

Region III Business Meeting  
NCURA 2013 Regional Meeting  
Memphis, TN  
April 29, 2013

The meeting was called to order by the Region III Chair, Cindy Hope (The University of Alabama) at approximately 12:45 p.m.

**Recognition of New Members and First Time Attendees**

Region III outgoing chair Cindy Hope recognized 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**

Region III secretary Laura Letbetter presented the minutes from the November 8, 2012 business meeting held at AM54 in Washington, D.C. 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 Kay Gilstrap (Georgia State University) to the podium to give the treasurer's report.

**Treasurer's Report**

Region III treasurer Kay Gilstrap thanked The University of Tennessee Health Science Center for being our host institution for the spring meeting. She also thanked the sponsors for their support of our meeting and reminded members to stop by and visit them in the back of the ballroom. Kay reported that there were approximately 222 attendees registered at our spring meeting. A final number will be available soon<sup>1</sup>. Kay also reported that the region's finances are in good shape. Kay then called Beryline Temples (University Central Arkansas) to the podium to give the report for Region III's new Professional Development Committee.

**Regional Officer/Committee Reports**

*Professional Development Committee:*

Committee chair Beryline Temples thanked the Region III executive committee for activating a regional Professional Development Committee this year. The committee has been busy already. A committee description has been developed and will be on the Region III web site shortly. So far there are nine members who have volunteered to be on the committee: Suzanne Alstadt (University for Medical Sciences), Kimberly Ashley-Pauley (University of Central Arkansas), Sam Gannon (Vanderbilt University Medical Center); Kay Gilstrap (Georgia State University), Deanna Hendrickson (Kennesaw State University), Danielle McElwain, (University of South Carolina), Michelle Powell (Georgia Institute of Technology), Mo Valentine

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<sup>1</sup> The final number was later reported as 225 total in attendance, 215 paying attendees.

(University of Memphis). There is room for more members, so please let us know if you would like to be part of the PDC. This year the PDC will be working to bring CPE Credit to our regional meetings and organizing one-day meetings within our region to cover issues such as COGR updates, service centers, funding diversification, risk management, audit survival, and others as requested. These one-day meetings will be in various cities within Region III. Please contact the committee if you have suggestions for meeting topics or would like to see meetings come to your area.

Beryline called Kim Gray (Georgia Regents' University) to the podium to give reports for the Membership and Awards Committee and for the Nominating and Elections Committee.

#### *Membership and Awards Committee:*

Committee member Kim Gray reported that the Membership and Awards Committee had eight nominations for the spring travel award. David Smelser from the University of Tennessee, J. Cale Lennon from Emory University, Carolyn Elliott-Farino from Kennesaw State University, and she reviewed the applications and selected Hagan Walker from Clemson University. Hagan is new to research administration, hired in September as a grants coordinator, and this is her first NCURA meeting, regional or national. Hagan was asked to please stand up so that the region could welcome her.

#### *Nominating and Elections Committee:*

On behalf of committee chair David Smelser (University of Tennessee), Kim Gray also delivered the report for the Nominating & Elections Committee. She reported that during the past election cycle, Kay Gilstrap (Georgia State University) was elected as Treasurer for Region III, replacing Jill Griffith (now at MD Anderson Cancer Center). Also, Laurianne Torres (Duke University) was elected to be Chair-Elect and Tony Ventigmiglia (Auburn University) became the Regionally-Elected Board Member. Thanks to everyone who ran for an office and thanks to Kim Linkous (Virginia Tech), Marca Gurule (Georgia State University), and Nancy Thoman (Florida Atlantic University) for serving on the Nominations and Elections committee. Also, due to the date change for AM55, the 2013 election process will take place right after the Annual Meeting. She reminded members to watch their email for those opportunities coming in late summer.

Kim then called Valerie Williams (Tennessee State University) to the podium to give the report for the Hospitality Committee.

#### *Hospitality Committee:*

Committee chair Valerie Williams reported that attendance in the hospitality suite was unexpectedly low on Sunday evening. She encouraged members to try to stop by this evening between 8:00 p.m. and midnight for "game night, to include poker, Uno, spades, and other games. She reminded members that the hospitality suite is located in Club/Hollander, and to look for the big pink flamingo. Valerie thanked the volunteers who helped with the hospitality suite: Tanta Myles (The University of Alabama), Rachel Phillips (University of Arkansas for Medical Sciences), and Alex Atkinson (Tennessee State University). She also mentioned that two new members had been recruited to the committee: CheeChee Manghram and Rodrigus Molden (both of Children's Healthcare of Atlanta).

Valerie then called Laura Letbetter to the podium to give the Volunteer Committee report.

*Volunteer Committee:*

On behalf of committee chair Robyn Remotigue (Mississippi State University), Laura reported that Danielle McElwain (University of South Carolina) and she served on the volunteer committee that matched mentees with mentors. Those who served as mentors were asked to stand. This year fourteen attendees asked for a mentor, and the committee appreciates the mentors' dedication to new region members. Mentors and mentees attended the new member reception where they met the region officers and learned more about region III. In addition, a special area was reserved at breakfast where they could meet and discuss the upcoming meeting. In addition, almost 50 people volunteered at this regional meeting to serve as a room monitor or work the registration desk. Those volunteers were asked to stand so that members could show their appreciation. Members were reminded that anyone who wants to get involved should send an email to Robyn and she will be happy to find opportunities for them to volunteer. The committee needs some volunteers at AM55 in August, so members who have a particular interest in that were reminded to also email Robyn. Thanks to all volunteers for all they do for the region.

Laura called incoming chair Rodney Granec (University of West Alabama) to the podium to give the Program Committee report.

*Program Committee:*

Committee chair Rodney Granec thanked Jennifer Shambrook, Beryline Temples, Laurianne Torres (Duke University), Kay Gilstrap (Georgia State University), Trisha Southergill (Clemson University), Pam Whitlock, and Pat Green (Vanderbilt University) for their service on the program committee. He also thanked all the presenters and volunteers for their contributions.

Rodney also recognized Trisha for her efforts as chair of the fundraising subcommittee. There were several fun activities to raise money for the American Red Cross for disaster relief, including the drawing for Honorary Duck Master and the opportunity to guess how many flamingos are in a jar. He reminded members to purchase tickets for the drawing or make donations at the fundraising table to help their states compete for the honor of taking home the state fundraising cup, which Georgia has won for three out of the past four years.

Rodney also thanked Cindy Hope for all her help with the program.

*Site Selection:*

On behalf of site selection committee chair Rick Smiley (East Carolina University), Rodney read the following report: "In 2015, Region III – One Beachin' Region - will return to Wild Dunes Resort in Isle of Palms, South Carolina. Isle of Palms has been the site of several very successful Regional Meetings and we are looking forward to another. Please hold the date – May 9-13, 2015."

Rodney then called Pamela Napier (Agnes Scott College) to the podium to deliver the report for the Nominating and Leadership Development Committee.

## **National Reports**

*Nominating and Leadership Development Committee:*

Region III representative to the Nominating and Leadership Development Committee (N&LDC) Pamela Napier reported that the committee is glad that more members are continuing

to express a desire to volunteer and serve, and in response the N&LDC is exploring additional volunteer opportunities to offer. N&LDC will be working with the Professional Development Committee to further define several volunteer paths.

Pamela reminded members to be on the lookout for an email from the National Office announcing the ballot for the 2013 election. N&LDC will be selecting three members of the executive committee and two at-large board members. The N&LDC received several nominations this year for NCURA national officers and for awards, including a record number of applications for the Catherine Core Minority Travel Award. All were strong nominations and all qualified for the offices and awards for which they were nominated. The N&LDC members put in a lot of time and energy deliberating about the nominations and applications and we presented the final list to the Board in early April. Having so many well-qualified applicants made the job both extremely hard and extremely easy. The committee appreciates all who either volunteered or nominated a colleague.

Pamela also reported that this year's ballot will include several names you'll recognize as being from Region III. Members will be able to vote for up to two people for the position of At-Large Board Member. The nominees are Beth Seaton (Northwestern University), Craig Reynolds (University of Michigan), Rosemary Madnick (Los Angeles Biomedical Research Institute), and Toni Shaklee (Oklahoma State University). Region III has a member on the ballot for Treasurer Elect. The two nominees are Heather Offhaus (University of Michigan Medical School) and Cathy Snyder (Vanderbilt University). Region III also has a member on the ballot for Secretary. The two nominees are Josie Jiminez (New Mexico State University) and (Jill Tincher, University of Miami). And, whoever is elected as Vice President / President Elect will be from Region III. The two nominees for that position are Jilda Garton (Georgia Institute of Technology) and Michelle Vazin (Vanderbilt University).

In closing, Pamela noted that Region III is very well represented, and she encouraged everyone to vote as soon as the link to the ballot is open.

Pamela called Jennifer Shambrook (St. Jude's Children's Hospital) to the podium to report the Professional Development Committee.

#### *Professional Development Committee:*

Committee member Jennifer Shambrook reported that the PDC is working on the following tasks. The Online Programming subcommittee continues, on schedule, to review and make updates to online tutorials. The subcontracting tutorial was updated and released in March. This subcommittee also continues to work in the development of webinars and the future of NCURA TV.

The Publications subcommittee is continuing its review and update to NCURA Micrographs and is also starting the process to review and update the Sponsored Research Administration Guide. Micrographs can be ordered online or with a check.

The Social Networking Subcommittee continues its work in recruiting NCURA Tube presenters and will be hosting a session at AM55 to demonstrate to the membership how to create an NCURA Tube video. Recording facilities will also be made available. We encourage all members attending AM55 to attend the NCURA Tube session and submit a video of their own.

The committee as a whole will be meeting in person in May to review Traveling Faculty applications.

*Financial Management Committee:*

Laura Letbetter read the following report, which was provided by Region III representative Cathy Snyder (Vanderbilt University): “NCURA's financial picture is very good. In fiscal year 12, there was record attendance at the FMC meeting, and large turnouts at PRA and the Annual Meeting. Things look very good again in fiscal year 13 with record attendance at both the FRA and PRA meetings in New Orleans. Registration is now open for the annual meeting in August and early numbers are encouraging.

The FMC is working on financial issues that should be beneficial to the regions. We are working on a process for obtaining credit or debit cards for the regional treasurers. We're also working on providing guidance on best practices for the regional treasurers which will be especially beneficial for newly elected officers.

Lastly, the FMC is reviewing NCURA's investment policies to provide improved guidance on managing our funds in today's investment climate.”

Laura then called Tony Ventimiglia (Auburn University) to the podium to report on the NCURA Board of Directors.

*NCURA Board of Directors:*

Region III Board member Tony Ventimiglia reported that NCURA had its own "March Madness" with the historic back-to-back Financial Research Administrators Conference and the Pre-Award Research Administration Conference, held March 10-15 in New Orleans. The FRA Co-chairs were Dennis Paffrath (Region II) and Pat Fitzgerald (Region I), while the PRA Co-chairs were Christa Johnson (Region IV) and Toni Shaklee (Region V). Attendance for each conference was 1,100 and 600, respectively. Vivian Holmes (Broad Institute) is in the process of selecting co-chairs for the 2014 FRA and PRA Conferences.

Tony also reported that the NCURA Executive Leadership Program class of 2012 is: Erica Gambrell (The University of Alabama), Region III; Rosemary Madnick (Los Angeles Biomedical Research Institute), Region VI; Jeremy Forsberg (University of Texas at Arlington), Region V; Rick Smiley (East Carolina University), Region III; Kirsten Yehl (Northwestern University), Region IV; and Carolyn Elliott-Farino (Kennesaw State University), Region III.

Tony also reported that one of NCURA's “new beginnings” is our “Sponsored Research Administration: A Guide to Effective Strategies and Recommended Practices”. This is a publication that was previously jointly managed by NCURA and AIS, but is now under the NCURA umbrella. Marc Schiffman has taken on editorship duties for NCURA, and Tara Bishop and Kathleen Larmett are also working with the PDC to update and refresh the publication. Also once again under the NCURA publishing umbrella is “Regulation and Compliance” a compendium of regulations and certifications applicable to sponsored programs compiled and edited by NCURA member Jane Youners, Assistant Vice President for Research Administration at the UT Health Science Center at San Antonio.

Tony announced that NCURA now has 4 on-line tutorials: Federal Contracting, Subawards, Clinical Trials, and Intellectual Property. Finally, he added that we continue to see solid demand for our workshops that travel to your campus: Departmental Research Administration, Financial Research Administration, Fundamentals of Sponsored Project Administration, and Sponsored Project Administration (SPA) Level II.

### **Old Business**

Cindy Hope announced that we had only one item of old business, and that is to thank Tricia Page for the great job she has done on the Region III web site. As a webmaster, she is always responsive and timely, the site looks great, and everything always works as it should. Cindy presented Tricia with a thank-you gift for all she did to help last year.

Cindy then asked the group if there was any other old business; there was none.

### **New Business**

Cindy reminded the group that Soul Source and the No Cost Extensions has been revived and that we look forward to their performance at the Tuesday night event.

Cindy also reported that the timing change of the annual meeting puts us out of compliance with our by-laws, which refer to that meeting in specifying when our regional elections should occur. Therefore, the by-laws need to be revised. Members will receive an email with a proposed amendment to the wording of the by-laws. Members will have 30 days to review before there is a vote to approve.

Cindy then asked the group if there was any other new business; there was none.

### **Adjournment**

Cindy then passed the gavel to incoming Region III chair, Rodney Granec, who adjourned the Region III business meeting at approximately 1:25 p.m. and turned the podium over to NCURA President Pat Hawk (Oregon State University), who provided a national update for the group.