to send her an email if they would like to volunteer. There were 48 volunteers at the spring meeting in Panama City Beach. Volunteers helped with registration, served as room monitors, and participated in the Mentor/Mentee program. This was the second year for the Mentor/Mentee program, and program participants have offered a lot of positive feedback. Robyn reminded members that it is important to reach out to new members and make them feel at home. She then asked everyone who had volunteered at AM54 to stand and be recognized. She stated that when members who want to volunteer email her, she adds their names to a running list. Opportunities include working registration, mentoring, working in the hospitality suite, helping with evaluation and A/V, and also presenting.

Second Amazon Gift Card Drawing

After delivering the PDC and volunteer committee reports, Robyn drew the names of the next two winners of \$25 Amazon gift cards: Pam Whitlock (Educational Consultant) and Beryline Temples (University of Central Arkansas).

Robyn then asked Carolyn Elliott-Farino (Kennesaw State University) to deliver the report for the Membership and Awards Committee.

Membership and Awards Committee

Carolyn Elliott-Farino reported that Region III made two \$1000 travel awards, and the recipients were Charlotte Smith (Appalachian State University) and Laura Sneed (Longwood University). There were ten very strong applications. Carolyn thanked Kim Gray (Augusta State University) David Smelser (University of Tennessee), and Valera Pate (Georgia Institute of Technology) for serving on the committee. Carolyn also reported that the committee would like to offer a service award in the spring. The committee will work on developing criteria and will present the idea to the Region III Executive Committee. Members are encouraged to email Carolyn their ideas about what the criteria should be. Carolyn then called David Smelser to the podium to give a report for the Nominations and Elections Committee.

Nominations and Elections Committee

David Smelser reported that Jill Griffith (MD Anderson Cancer Center) has been replaced by Kay Gilstrap (Georgia State University) as treasurer-elect for Region III. David also reported that our new Chair-Elect for Region III is Laurianne Torres (Duke University), and our new Board Member is Tony Ventimiglia (Auburn University). David thanked Kim Linkous (Virginia Tech), Marca Gurule (Georgia State University), and Nancy Thoman (Florida Atlantic University) for serving on the committee, and he thanked all those who ran for office. David then called Valerie Williams (Tennessee State University) to give a report for the hospitality committee.

Hospitality Committee

Valerie Williams encouraged all members and especially new members to come to the hospitality suite. Sunday night was Hawaiian Lei night, tonight (Monday) is patriotic night, and Wednesday night will be a Latin theme, with a signature drink for each night. There will also be giveaways, so members are encouraged to arrive early. Valerie thanked her committee for their help: Phyllis Danner (Tennessee State University), Alex Atkinson (Tennessee State University), Tanta Myles (The University of Alabama), and Mark Brinkley (Tennessee State University). Valerie also encouraged members to volunteer in the hospitality suite at the spring meeting in Memphis. New members are especially encouraged to come and network.

Newsletter & Web Site

Cindy Hope gave a report for Bill Lambert, who writes the Region III newsletter for the Regional Corner of the NCURA magazine. Cindy encouraged members to forward news items to Bill. Cindy also reported that Tricia Page has done a phenomenal job on the web site and has been great about helping Region III go green. Cindy called Chair-Elect Rodney Granec (University of West Alabama) to the podium to give the Program Committee report.

Program Committee

Rodney reminded members that the spring meeting will take place April 27 – May 1 at the Peabody Hotel in Memphis, the same site as our 2010 meeting. Jennifer Shambrook (St. Jude Children's Research Hospital) will be working with him on the program committee. Please volunteer to present or work behind the scenes. Rodney called Rick Smiley (East Carolina University) to the podium to report on site selection.

Site Selection

Rick Smiley reported that the 2015 meeting will return to the Isle of Palms in South Carolina.

Recognition of Regional Officers

Cindy reminded members that meetings at the Isle of Palms have a great turnout. She expressed appreciation for Rick's work. She then introduced the Region III Officers: Chair Cindy Hope, Past Chair Rick Smiley, Chair-Elect Rodney Granec, Treasurer-Elect Kay Gilstrap, Secretary Laura Letbetter, and the current treasurer, Erica Gambrell (The University of Alabama), who is now finishing her term. Rick then recognized Erica for being conscientious, for having great ideas, for having a powerful commitment to her role, and for her impact on others. She made it easy to be chair! He presented her with a gift certificate. Cindy Hope then presented Erica with a picture of a flamingo that is also a gift to her.

Cindy also recognized Laurianne Torres as the Chair-Elect. She explained that the chair-elect process gives an incoming chair the opportunity to work with the current chair, with the speaker care committee, etc. Finally, Cindy expressed appreciation for everyone's willingness to run and serve.

Old Business/ New Business

There was no old or new business to discuss.

Final Amazon Gift Card Drawing

Erica Gambrell drew the fifth and final winner of a \$25 Amazon gift card: Mo Valentine (University of Memphis).

Paige Robinson (Vanderbilt University) and Erica Gambrell explained the music competition for the Tuesday night event. Each region has been assigned a musical genre. Region III's genre is Latin music. Each region has 90 seconds to perform. Crowd participation is needed! The music was previewed and there was a brief practice run.

The meeting adjourned at 3:35 p.m.