



**Region III Business Meeting
2016 Regional Spring Meeting
Miramar Beach, FL
May 3, 2016**

Danielle McElwain (University of South Carolina) called the meeting to order at 12:15 p.m., welcomed everyone to the meeting, asked that each presenter introduce the next one, and introduced Debbie Smith.

Debbie Smith (The University of Tennessee Health Science Center) stated that the minutes of the annual meeting in DC in August, 2015, had been posted to the web site and a link sent out earlier. She asked for any corrections. Hearing none, she asked for a motion (made by Bridgette Pfister[UVA]) and seconded by James Denney [MUW]; the motion passed with no opposition.

Alex Atkinson (Tennessee State University) gave the Treasurer’s Report, showing net income as of 3/31/16 at \$75,267, noting that some expenses from the spring meeting were still outstanding.

	Budget	12/31/15	Budget	3/31/16
Income:	2015	2015	2016	2016
	\$111,000	\$146,206	\$129,325	\$86,879
Expenses:	\$101,709	\$163,995	\$113,050	\$11,612
Net Income:	\$291	\$17,789	\$16,275	\$75,267

Beginning as January 2016: \$104,211.80

Motion to approve the Treasurer’s Report was made by Steve Koogler (Duke University) and seconded by Rob Roy-Bingham (Georgia Institute of Technology) and approved with no opposition.

Program Committee - Kay Gilstrap (Georgia State University) introduced the Program Committee and the Planning Committee and thanked them for their outstanding work in making the meeting possible.

Volunteer Services Committees:

Hospitality – Natasha Stark (Kennesaw State University) reported that the Hospitality Committee partnered with the Philanthropy Committee on entertainment and games and thanked Adam Lawler (Duke University) for his assistance. She recognized the volunteers by asking them to stand and thanked them for their service.

Volunteer Committee –Sandy Barber (Georgia Institute of Technology) recognized the volunteers who served on this committee by asking them to stand and issued the call for volunteers at AM58 in DC.

Attendee Experience – Sandy Barber (Georgia Institute of Technology) on behalf of Andrea Moshier (Western Carolina University) reported that we had 274 members attending this year’s regional meeting, including 96 new members. The Attendee Experience Committee organized Region III dinner groups at both PRA and FRA in New Orleans. We had 50 members who attended the dinner groups at each meeting.

Community Engagement Committees:

Sponsorships – Steven Koogler (University of Central Florida) recognized our conference sponsors:

Institutional Sponsor: Georgia State University

Level IV Sponsors: evisions, and Juice Analytics

Level I Sponsors: ATTAIN, Quali, and Elsevier

Philanthropy – Adam Lawler (Duke University) reported that proceeds from the fundraising events will be divided between Big Brothers/Big Sisters of Northwest Florida and the NCURA Education Fund. Adam also provided an update on the status of t-shirt sales and the State Cup competition.

Communications Committees:

Public Relations – Tanya Blackwell (Georgia Institute of Technology) reported that this committee is responsible for the *Regional Corner* in the *NCURA Magazine* and the Third Thursday newsletter with information about the region. She asked people to let the committee know about milestones so that Region III will be well represented in the *NCURA Magazine* Milestones section.

Website –Emily Devereaux (Arkansas State University) reported that this committee had collaborated with the social media committee to highlight Region 3. She reminded everyone to visit the website for information on the August meeting and election information.

Surveys & Evaluations –Jeanne Hermann (The University of Tennessee Health Science Center) reported that two evaluations will be coming up—evaluations for the conference and a general Region III survey and encouraged everyone to respond.

Social Media – Brigitte Pfister (The University of Virginia) reported that Facebook group had transitioned to a Facebook page and asked everyone to “like” the page and encouraged participation. We now have 285 likes, but there were 510 members of the group.

Site Selection Committee – Laurianne Torres (Duke University) – recognized the committee and reported that the committee (she, Danielle McElwain [USC], David Smelser [UTK], and Mo Valentine [UMemphis]) narrowed the options for the spring, 2017, meeting to two potential sites: the Kingsmill Resort in Williamsburg and the Hilton Desoto in Savannah and put it out to the membership for a vote; Savannah was chosen by a 2/3 majority.

Nominations & Elections Committee - Panda Powell (University of North Carolina –Wilmington) on behalf of Nancy Thoman (Florida Atlantic University) reported that elections are coming up later this year for chair-elect and regionally elected board member (Erica Gambrell changed positions and will not be able to continue, so that term will begin early); Last year's chair-elect (Mo Valentine, University of Memphis) moved out of region, so a second election was held, and Bridgette Pfister (University of Virginia) was elected; Rob Bingham-Roy (Georgia Institute of Technology) was elected Treasurer-elect, Debbie Smith (The University of Tennessee Health Science Center), Secretary; 226 members voted.

Membership Services Committees:

Honors & Awards – Claire Stam (Clemson University) on behalf of Hagan Walker (Clemson University) announced the service award winners: Laurianne Torres (Duke University) received the Senior Service Award for her outstanding contributions to the field of research administration, especially to Region III. Steve Koogler (University of Central Florida) received the Pam Whitlock Rising Star Award for his demonstrated willingness, enthusiasm, and dedication to the field of research administration and service to Region III within the first five years of his membership in NCURA.

New Members –Leigh Stephens (Auburn University) reported that this committee drafted a new members' survival guide and other documents that will be added to the regional web site. She asked for individuals to share materials that may be useful; there are 96 new members attending this year's meeting.

Professional Development Committee – Danielle McElwain (University of South Carolina) on behalf of Melanie Hicks (University of Tampa) reported that the PDC developed a simple survey to assess Region III member interest in additional educational opportunities distributed throughout the region; they also reviewed what other regions were doing in a similar vein and criteria for instructors. The survey was distributed in early October, and the results were positive. The PDC was in the process of planning an initial workshop when Melanie Hicks (University of Tampa) stepped down as PDC coordinator due to increased work duties; the committee is expected to be moving forward with this project in the coming year.

National Reports:

Nominating & Leadership Development Committee – Kerry Peluso (Emory University) reported that dates for nominations for VP-elect and Sr. Service award were extended; there is a strong group of candidates under review, and the committee will be selecting nominees to put to the membership for a vote; they will also be proposing changes to the by-laws for future elections . . . more info to come on that; Pamela Stitt (Georgia State) was selected for the PRA/FRA travel award; May 6th is the deadline for the travel award to the annual meeting in DC.

Professional Development Committee –Robert Holm (Auburn University) reported that applications for traveling workshop presenters are now online; the committee is working on greeting cards for Research Administrators Day, future webinars, staff development, and succession planning. He also announced on behalf of David Smelser (The University of Tennessee-Knoxville) that NCURA Magazine will have two co-editor position openings available beginning January, 2017. Contact is dsmelser@utk.edu.

Financial Management Committee – Alex Atkinson (Tennessee State University) on behalf of Linda Bucy (Virginia Tech) reported that the committee has been monitoring the transfer of investment firms; Orion is taking over from Wells-Fargo, but it will have no impact on our funds. We do earn income from the investments. A treasurer's handbook for all regional treasurers was prepared and distributed. They did a complete review of all scheduled regional workshops. They are working on having credit cards

available for use by the regions. They reviewing sponsorships to make sure that they benefit the regions and follow all regulations and guidelines.

NCURA Board of Directors – Barbara Gray (East Carolina University) reported good attendance at FRA and PRA in New Orleans; next year, they will be in San Diego May 8-13. The goal of the education scholarship fund is to raise \$100K to grant scholarship for a master’s degree in research administration; we are 2/3 of the way there, so she encouraged all to participate. AM58 will have 13 tracks, some of which have been revamped. Region III members have been on the program committee. MAP my meeting will be the new app; Andy Gross will be the entertainment; Geraldine Hamilton will be the key note; Kelly O’Donnell will speak at the Monday lunch, and Tuesday evening’s event will be held at the National Museum of American History. A proposed change in bylaws is underway regarding elections. Select members of NCURA visited Cuba recently, looking at ways to facilitate research collaboration. She recognized National Board members from Region III: Michelle Vazin (Vanderbilt University), Tony Ventimiglia (Auburn University), Erica Gambrell (The University of Alabama); Cathy Snyder (Vanderbilt University), who serves on the Financial Management Committee; and John Case (Morehouse School of Medicine) and Jerry Fife (Northern Arizona University—formerly of Region III) who serve on the NCURA Scholarship Fund Committee.

Old Business – Danielle McElwain (University of South Carolina) reported that accomplishments this year included staffing the expanded organizational structure which increased volunteer opportunities and provided more services to the members; establishing SOPs for all committees to ensure continuity during leadership transitions on those committees; and increasing our social media presence (she encouraged everyone to connect via Facebook, Twitter, LinkedIn, and other opportunities as they are made available).

New Business – Kay Gilstrap thanked the standing committee coordinators: Adam Lawler (Duke), Bridgette Pfister (UVA), Natasha Stark (Kennesaw State), Steve Koogler (UCF), and Tanya Blackwell (Georgia Tech). She also thanked Danielle McElwain (USC) for her service as Region III Chair and presented her a memento to express our gratitude for her service. She encouraged all to attend 2017 spring meeting in Savannah, where Bridgette Pfister (UVA) will be the program coordinator, and she encouraged all to volunteer during the year.

The meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Deborah L. Smith, Ed.D.
Secretary

Approved at Region III Business Meeting at AM58 in Washington, DC, August 9, 2016