

**NCURA 2015 Annual Meeting
Region III Business Meeting
Washington, DC
August 3, 2015**

Danielle McElwain (University of South Carolina) called the Business Meeting to order at 3:01pm. Danielle asked all new members and first time attendees to stand and be recognized. She welcomed all new members and first time attendees and announced volunteer cards were available and encouraged those individuals to fill out a card and become active within the region.

David Smelser (University of Tennessee) asked for a motion to pass the Business Meeting minutes from the 2015 Spring Meeting held May 12, 2015. Brigitte Pfister (Virginia Commonwealth University) motioned and Kay Gilstrap (Georgia State University) seconded. There were no oppositions and the minutes were passed.

Alex Atkinson (Tennessee State University) presented the Treasurer’s Report (summary below). Alex gave an overview of 2014 and 2015 financials. He reported that due to the very high attendance (319) at the 2015 Spring Meeting that there was a negative balance for the year. He explained that the region uses a \$0 balance accounting system, so while for the year it appears we have a deficit, our reserve fund is still high and the region in a very solid financial state. Alex also encouraged everyone to participate in the NCURA Education Scholarship Fund regional competition being held at AM57.

	<u>YTD 2014</u>	<u>2015 Budget</u>	<u>Thru 6/30/15</u>
Income	\$123,693	\$111,000	\$145,587
Expenses	\$108,724	\$110,709	\$153,342
Net Income	\$14,969	\$291	(\$7,755)

*** Balance in Account: \$126,135.74 with Minimum \$100,000 Reserve Fund*

Kay Gilstrap (Georgia State University) gave the Program Committee report. The program committee for the 2016 Spring Meeting has already been formed. The Call for Proposals for that meeting is anticipated to go out in mid-September. The theme for the 2016 meeting will be “Building Teams, Breaking Down Barriers”. There was a competition held at the previous spring meeting to establish the theme and two individuals came up with the inspiration for the theme. Kay thanked Pat Myrick (Medical University of South Carolina) and Roland Mitchell (Louisiana State University Baton Rouge) for their input. The 2016 Spring Meeting will be held at the Hilton Sandestin in Miramar Beach, FL. Steve Koogler will be co-Chair for that meeting and Kay asked all members of the Program Committee to stand to be recognized and encouraged those who have never presented at a meeting before to submit an idea for proposal and get involved.

Kay Gilstrap (Georgia State University) gave the Sponsorship report on behalf of Steve Koogler (University of Central Florida). For the 2015 meeting the Sponsorship Committee raised \$18,800 in sponsorship funds. The committee is already working on 2016 sponsors. Kay asked that if anyone’s institution is interested in being a sponsor for the 2016 meeting that they contact her.

Natasha Stark (Kennesaw State University) reported on the Hospitality Committee. She announced all of the remaining Hospitality Suite hours from the remainder of the conference and also encouraged everyone to attend and participate in the suite events. There will be a Scavenger Hunt at 10pm so be there on time to join in the hunt. She also encouraged anyone who is interested in participating on the Hospitality Committee to contact her for ways to get involved.

Andrea Moshier (Western Carolina University) gave the Volunteer Committee report behalf of Sandy Barber (Georgia Institute of Technology). She asked all AM57 volunteers to stand and be recognized for their contributions. There were 32 volunteers participating in numerous roles at the meeting such as Registration Desk and Hospitality. She reminded everyone that volunteer opportunities take place year round and not just at meetings. All of the opportunities can be found on the Region III website or by contacting Sandy.

Andrea Moshier (Western Carolina University) presented the Attendee Experience Committee report. 72 members of Region III did the "DC After Dark Tour" on Saturday in conjunction with members from Region V. She reminded everyone of the "Flamingo Fun Walk" that will take place on Tuesday at 6:30am and to meet in the International Terrace Lobby if interested. She also reminded everyone to attend the Monto Carlo event, especially at 8:15pm to support Region III's performance in the musical competition between the regions. Finally, Spring Meeting events are currently being scheduled so please be on the lookout.

Tanya Blackwell (Georgia Institute of Technology) gave the Philanthropy Committee report on behalf of Adam Lawler (Duke University). At the Spring Meeting we raised \$1,492.61 was raised for our two charities, the Miracle League Network and NCURA Education Scholarship Fund. At AM57, Region III is selling flair and t-shirts. All funds from AM57 philanthropic activities will go to the NCURA Education Scholarship Fund. If we raise at least \$825 by Tuesday afternoon, the region will be raffling off a free registration for AM58 in the Hospitality Suite.

Tanya Blackwell (Georgia Institute of Technology) reported on Public Relations Committee. The position was created to elaborate the previous Newsletter Coordinator position and to provide more information to our membership. One way this is done is through the Regional Corner for NCURA Magazine. If anyone has information to include you can contact her. The region has also started using MailChimp email service to help send info more broadly. Currently there are 1,454 subscribers to that distribution list. Emails are getting 25-48% open rates and we do get some bounce backs. If anyone is not getting these emails and wants to you can sign up so online. An initiative for this year has been a monthly email highlighting different regional committees. Membership and Volunteer Services Committees and Nominations and Leadership Committee have been sent already. Further e-blasts will highlight other committees so you can see other ways to get involved. If anyone has general inquiries about the region they can be emailed to chair@ncuraregioniii.com.

David Smelser (University of Tennessee) gave the Website Committee report on behalf of Emily Devereaux (Arkansas State University). Emily has just taken over as Website Coordinator as our previous coordinator, Linnea Minnema, recently moved to Notre Dame. Numerous changes have taken place since her onboarding, including adding information about the region's AM57 activities and election

results to the website. She will also be making the 2016 Spring Meeting the featured meeting on the website soon. If anyone sees anything on the website or thinks of anything that should be changed/included, please let Emily know. David encouraged those individuals who are interested in the Website Committee, either on the content or technical side, to get involved since the more sets of eyes the better.

David Smelser (University of Tennessee) reported on the Surveys & Evaluations Committee on behalf of Jeanne Hermann (University of Tennessee Health Science Center). The region just started the Surveys & Evaluations Committee. To this point no activities have happened yet. The background for the launch of this committee is that the Executive Committee felt it needed to hear more of a voice from the members on topics such as what the membership wants, where it wants to go, what content it wants presented, etc. The Executive Committee is here to serve the membership and we want the membership's feedback through upcoming surveys.

Brigette Pfister (Virginia Commonwealth University) presented the Social Media Committee report. There are currently 327 members in our Facebook group. There are many more members in the region so everyone needs to sign up. The Facebook groups posts lots of information and Brigette encouraged everyone to sign up for the group if they are on Facebook. In general Social Media is going well. It's really picking up with a lot more involvement from the membership. Brigette also reminded everyone about the musical competition the Tuesday night. Members should be there at 8:20pm for the performance and then in the ballroom from 9:30-10:00pm for the voting.

Laurianne Torres (Duke University) reported for the Site Selection Committee. In October 2014 the Executive Committee met in Atlanta, Georgia to layout the region's Administrative Policies. One of those policies was for how to conduct the site selection process in future years. For the 2017 meeting we will do something that we haven't done for several years and that is to put the meeting sites out for vote from the membership. Mo Valentine (University of Memphis) and David Smelser (University of Tennessee) will co-Chair along with Laurianne Torres (Duke University) to narrow site options down to three. Those three will then be sent out for the regional membership to vote on. This is a great opportunity to have a voice in the region.

Laurianne Torres (Duke University) gave the Elections Committee report on behalf of Nancy Thoman (Florida Atlantic University). The region recently solicited nominations for Chair-Elect, Treasurer-Elect, and Secretary. A total of six nominees were eligible to run for these offices and accepted their nominations. The voting process ran from 7/10/15 through 7/28/15 and a reminder was sent out on 7/20/15. There were 226 votes (13.9% of membership), so we really need to have more participation in the future. Mo Valentine (University of Memphis) was elected Chair-Elect, Rob Bingham-Roy (Georgia Board of Regents) was elected Treasurer-Elect, and Debbie Smith (University of Tennessee Health Science Center) was elected Secretary.

Rob Bingham-Roy (Georgia Institute of Technology) reported on the Honors & Awards Committee. Laura Kingsley (Nova Southeastern University) and Sarah Tavernit (Pennington Biomedical Research Center) were the Travel Award winners for AM57. Committee will be soliciting for future honors and awards so please watch for those. The region is also announcing a new award for members who are

serving the region and have been members for less than five years. This new award will be called the “Pam Whitlock Rising Star Award”.

Cathy Hakes (Gwinnett College) gave the New Members Committee report on behalf of Leigh Stephens (Auburn University). She recognized Leigh Stephens as the committee’s chair Alisa Rodgers (Hampton University) as the third committee member. Cathy encouraged people to get involved with this committee as they are looking to grow. The purpose of the committee is to ensure that when our meetings are held that our new members have a good experience. The region should be prepared for whatever the new member needs are and serve as mentors for them. We want to get new members involved in the region so she reminded everyone to complete the volunteer card. She also recognized the group of 85 new members who come from 11 states plus Puerto Rico. Florida had the largest representation of new member attendees.

Melanie Hicks (University of Tampa) gave the Professional Development Committee report. The newly created Professional Development Committee was designed to provide opportunities that are closer to the membership and provided at a lower cost. The intent is to provide content and networking opportunities at a more localized level that more individuals can have access to. The committee is a group of six and has started conducting research on possible sites for local meetings and they will be sending a survey out soon to look for possible sites, content needs, and for institutions that might be willing to host a meeting.

Michelle Vazin (Vanderbilt University) reported on the national Nominating & Leadership Development Committee on behalf of Debbie Smith (University of Tennessee Health Science Center). She was very pleased to announce the winners of the national election because Region III will be well represented on the upcoming national Executive Committee. Barbara Gray (East Carolina University) will be next Vice-President and Tony Ventimiglia (Auburn University) will be the next Secretary. She knows they will do a great job. Shannon Sutton (Region IV) has been elected as Treasurer-Elect. Denise Moody (Region I) and Leslie Schmidt (Region VII) will serve as At-Large Board Members. Also, ELP has been a great success. It is a vital part of NCURA and Region III was well represented there last year as well. The Committee is also working on a “Distinguished Educator” designation to acknowledge who have proven themselves to be phenomenal educators within our organization.

Jeanne Viviani (Florida Polytechnic University) gave the national Professional Development Committee report. Many things are going on at the national PDC level. Uniform Guidance is still a hot topic and by the end of 2015 all NCURA materials will be updated to include Uniform Guidance information. The PDC is still in process for selecting a new Senior-Editor for NCURA Magazine and is soliciting for Travel Workshops Faculty.

Linda Bucy (Virginia Tech) reported for the national Financial Management Committee. Region III has started this year with three representatives on this committee including Cathy Snyder (Vanderbilt University), Erica Gambrell (University of Alabama), and Linda. Erica has recently resigned to move to the Board of Directors. The Committee has made several policies changes this year on topics such as investments and travel. Perhaps the most exciting activity was to hold a Treasurers workshop for all of the regional Treasurers. Our Treasurer represented Region III well at the meeting and his documentation served as a good model for others.

Kerry Peluso (Emory University) presented the national NCURA Board of Directors report. This past Saturday, leaders from the national and regional levels joined together to do strategic planning for the next 10 years. Region III was very well represented at this gathering. Kerry was on the Board of Directors the last time a strategic planning session was held and some of the big audacious goals from that meeting were to have a Masters of Research Administration degree program and to have a Region VIII in NCURA. It was a good reminder that these goals really happen since both of those seemed like pipe dreams at the time and are now realities. NCURA has put out an RFP for research related to research administration. The deadline for submissions is December 2nd. She also recognized those who are serving on NCURA's Board – Michelle Vazin (Vanderbilt University) as President and Erica Gambrell (University of Alabama). Members of NCURA's Education Scholarship Fund Committee were also recognized – John Case (Morehouse School of Medicine), Pam Whitlock (UNC Wilmington Emeritus), and Jerry Fife (Vanderbilt University).

Old Business – There was no old business.

New Business

Danielle McElwain (University of South Carolina) recognized Pam Whitlock (UNC Wilmington Emeritus) received NCURA's top honor, the "Outstanding Achievement in Research Administration Award" during the AM57 open ceremony.

She announced that in December there will be a transition in leadership in the region and recognized David Smelser as outgoing Secretary. He gave support to the region's Communications Committee and implemented much framework for various items within the region. He is appreciated and will be missed, but the hope is he will stay involved in the future. In January Rob Bingham-Roy (Georgia Board of Regents) will become the Treasurer-Elect, Debbie Smith (University of Tennessee Health Science Center) will become the Secretary, and May 2016 Mo Valentine (University of Memphis) will become the Chair-Elect.

Danielle also congratulated Barbara Gray (East Carolina University) and Tony Ventimiglia (Auburn University) on the recent national election wins and mentioned it was really fun getting to know them through the social media blasts that took place during the voting. The region looks forward to their leadership.

She reminded the region that as of the morning we've raised nearly \$500, but that's less than half of what we gave last year. If anyone wished to contribute please give in our regional bucket. If you donate at the Education Scholarship table it does not count towards the competition. Danielle also told everyone to look under their chairs because there were two \$25 Amazon gift cards taped underneath the chairs.

Danielle asked for a motion to adjourn the meeting. The motion was received and then seconded. The meeting adjourned at 3:38pm.