



Region III Business Meeting  
Annual Spring Meeting  
Desoto Hilton Savannah  
Tuesday, May 9, 2017 12:00 PM

- I. Chair Kay Gilstrap (Georgia State University) called the meeting to order at 12:20 p.m. and recognized the new members, first-time attendees, and alumni and emeritus/Flamingo Gurus.
- II. Secretary Debbie Smith (The University of Tennessee Health Science Center) asked for approval of the minutes from the August business meeting in Washington, DC, which had been previously posted to the web. Motion was made by Tony Ventimiglia (Auburn University) and seconded by Emily Devereux (Arkansas State University) to approved the minutes; the motion passed with no dissents.
- III. Treasurer Rob Bingham-Roy (Georgia Institute of Technology) gave the Treasurer's Report, indicating that the Region has two accounts, checking and investment. Current balance in checking is \$17,460, plus \$128,000; expenditures were \$8824.80 and \$138,136 . . . Investment balance is \$87,801 before expenses.
- IV. Chair Kay Gilstrap (Georgia State University) recognized the newly elected Incoming Chair-Elect, Justo Torres (North Carolina State University).
- V. The Executive Committee Members provided reports from the committees that report to each of them:
  - A. Rob Bingham-Roy, Treasurer – (Georgia Institute of Technology)
    - a. Sponsorships (Coordinator – James Denney - Mississippi University for Women) - Rob thanked all the sponsors for their support and reported that the Region raised over \$7,000 in sponsorship funds; these funds make it possible to host this event. Rob gave special thanks to the two university

sponsors of the 2017 Regional meeting, Georgia Southern University and The University of Tennessee Health Science Center and corporate sponsors, Evisions, Attain, and Kualii. He reported that the committee contacted over 40 companies and universities.

- b. Philanthropy –(Coordinator - Laneike Mussolini Tri-County Technical College) – Rob reported that the Philanthropy Committee has worked to present a host of “fun” fundraising activities for the Region. They identified the NCURA Education Fund and Big Brothers Big Sisters of Macon, Georgia as our non-profit fundraising beneficiary. Our fundraising goal for BBBS this year is \$600.
  
- c. Danielle McElwain, Immediate Past-Chair – (University of South Carolina)
  - i. Site Selection (Coordinator, Danielle McElwain – University of South Carolina) – Danielle reported that the Site Selection Committee worked with Helms Brisco to collect proposals for the 2018 meeting site. Proposals were requested from hotels and resorts in New Orleans, Williamsburg, Miami and Myrtle Beach. The committee reviewed the proposals received and visited 4 hotels in New Orleans and 2 hotels in Williamsburg. The committee narrowed the selection down to Hotel Montelione in New Orleans and Kingsmill Resort in Williamsburg. The membership voted in October with 361 members participating. Williamsburg was selected by 60% of the membership and a contract was negotiated with Kingsmill Resort for the 2018 meeting.
  
- d. Nominations and Elections (Scott Niles – Morehead State University)

Danielle reported that the Nominations and Elections Committee conducted a successful special election this year to install an incoming Chair-Elect due to an unforeseen vacancy. After vetting numerous inquiries the committee selected 2 strong candidates. Justo Torres, Director of the Office of Contracts and Grants at NC State University was elected. 247 votes were cast out of an estimated 1690 eligible voters for a 14.6 participation rate. Nominations are open for Secretary, Treasurer Elect and Chair-Elect. Descriptions of the process and positions are available on the Region III website.

- B. Debbie Smith, Secretary – (The University of Tennessee Health Science Center)
- a. Website (Coordinator – Emily Devereux – Arkansas State University)  
Debbie reported that within the past year, the website committee has added new features to the website for more interaction with Region III members. The committee is now posting pictures of Region III to highlight events and members, as well as using new media including videos and sliding picture tools. The newest development of the committee is the new website format, Word Press, to enable the ease of updating the website without the need for programming and coding knowledge/expertise. This new website has not cost Region III any extra funds, and has been transitioning within the past month to the new system.
  - b. Social Media (Coordinator – Celeste Rivera-Nunez – University of Central Florida) – Debbie reported that there was some turnover in the coordinator for this committee this year. They have been posting conference information mostly on Facebook and Twitter just about on a daily basis, plus a few postings on LinkedIn geared more to professional, workplace news. The Committee regularly interacted with membership using three social media channels, without tracking analytics: Twitter, Facebook, and LinkedIn. Current news stories of interest to research administrators and information on NCURA or Region III activities were posted/tweeted at least three times per week, with a goal of posting five days per week. They posted different information on each channel, rather than cross-posting the same information in three places. However, information regarding the Region III meeting, elections, or other pertinent information was posted simultaneously in all three places.
  - c. Surveys and Evaluations (Coordinator – Jeanne Hermann – The University of Tennessee Health Science Center) Debbie reported that This committee completed data entry and quantitative analysis of individual session evaluations for the 2016 Regional Meeting; completed quantitative and qualitative analysis of the 2016 Regional Meeting Evaluation Survey; administered survey and performed quantitative and qualitative analysis of the 2016 Annual Region III Membership Satisfaction Survey; and redesigned both the sessions evaluation and meeting evaluation surveys for the 2017 Regional meeting.
  - d. Public Relations (Coordinator - Tanta Myles – University of Alabama, Birmingham) – Debbie reported that the PR committee added two new members, both with previous PR experience. The committee has updated the template for the monthly newsletter and added two new features including a federal update section and member accolades. Additionally,

the committee produced and distributed the newsletter every month during the past year, as well as the N-Mag Articles.

C. Steve Koogler, Chair-Elect – (University of Central Florida)

- a. Program Committee – Steve Koogler (University of Central Florida) – Steve thanked everyone on the Program Committee for making this year’s program such a success. Without their thoroughness and hard work, we would not have had all the great sessions, discussion groups and workshops that we did.
- b. Hospitality (Coordinator - Adam Lawler – Duke University) - Steve thanked Adam and his team Darcy Lewis and Ginny Thorsen for putting together a great hospitality suite this year. Also for working with the Philanthropy Team to make it successful on that part.
- c. Volunteer (Coordinator – Sandy Barber – Georgia Institute of Technology) – Steve thanked Sandy and recognized her committee and all the volunteers for doing a great job this year, including supporting all the activities at the National meeting in Washington, as well as here in Savannah.
- d. Attendee Experience (Coordinator – Andrea Moshier – Western Carolina University) – Steve thanked Andrea and recognized her committee for a job well done at both the National meeting in Washington as well as the Savannah meeting.

D. Kay Gilstrap, Chair – (Georgia State University)

- a. Honors and Awards (Coordinator - Hagan Walker – Clemson University) – Kay reported that his year the Honors and Awards committee conducted successful awards processes for the Regional Travel Awards, the Rising Star Award, and the Senior Service Award in addition to the National Travel Award. They have worked to streamline the nomination process to encourage more applications and supported the executive committee as needed in promoting other award opportunities with the national NCURA organization to promote recognition within our region.  
Kay introduced Pam Whitlock who announced the Pam Whitlock Rising Star Award winner, Emily Devereux of Arkansas State University and thanked her for her outstanding service to the region.
- b. New Members (Coordinator - Leigh Stephens – Auburn University) – Kay reported that this year, the New Members Committee contacted new members as they joined each month welcoming them to Region III. A New Member reception was held at the 2016 Annual Meeting in DC in

August. A welcome note was written for each new member and first time attendee to this meeting.

- c. Professional Development (Coordinator – Michael Dickman – Duke University) Kay announced that over the past year, the PDC committee wrote a first draft proposal to create a local one-day workshop within the region, specifically in Atlanta, GA. The draft is in the process of revision so that it may be submitted to NCURA National for approval. It is our goal to have the workshop in Atlanta in October 2017.
  
- d. Alumni and Emeritus (Coordinator – Pam Whitlock – University of North Carolina, Wilmington, Emeritus) – Kay announced that this is a new committee and that in its first year, 53 potential members were contacted. This group is being called the Flamingo Gurus. There have been opportunities for them to network and reconnect here at this meeting, and several have been involved in presentations (keynote and others), dinner group, and other activities. Over the next year plans are to create a page on the Region III website devoted to the Gurus, create a list serve for them to provide an avenue to stay connected to Region III. This new group will be contacting potential members and working with other groups to provide mentoring.

#### E. National Reports

- 1. Professional Development Committee— Danielle McElwain (University of South Carolina) – Danielle reported that National PDC Report – Danielle reported that there is a current open call for Traveling Workshop Faculty with applications due May 24th. There are several upcoming webinars on a wide variety of subjects. A complete list is available on the NCURA website and registration for some of the webinars is open. Plans are to add a Contracts, Acquisition, and Negotiation traveling workshop to the travel workshop roster in the Fall of 2018. Two new publications are available for purchase: How to manage a Financially Focused University Research Audit Effectively and A Primer on Export Control.
  
- 2. Other National Committees – Laura Letbetter – Georgia Institute of Technology, Tony Ventimiglia – Auburn University, and Georgette Sakumoto – University of Hawaii
  - a. Nominating and Leadership Development Committee
  - b. Financial Management

c. NCURA Board of Directors

3. Board Member Updates

- PRA/FRA

This year's PRA and FRA conferences in San Diego, California were very successful with over 600 participants from 17 countries attending PRA and over 800 participants from 9 countries attending FRA. Thanks to all of the volunteers. Remember, next year's conferences will be in San Juan, Puerto Rico. [FRA – March 1 – 3, 2018; PRA – March 3-5, 2018). This year's Annual meeting is August 5-9 in Washington DC; theme: "Exploring the Possibilities.... Navigating into the Future." Preliminary Program and hotel information are available on the NCURA website.

Some highlights for this year's meeting NCURA Annual Meeting in DC:

- Two half-day Saturday workshops and two half-day Wednesday workshops have been added.
  - Added a half track for IT (developing spreadsheets, etc.).
  - Added a half track for data management.
  - Added a poster session.
  - Global track has been split to distinguish a US-track and International-track.
  - Tuesday event will be half museum (Air and Space) and half party (old school music).
  - Sunday evening dinner will be Polynesian stations and light-hearted entertainment in a casual atmosphere. There will be special opportunities for new member networking/mentoring.
  - Keynote speaker will be Mae Carol Jemison, an American physician and NASA astronaut. She became the first African American woman to travel in space when she went into orbit aboard the Space Shuttle Endeavour on September 12, 1992.
- There are a couple of volunteer opportunities to be highlighted – NCURA is seeking a Co-Editor for the NCURA Magazine and Co-Editor for the Research Management Review (RMR). There were ads for both positions in the March/April NCURA Magazine.
  - We will be having a greeting card contest with sales at AM59 (proceeds going to the Education Scholarship Fund). The contest was announced in May.

## Executive Committee Representative Updates

- In 2015, the N&LDC and the Board of Directors began review of our officer selection process. This was precipitated by ongoing challenges in recruiting well-qualified candidates to run for office and the recognition that significant leadership ability and knowledge of the organization are important pre-requisites for the elected officers. We also received feedback about disincentives to putting one's name forward, including the rather onerous application process. We also knew that some excellent leaders who lost a national election would not run again if asked. And even some of the participants in our leadership program, which prepares future NCURA leaders, indicated a reluctance to run for office because of perceived professional damage from public election loss.

A subcommittee of the N&LDC researched election procedures used by other non-profit and professional development organizations and ultimately recommended a change to our process. The amendment to the bylaws made in 2016 allows the N&LDC to place only one name on the ballot for each of the three officer positions (Vice President/President-Elect, Secretary, and Treasurer-Elect). The nomination/application process was also revised to reduce the paperwork burden for potential candidates. In February, the Board reviewed applicant qualifications, interviewed applicants, and put forward its recommendations for the 2017 slate to the N&LDC. In accordance with the new procedures, only one candidate for each office will appear on the ballot. Members may vote “yes” or “no” for each candidate. (Note that the new process is only for officer positions; N&LDC will continue to put forward two names for each at-large Director position.)

At first blush, this change may feel less fair. But, as NCURA discovered, this is a common practice in many strategically managed organizations because it ensures a highly qualified leadership team who will provide consistency and stability in the quest to reach strategic goals. We have entrusted the N&LDC and the Board of Directors with the difficult task of identifying an excellent candidate for each officer position, and we respect their collective judgment. Our new way of selecting officers ensures that NCURA remains in the hands of our truly exceptional, dedicated, and qualified volunteers and will guard against the disengagement of the same pool of individuals. So please participate in the election to show your support of the officer candidates selected for the 2017 ballot.

A revision to the NCURA Administrative Policies was approved during a call of the NCURA Board of Directors on April 3rd (revised version now available on NCURA website). This revision was initiated in order to have the Administrative Policies align with the 2016 Bylaws revision.

- The Financial Management Committee reports we are financially healthy and are in a strong position to support the ongoing initiatives to benefit the membership.

- NCURA Region III currently stands at 1,623 (as of meeting date).

VI. Old Business – Kay Gilstrap provided a summary of accomplishments during her tenure as chair, including establishment of the Emeritus/Alumni group, moving the hospitality suite at National meetings to facilitate networking (and save the Region money), and establishing some ad hoc committees to facilitate the work of the standing committees.

VII. New Business – Steve Koogler thanked Kay for her service to the Region and presented her with a token of our appreciation. He also announced the OHRP Regional Conference that will be held in Augusta, Georgia, July 18-19. He also announced some room changes for two sessions later in the day. Plaques were handed out to Program Committee Members and Out-going coordinators

VIII. Adjourn – The meeting was adjourned at 1:12 p.m.

Respectfully submitted,

Deborah L. Smith  
Secretary