



Region III Business Meeting  
 Annual Spring Meeting  
 Kingsmill Resort  
 Tuesday, May 8, 2018 12:00 PM

- I. Call to Order—Steve Koogler (University of Central Florida)  
 Steve called the meeting to order at 12:15 pm.
- II. Recognition of New Members and First Time Attendees—Steve Koogler (University of Central Florida)  
 Steve asked our new members to stand and be recognized.
- III. Recognition of Alumni and Emeritus/Flamingo Gurus—Kay Gilstrap (Georgia State University)  
 Steve recognized our gurus and thanked them for their work.
- IV. Approval of Minutes—Scott Niles (Georgia Institute of Technology)  
 Kathleen Halley-Octa motioned, Claire Stam (Clemson University) seconded. All members voted to approve the minutes of the 2017 Spring Business Meeting.
- V. Treasurer’s Report—Rob Bingham-Roy (Georgia Institute of Technology)  
 Rob presented the Region’s updated financial figures:

|  | <b>Budget</b> | 12/31/17  | <b>Budget</b> |
|--|---------------|-----------|---------------|
|  | 2017          | 2017      | 2018          |
| <b>Income:</b>   | \$138,200     | \$166,314 | \$153,625     |
| <b>Expenses:</b>   | \$134,700     | \$148,904 | \$152,798     |
| <b>Net Income:</b>                                       | \$3,500       | \$17,410  | \$827         |
| <i>Beginning balance as of January 1, 2018: \$18,180</i> |               |           |               |

- VI. Recognition of New Officers—Steve Koogler (University of Central Florida)
  - a. Emily Devereux (Arkansas State University)
  - b. Jeanne Hermann (The University of Tennessee Health Science Center)

Steve also recognized the travel award winners: Patrick Elzinga (University of Kentucky) and Molly Sagona (University of South Carolina).

- VII. Regional Committee/Officer Reports
  - a. Rob Bingham-Roy—Treasurer (Georgia Institute of Technology)
    1. Philanthropy (Coordinator, Laneika Musalini, Tri-County Technical College)
      - Rob recognized Laneika for her work on this committee. At COB yesterday, North Carolina was in lead for State Cup, but Georgia has since moved ahead. All donations to the State Cup competition benefit hurricane relief efforts in Puerto Rico. The winner will be announced at banquet tonight.
    2. Sponsorships (Coordinator, Marc Haon, Auburn University)
      - Rob recognized Marc for his work with this committee.
  - b. Kay Gilstrap—Immediate Past-Chair (Georgia State University)
    1. Professional Development (Coordinator, *Vacant*)
      - There has not been any activity the past year for this committee. The Executive Committee has discussed how to move forward and that will be a focus of Justo Torres' while he is Chair.
    2. Alumni and Emeritus (Coordinator, Pam Whitlock, University of North Carolina, Wilmington, Emeritus)
      - The alumni and emeritus group, also known as the Region III Gurus, are continuing to thrive. They had a gathering Sunday evening prior to the reception and a dinner group last night. In the upcoming year, we have plans to create ways for them to connect throughout the year. We are also planning some events for the upcoming 2019 meeting. Members from this group have several sessions and discussion groups they are presenting at this meeting. I encourage you to attend their sessions. You can identify them by their pink lanyards!
    3. Elections (Coordinator, Andrea Moshier, The University of Melbourne)
      - This year we have two positions that will be open for election – the Chair-Elect who will be the program chair for the 2020 meeting and the Regionally Elected-Board member. Watch your email for the notice for nominations to come out in the next week or two.

4. 2019 Site Selection (Coordinator, Kay Gilstrap, Georgia State University)
  - The site selection committee visited three sites and put forward the Margaritaville Beach Resort in Hollywood, FL and the Hilton Head Island Marriott. When all votes were in, the Margaritaville Beach Resort was selected. It is 15 minutes from Ft. Lauderdale, FL, very family friendly, and has excellent meeting room space. She is sure it will be an outstanding meeting.
- c. Scott Niles—Secretary (Georgia Institute of Technology)
  1. Website (Coordinator, Kathleen Halley, Georgia Institute of Technology)
    - The Website Committee has revamped the website thanks to WordPress. Additionally, our social media presence has been integrated onto the site via widgets that allow Facebook and Instagram content to display on the site. This is part of a concerted effort to create a targeted marketing approach and a consistent set of SOPs for online communications. To this end, the EC is considering a merging of the Social Media and Website Committees in order to foster consistency.
  2. Social Media (Coordinator, Celeste Rivera-Nunez, University of Central Florida)
    - The Social Media Committee has consisted of just Celeste during the past year. The social media committee regularly interacted with membership using three social media channels, without tracking analytics: Facebook, Twitter, and LinkedIn. We recently established an Instagram page. Information on NCURA and Region III activities were posted on Facebook and tweeted on Twitter regularly, with a big push for conference information and activities the last spring meeting and the upcoming spring meeting. We posted different and cross posted information in both Facebook and Twitter. Information on elections, member accolades, newsletter, conference, scholarship fund promotions and other pertinent information were posted simultaneously in both places. We have a total of 405 Facebook followers on the Region III page to date. LinkedIn has not been very active as of late, and because it doesn't serve the purpose of our marketing strategy, and also conflicts with the functionality of Collaborate, the EC has decided to delete the LinkedIn account.
  3. Surveys and Evaluations (Coordinator, Ken Carter, The University of Tennessee Knoxville)

- 2017 Region III Meeting - Overall Survey  
Created annual Region III meeting survey (overall) and coordinated delivery by NCURA National.  
Completed quantitative and qualitative analysis of the 2017 Regional Meeting Evaluation Survey
  - 2017 Region III Meeting – Individual Sessions  
Analyzed individual session evaluations for the regional meeting  
Submitted individual evaluation results to presenters
  - 2017 Region III Member Survey  
Created and coordinated delivery of 2017 Annual Region III Membership Satisfaction Survey
  - 2018 Region III Meeting  
Review and updated meeting evaluations for the Regional Spring Meeting  
Coordinated with Chair-Elect on finalizing the evaluations  
Created electronic evaluations in Guidebook
4. Public Relations (Coordinator, Tanta Myles, University of Alabama, Birmingham)
- The PR committee has updated the stock images available for the monthly newsletter and continues to include a federal update section and member accolades as regular sections. Additionally, the committee produced and distributed the newsletter every month during the past year. The committee has also produced six Regional Corner submissions for NCURA Magazine for the year. Tanta Myles is rolling off as coordinator, and the EC would like to thank her for her wonderful work.
- d. Steve Koogler—Chair (University of Central Florida)
1. Honors and Awards (Coordinator, Hagan Walker, Clemson University)
    - Steve recognized Hagan for her service to the committee, as she is rolling off as coordinator this year.
  2. New Members (Coordinator, Tanya Blackwell, Children’s Healthcare of Atlanta)
    - This year, New Members Committee has reviewed welcome communication and updated the email that is sent to new members. That email is sent monthly to each new member (list received by Tanya Blackwell) by David Smelser. The activities were pretty much already planned so we didn’t have to do anything
  3. Professional Development (Coordinator, *Vacant*)

4. RIII RAMP (Coordinators, Jaime Petrasek, Virginia Commonwealth University & Erin Blackwell, University of Central Florida)
    - This next year will be an exciting year as we will start the initial Pilot for the online RIII RAMP (Research Administrator Mentoring Program) class. We will have 5 students working both individually and as a group with their mentors and the other students to complete an eight module program that will culminate with a selected activity at next year's Regional III Spring Meeting. Thank you to Jamie Petrasek (Virginia Commonwealth University) and Erin Blackwell (University of Central Florida) and their committee for all their hard work in getting this initiative together.
  5. 2020 Regional Meeting
    - For 2020 we will be doing a joint meeting with Region IV. As such, we have had the opportunity to come together as a group and have selected the Tradewinds Island Grand Resort in St. Pete Beach for our 2020 Spring Meeting.
- e. Justo Torres—Chair-Elect (North Carolina State University)
1. Justo noted that he isn't going to provide detailed updates on these committees because of the work involved in planning and running this regional meeting. He did note the importance of PD to our field and to NCURA's vitality. He noted that these things take a lot of time and work to get off the ground. In order to see long term projects (such as RAMP) to fruition, we may end up shifting around reporting lines of committees to ensure continuity. Justo talked to members about EC ideas to provide workshops in areas typically underrepresented or who rarely attend regional meetings as a way to reach out and to act as a feeder. Justo asked all of the planning and program committee members to stand and be recognized. Justo stated that the reception and party tonight will be in this ballroom and not in Burwell.
  2. Program Committee (Justo Torres, North Carolina State University)
  3. Hospitality (Coordinator, Darcy Lewis, Duke University)
  4. Volunteer (Coordinator, Bruxanne Hein, Georgia Southern University)
  5. Attendee Experience (Coordinator, Lacey Rhea, University of Florida)
- f. National Reports
1. Development Committee—Danielle McElwain (University of South Carolina)
    - In collaboration with the NCURA staff, the PDC is charged with participating in the implementation of a new content platform on

NCURA.edu. The content will work similar to an on-line blog, but will be a point of access for much of the content created and curated by NCURA. Details on this initiative will be coming over the course of 2018, including opportunities to create content for the website.

- The PDC continues to look at existing publications for potential updates and potential revisions. New Publications are under development including a post award management volume.
- PDC is working in collaboration with an institution in California to explore the potential of an undergraduate program in research administration. The PDC is building an outline of what a potential program might look like.
- The call for travelling workshop faculty has recently closed. We received a very robust response from the NCURA community and will be reviewing applications and choosing the next cadre of faculty in the coming weeks.
- There are several new webinars lined up including:
  1. NSF on May 15
  2. Contracting Webinar June 20
  3. Subrecipient Monitoring July 17
  4. Export Controls September 12
  5. Internal Controls September 25

2. Education Scholarship Fund—David Smelser (University of Tennessee, Knoxville)

- David noted that now that ESF has reached \$100k, we are now issuing scholarships. He noted that most all our regional philanthropy activities support this fund. He also stated that ESF began as an idea of Jerry Fife's, with the purpose of helping people pursue a Master's in RA. He stated that we have issued the first two scholarships – Sylvia Bradshaw (Dixie State University) attending Johns Hopkins University, and Amanda Tan (Boston University Medical Center) attending Emmanuel College.
- This year, the competition for donations to the ESF has changed slightly. The metric will be per capita donations instead of actuals. Thus, our status as the largest region will not help our chances of winning going forward. The other is participation. Beginning now through AM60, you can donate online and select your region. We're hoping that we can get as many people as we can to donate, even if it's just \$1.

g. Other National Committees

1. NCURA Vice President—Tony Ventimiglia (Auburn University)
  - Tony updated the room about AM60. This is our 60<sup>th</sup> anniversary meeting, so it's a big deal. The depth and breadth of this meeting is incredible and allows us to branch out to network with other regions. As chair of this meeting, Tony thanked Kay Gilstrap, Robyn Remotigue, Danielle McElwain, Candace Ferguson, Laura Letbetter and Pam Whitlock (all currently or previously from RIII) for serving on the program committee. Registration is already at 600 people, including 30 international members. This year's meeting theme is "Demonstrating resilience and advancing the profession."
  - Tony stressed that Sole Source and the No Cost Extensions, NCURA's own band, is going to be the Tuesday night entertainment at the meeting. He also noted that the museum night will be Sunday night (Museum of Natural History).
  
2. NCURA Board of Directors—Laura Letbetter (Georgia State University)
  - Laura noted that the national board recently approved a diversity and inclusion statement for NCURA. The next step will be to develop guidelines to adopt the statement and consider diversity and inclusion when requesting volunteers for committees, task forces, and working groups as well as consider diversity when submitting nominations for candidates and selecting award recipients. The proposed implementation plan will be presented at a regional leadership workshop that will be held in June and then hopefully rolled out for use by everyone, including regions, later in the summer. Laura noted that the membership will be updated as information becomes available.
  - Laura also wanted to remind members that our region has always had very strong representation at the national level. A big part of serving in this capacity is to listen to members' questions and concerns. Our Region III representatives serving at the national level include Immediate Past President, Barbara Gray (East Carolina University), Vice President Tony Ventimiglia, Nominating and Leadership Development Committee Chair Michelle Vazin, and Laura as your regionally elected board member. Laura encouraged members to feel free to bring their questions and concerns to the attention of their national representatives.

3. Nominating and Leadership Development Committee—Barbara Gray  
(University of East Carolina)

- Barbara welcomed everyone to the meeting. She recognized Marc Schiffman from NCURA National, who is the managing editor for NCURA Magazine. Barbara also recognized the staff who support the national organization and the things that they do for members.
- Barbara talked about the NLDC and how it ensures we have elections for national office. It also reviews all of our award recipients. Further, this group makes sure NCURA will go far into the future by having good leadership. She noted the Leadership Development Institute as a particularly important and noteworthy program. She asked former and current participants of this program to stand and be recognized. Those interested in becoming a leader should participate in this program. It is a serious undertaking, but it really prepares you for leadership both within NCURA and your institutions.
- Barbara talked about the challenges in getting a good slate of candidates for officer positions, and the decision to allow bringing forth only one name for these officer positions. Membership previously approved the bylaws change to allow this, and last year for the first time we saw an election with only one name nominated for a position. Barbara noted that there will be only one name put forward for Vice President/President elect for the 2019 term. However, because there was concern about the change in number of candidates, the board revisited the issue in February, reviewing the history and rationale for the change. They determined that the process of placing only one name on the ballot for national officer positions should be continued. At-large elections will continue as usual, with two names on the ballot for each position. To increase transparency, the Board has proposed a bylaws change (from “one or more” to “one” in regard to number of names on the ballot for each office) and to replace “election” with “ratification” to more accurately describe the process. The proposed amendment will be discussed at the AM60 business meeting, and a vote of the full membership will then be taken. If the membership approves the bylaws change, the Administrative Policies and N&LDC election process document will be modified as necessary. If anyone has any questions, please let her know.

VIII. Old Business – There was no old business to discuss.



IX. New Business

- a. Steve recognized committee coordinators rolling off and brought them up to receive plaques.
  1. Steve thanked Hagan for all her hard work. Her committee had the tough job of reviewing and recommending travel award recipients for both the spring and national meeting. On top of that, her committee were tasked with reviewing and assisting in the selection process for the Pam Whitlock Rising Star Award and Sr. Service Award. Her dedication definitely shown through and the Executive Committee would again just like to say thank you to Hagan.
  2. Steve also thanked Tanta for her tenure as the Public Relations Coordinator. All of her hard work, dedication and constant reminders is what allowed us to successfully send out numerous eBlasts and to ensure that our NCURA Magazine Regional Corners were completed on time and read well.
  3. Steve thanked Pat Green for accepting the position of Chair Appointed Executive Committee Member. Steve stated that Pat has been a great mentor, willing to take on anything that was asked of him. He led our Ad Hoc Committee to review and update all the Region's SOPs and would call weekly to provide updates. Steve noted that he truly appreciated everything he has done for him and the executive committee.
  4. Senior Service Award: Steve stated that this year's recipient has passionately served NCURA Region III in multiple capacities, including three plus years on the regional spring meeting program committee, as a regional executive team member and officer, the nominations and elections committee, the membership and awards committee and the bylaws and administrative policies committee. They have further represented Region III at the national level by serving in the ELP program, as a contributing editor and a co editor of the NCURA magazine, as an ongoing NCURA mentor, as faculty for various NCURA professional development webinars, a contributor to RACC's CFRA review team, the NCURA social media team, and as an NCURA campus liaison. They have published and/or presented more than 23 NCURA articles, workshops and presentations at the regional and national levels. Steve announced that the 2018 Senior Service Award Winner was David Smelser from the University of Tennessee.
  5. Justo recognized Steve with a plaque/gift certificate for his work as Chair.

X. Adjourn

Steve adjourned the meeting at 1:05pm.