



Region III Business Meeting
NCURA Annual Meeting
Monday, August 7, 2017, 3 p.m.

Call to Order – **Steve Koogler** (University of Central Florida)

- Steve Koogler called the Meeting to order at 3 pm

Recognition of New Members and First Time Attendees - **Steve Koogler** (University of Central Florida)

- Steve asked new members and first time attendees to stand and be recognized.

Approval of Minutes – **Scott Niles** (Morehead State University)

- Scott asked the attendees for any edits to the previous meeting's minutes. Seeing none, he asked for a motion to approve the minutes. Barbara Gray moved that the minutes be approved as presented. The motion was seconded and passed unanimously.

Treasurer's Report – **Rob Bingham-Roy** (Georgia Institute of Technology)

- Region III's Checking Balance with Wells Fargo is currently \$49,140.54 (before travel award and checks to philanthropy). Our Investment (Orion Investment) account currently stands at \$91,065.54.

Regional Committee/Officer Reports

Program Committee – Justo Torres (North Carolina State University)

- Justo asked attendees how many of them went to the 2017 regional meeting in Savannah, noting that one of his duties is to serve as program chair for the next regional meeting. Site selections for meetings happen 2 or more years prior.
- Justo recognized the 2018 Program Committee for their efforts and asked them to stand.
- He also noted that Region III will put together a strong program, and we are planning for a great meeting in Williamsburg, VA. He encouraged everyone to try to attend this meeting.

Volunteer Services Committee reports: Hospitality, Volunteer, Attendee Experience – **Justo Torres** (North Carolina State University)

- Justo noted these are great volunteer experiences for NCURA members.

Community Engagement: Rob Bingham-Roy – (Georgia Institute of Technology)
Sponsorships and Philanthropy committees

- Rob noted that at the Savannah meeting, our region raised \$753.53 for Big Brothers and Sisters in Macon, GA. We also contributed \$1,356.34 to the Educational Scholarship Fund. We had 5 sponsors that contributed \$7,250 to the regional meeting in Savannah. Rob noted that the travel award is available for folks who may need financial help. Emily Devereux mentioned that the application is online and accessible year round.

Communications: Website, Social Media, Public Relations, Surveys and Elections committees – **Scott Niles** (Morehead State University)

- Website: Committee Coordinator Kathleen Halley-Octa took over the position in May. The new Wordpress version of ncuraregioniii.com was launched in June, and was recently updated a few weeks ago.
- Social Media: Celeste Rivera-Nunez took over the Committee Coordinator position in March. We've recently added an Instagram account to our Facebook and Twitter accounts.
- Public Relations: Tanta Myles, Committee Coordinator continues to compile our monthly newsletter in consultation with the chair and myself. Currently her committee is looking at how to incorporate Wordpress into MailChimp as a possible improvement. Her committee also continues to submit items for NCURA Magazine's Regional Corner section. The next due date for the OCT/NOV edition is August 18.
- Surveys and Elections: Ken Carter, Committee Coordinator, reported that his committee just compiled regional meeting session evaluations and emailed those results to lead presenters. Currently, they working on converting the results of the overall meeting into a more presentable format.

Nominations and Leadership Development: Nominations & Elections, Professional Development, Alumni and Emeritus, Site Selection committees – **Kay Gilstrap** (Georgia State University)

- Nominations & Elections: Elections were just completed.
 - Scott Niles, Morehead State University – *Secretary*
 - Jeanne Hermann-Petrin, The University of Tennessee Health Science Center – *Treasurer-Elect*
 - Emily Devereux, Arkansas State University – *Chair-Elect*
- Professional Development: At the Executive Committee meeting yesterday the goals of this committee was discussed and it is undergoing a few changes.
- Alumni and Emeritus Committee: This was the first year for this committee and it got off to a successful start. They decided to call themselves the Flamingo Gurus and had a good presence at the Regional meeting. We're looking at many more exciting things this upcoming year!
- Site Selection: The Site Selection Committee is Laurianne Torres from Duke University and Scott Niles from Morehead State University. We are going through possible sites and plan to have the top two out for vote in late October or early November so please vote!
- Netzone: Kay talked about the changes to the hospitality suites and encouraged attendees to come. She also stated we're co-located with Region VIII this year (International).

Membership Services – Honors and Awards, New Member, and R3 RAMP committees – **Steve Koogler** (University of Central Florida)

- Steve announced that the recipients of the 2017 Travel Award to the National Meeting were Nathan Jones (University of North Carolina, Wilmington) and Marie Penn (University of Tennessee, Knoxville).
- Steve noted that the New Member Coordinator is Tayna Blackwell (Children's Healthcare of Atlanta), and that the committee is doing a great job getting new members at the meetings and keeping them engaged.
- R3 Research Administration Mentoring Program (R3 RAMP) – Steve explained this upcoming change to the mentoring program to the attendees. He envisions RAMP as a broader program that will be more useful and beneficial to the region's members.

National Reports

Nominating and Leadership Development Committee – **Pamela Napier** (Agnes Scott)

- The N&LDC has a number of projects stemming from Barbara Gray's Presidential Charges currently in process. There are working groups assigned to do the "heavy lifting" for each of these projects but the full N&LDC will be involved in all of these projects.
- Some of the work occurring includes:
 - A review of the Executive Leadership Program: ELP is in its seventh year and we want to review the program to evaluate the value as well as to identify any possible adjustments to improve the benefits to participants and NCURA.
 - A review of additional ways to recognize individual members for their contributions to the profession at large.
 - A review of the new election process.
 - How to further develop the orientation experience for new members of the Board of Directors to improve their initial experience and ensure that they have all of the knowledge needed to be highly successful and productive during their term on the Board.
- Other Region III members of the National N&LDC are Kerry Peluso (Emory), Chair, and Michelle Vazin (Vanderbilt).
- Congratulations to Region III's Tony Ventimiglia on being chosen as NCURA President-Elect.

Financial Management Committee – **Linda Bucy** (Virginia Tech)

- Linda noted that Alex Atkinson, another RIII member is also on the FMC this year. This committee helps work with national treasurer to look at budgets, investments, etc. Other things are to look at various financial pieces of the organization. They reviewed the honoraria to traveling workshop faculty to see what's reasonable. They also did a review of the NCURA investment policy, and are continuing to look at vendors and sponsorships. She noted that RIII is one of the best at this. Our goal is to try to come up with best practices to include in a treasurer's handbook to support activities.
- Linda also noted that the FMC is going to put some documentation in place to look at taxes on merchandise sales. The committee is pulling together documentation to disseminate to regional treasurers for reference purposes. Additionally, they will begin piloting a credit card process with the goal of having some data next year for everyone.

Professional Development Committee – Danielle McElwain (University of South Carolina)

- Online Programming: 10 webinars presented or scheduled for 2017 (upcoming: Policies and Procedures Development, Data Transfer and Use Agreements, Managing Subrecipient Risk in International Environment). Previously presented webinars are available in the library for download. There will be a brochure posted to the NCURA website the week of AM to describe the type and content of all available online offerings. We are hoping that this will help be a more functional search option for members to find the content they need. Two “Train the trainer” webinars are being recorded the week of AM, and will be posted on the presenter microsite as soon as they are ready.
- Traveling Workshop Faculty/Member Selection: We are in the process of developing the framework and content for a new Contract Negotiation travelling workshop – thanks to content developers who are hard at work! We are tentatively planning to pilot the workshop in June 2018. Traveling Workshop Faculty teams for 2018-2020 have been selected – it was a very strong pool this year! Thanks to all who applied. PDC Member call for applications will go out in late August/early September – come talk to any PDC member with questions.
- Publications: Reviewed and updated content for a number of existing publications. Big ones: Role of the Research Administrator, Regulation and Compliance Compendium— both will be available for purchase at AM. New publications in the works for post-award financial management and international research collaborations. New Research Admin Day cards will be available for purchase at AM.
- Educational Programming: Developed two guidance documents for regional and national program use: incorporation of case studies and hands on activities, and best practices for conference development (including logistics and program development guidance). We hope to have these documents disseminated to leadership and program committees, as well as posted on the NCURA website, by early fall.

NCURA Board of Directors – Laura Letbetter

- Laura wanted to relay some reminders and updates. Next year’s FRA/PRA will be in San Juan, Puerto Rico. FRA is March 1-3, 2018, and PRA is March 3-5, 2018. Laura indicated that the program committees are hard at work on putting together content for these conferences.
- Laura spoke about NCURA’s new initiative “The Importance of Research.” These are a series of videos NCURA is posting on its home page in order to help us raise public awareness of the benefits of research. You can visit the NCURA website to view videos already created by your colleagues and their institutions on how research and innovation improve our lives. Institutions that want to submit a video should send a 90 second clip that highlights research on their campus to supportingresearch@ncura.edu.
- The Board has been discussing ways in which NCURA could direct members to information related to the changing Federal landscape – which could include providing information via links to other organizational web sites, etc.. A Call for Volunteers will soon be released seeking a team of individuals who might be interested in leading this initiative. The Call for Volunteers will include additional details, including anticipated time commitment.
- Innovation/Recognition – The Board is working on a new opportunity to recognize

individuals for innovative work and ideas that are inspired by or derived from membership and participation in NCURA events and programs. A plan for recognizing innovation in research administration has been discussed by the Board, and a Call for Volunteers will be released to seek individuals who might be interested in pursuing this opportunity. The Call for Volunteers will include additional details.

- Leadership Development Opportunity –The NCURA Insight Leadership Group (NILG) is a group of members interested in learning about leadership in an action learning setting. The context is the real-life, day-to-day experiences of people working as research administration leaders, managers, and supervisors. The group will learn and focus on aspirations and improvement. Garry Sanders will facilitate NILG. There will be two groups in 2018 (limited to 10 individuals in each group – one for senior leaders and one for “aspirational” leaders). Garry will be at the NCURA Connect area today for those interested in touching base with him.

Educational Scholarship Fund (ESF) – David Smelser (University of Tennessee)

- David noted the scholarship started in 2013 to provide funding to those wanting to pursue Master’s Degrees in Research Administration. David announced that the scholarship reached its \$100,000 goal. Now, the goal for AM59 is to get to \$105,000. David noted that they have a donor who will match up to \$1,000 1-for-1. He stated that Region III will have t-shirts and other items for sale in the NetZone, the proceeds of which will go toward the scholarship fund. Recipe books are for sale as well. Those interested in applying to the ESF should contact David.

Old Business – Steve Koogler (University of Central Florida)

- No old business

New Business – Steve Koogler (University of Central Florida)

- Steve recognized Scott Niles for all of his hard work on the Nom and Elections Committee
- Steve also recognized Andrea Moshier for her work on the program committee for the 2017 spring meeting.
- Pat Green reminded everyone about the flamingo walk Tuesday morning at 6:30am.
- Steve encouraged people to come to NetZone during the meeting to socialize and purchase RIII branded items. Justo also mentioned this is a perfect opportunity to buy gifts for Research Administrator’s Day, which is September 25.
- Rob mentioned if anyone pre-ordered a polo shirt, they could pick up and pay at the NetZone.
- Bruxanne told attendees to go to the RIII site and signup.com to register for volunteer positions within the region.

Adjournment

- Pamela Napier moved to adjourn
- The motion was seconded and passed unanimously.
- Steve adjourned the meeting at 3:41 p.m.

Submitted by: Scott Niles. Ph.D., CRA, Secretary, Region III