

Region III Business Meeting

NCURA Annual Meeting

Monday, August 9, 2016, 3 p.m.

1. Call to Order— **Kay Gilstrap** (Georgia State University) called the meeting to order at 2:58 p.m.
2. Recognition of New Members and First Time Attendees - **Kay Gilstrap** (Georgia State University) reported that Region IIIhad 132 new members and first-time attendees at this meeting and asked them to stand and be recognized.
3. Due to the short time frame for the meeting, Kay Gilstrap asked members of the Executive Committee to present the reports for each standing committee reporting to them. She asked the Executive Committee members to name the coordinator and ask him/her stand if present, so that members who are interested in participating in the committees can reach out to the coordinators for follow up.
4. Approval of Minutes— **Debbie Smith** (The University of Tennessee Health Science Center) reported that the minutes had been previously posted to the NCURA Region III web site for review. She asked for a motion (made by Danielle McElwain) and second (made by Rick Smiley); the motion passed with no dissents.
5. Treasurer’s Report—**Alex Atkinson** (Tennessee State University) gave the Treasurer’s report, showing a current total funds balance of $116,238. He reported that 274 people attended the spring meeting and encouraged attendance at Savannah next spring and participation in the scholarship fund-raisers. Alex indicated that additional committee members are needed for the **Philanthropy** and **Sponsorship** committees and asked people who are interested to contact him. Alex reported that Georgia State University and Juice Analytics were the big sponsors for the spring meeting and that we raised $12,000 in sponsorship funds. He introduced his committee members.
6. Regional Committee/Officer Reports
7. **Program Committee** – **Brigette Pfister** (University of Virginia) asked for additional volunteers for the program committee for the Savannah meeting in 2017 and introduced her chairs (insert)
8. **Volunteer Services Committee** reports: Hospitality, Volunteer, Attendee Experience **– Brigette Pfister** (University of Virginia) recognized Sandy Barber for her valiant efforts coordinating the **Volunteer Committee**; she is planning for the Savannah 2017 meeting and asked anyone interested in helping to contact Sandy. Brigette reminded everyone that our hospitality suite for AM58 is in the Kalorama room on the lobby level and asked everyone to come out, have fun, and be responsible.
9. **Community Engagement**: Sponsorships and Philanthropy committees – **Alex Atkinson** (Tennessee State University) (see notes above)
10. **Communications**: Website, Social Media, Public Relations, Surveys and Elections committees – **Debbie Smith** (The University of Tennessee Health Science Center) reported that the **Public Relations Committee** (Tanta Myles, Coordinator) has revised SOPs for the committee, explored options to increase readership of the monthly e-blast, and is working on a model to showcase members in the monthly newsletter. The **Social Media Committee** (Jeanne Viviani, coordinator) has reviewed SOPs for the committee, established a team to assist the coordinator with content and posting, and is working with the executive committee on ensuring permissions for posting images of members on social media. The **Surveys and Evaluations Committee** (Jeanne Hermann, coordinator) has compiled and delivered Region III session evaluations, reviewed Region III meeting evaluations, and edited the SOP for the committee; they are preparing a customer service survey for all regional members. The **Website Committee** (Emily Devereux, Coordinator) has updated the website, revised the committee’s SOPs, posted news, and has added photos to make the page more attractive to members; they are coordinating with the Social Media and other committees.
11. **Nominations and Leadership** committees:– **Danielle McElwain** (University of South Carolina) reported that the **Nominations and Elections Committee** (Scott Niles, Morehead State University, Coordinator) modified the existing SOPs in order to have winners for vacant offices installed by the annual meeting; they also published a call for nominations for the Chair-Elect and Regionally Elected Board Member position. After nominations were received and vetted nominations and presented a slate of candidates to the membership (3 for each position). By all accounts, the election ran smoothly (although the results indicated a low voter turnout), and the winning candidates both confirmed their willingness to serve. The candidates that were elected were Steve Koogler from the University of Central Florida for Chair-Elect and Laura Letbetter from Georgia Tech for Regionally Elected Board Member. The **Mentoring Committee** is in the process of getting started. Danielle McElwain, Laurianne Torres (Duke University) and Rashonda Harris (Emory University) have had two conference calls to discuss the formation of the committee and creating a mentoring program. They are having an informational meeting today at 5:00 in the Boundary Room on the Lobby level and invited anyone interested in being involved to come to that meeting. The **Site Selection Committee** has sent out an RFP to several hotels across the region and received proposals from 9 hotels to date. They are in the process of vetting those proposals and will be scheduling site visits to the top candidates in September. Danielle asked everyone to watch for an email in October asking you to vote for the final location. She thanked Cathy Snyder, Vanderbilt University and Emily Devereux from Arkansas State University for their hard work on this committee.
12. **Membership Services** –Honors and Awards, New Member, and Emeritus and Alumni committees – **Kay Gilstrap** (Georgia State University) reported that Hagan Walker was this year’s coordinator of the Honors and Awards Committee. Hagan thanks everyone for the applications for the travel awards for both the regional and national meetings. Two recipients for each were selected. For this meeting they are Molly Hardigree from the University Metorpoliana and Bryant Nunez from the University of Central Florida. The **New Member Committee**: (Leigh Stephens (not attending), Coordinator) and David Smelser (attending) created a *New Member Survival Guide* which is on the NCURA Region III website; there are new initiatives to stay connected, and the goals for the upcoming year are to recruit and retain our new members and assist in getting them plugged in. The **Professional Development Committee** (Michael Dickman, Coordinator) is looking for new members for this committee; so if you are interested, please reach out to Michael. Goals have been established for this committee and a plan for creative professional development is expected soon. The **Emeritus and Alumni Committee** (Pam Whitlock, Coordinator) is a new committee to encourage our “senior or retired” folks to remain active members of Region III. Pam, and committee members Cindy White-Blaze, and Pat Green welcome input and ideas as they begin their charge.
13. National Reports
14. **Nominating and Leadership Development Committ**ee – **Kerry Peluso** (Emory University) reported that our newly elected President-Elect is Georgette Sakumoto from the University of Hawaii; a change to the by-laws is being proposed for section 8 (that will be discussed further at the business meeting Wednesday morning at 7:30 a.m.); the changes have to do with refining election process.
15. **Financial Management Committee** – **Linda Bucy** (Virginia Technical Institute) reported that there is a plan to allow regions more access to accepting credit cards for purchases and the FMC is getting data on sponsorships to share with the regions for best practices. FMC is providing each region’s treasurer a Regional Treasurer’s Handbook, and they completed their review of the 2016 Workshop Fee Schedule and provided that to all regions.
16. **NCURA Board of Directors** – **Tony Ventimiglia** (Auburn University) reported that Region III is well represented at the national level: Barbara Gray (President-Elect), Michelle Vazin (immediate past-president), Cathy Snyder (Board member), Lauren Ledbetter (regionally elected board member), and Tony (secretary). So, this is about 25 % of the national board membership. The NCURA scholarship fund (established with a gift from former president Jerry Fife) will be able to award scholarships when it reaches $100,000; it is now at something over $80,000. Proceeds from the greeting cards, raffles, etc. will go to the scholarship fund, so Tony encouraged everyone to participate. Tony reminded folks of upcoming fall deadlines for global fellowships and Australasia fellowships and encouraged applications.
17. Old Business – **Kay Gilstrap** (Georgia State University)
18. By-laws – Kay asked for a motion on the by-laws change that was previously discussed and posted to the Region III web site. Tony Ventimiglia made a motion that was seconded by Danielle McElwain. Motion passed with no dissents noted.
19. Other David Smelser – Kay recognized David Smelser (former Chair-Appointed Executive Committee Member) for his outstanding contributions to the region.
20. New Business – Kay Gilstrap recognized Alex Atkinson for his contributions to Region III (his term as Treasurer will end December 31), and Melanie Hicks, previous PDC coordinator. Kay recognized the new chair-appointed Region III Executive Committee member, Justo Torres (North Carolina State University).
21. Kay reminded everyone to complete volunteer cards and leave them up front and to participate in the fund-raising events and the hospitality suite. She also announced that two chairs had flamingo stickies on them; people in those chairs will receive a gift card. She also reminded everyone of the 3rd annual Flamingo Walk at 7:30 Tuesday morning, led by Pat Green (who was acknowledged).
22. The meeting adjourned at 3:45 p.m.

Respectfully submitted,

Deborah L. Smith

Secretary