



Region III Business Meeting
NCURA Annual Meeting
Monday, August 6, 2018, 2:45 p.m.

- I. Call to Order – Justo Torres
Justo called the meeting to order at 2:47 pm.
- II. Recognition of New Members and First Time Attendees – Justo Torres
Justo asked new members and first time attendees to stand and be recognized. He then asked former regional chairs to stand and be recognized.
- III. Approval of Minutes – Scott Niles
Scott asked attendees to approve the minutes of the Regional Business Meeting in Williamsburg, VA. Danielle McElwain motioned and Kay Gilstrap seconded. All approved the minutes.
- IV. Treasurer's Report – Rob Bingham-Roy
Rob presented the June 30th financial report to National to the attendees, noting that we did not meet our costs and lost approximately \$6,000. As a result, he had to gain approval to pull \$15,000 from the investment account to cover this loss.

Rob stated that we had \$19,000 in checking and \$82,000 in the investment account.

Rob briefed attendees on the region's recent audit, and noted that no findings were discovered in the audit.

Rob also briefed attendees on the piloting of the use of credit cards for merchandise sales, and that a report to national is in the final editing stages and will be submitted before the end of AM60.

An attendee asked where the shortfall was in our losses in Williamsburg. Rob noted that the budget was built upon the expectation of 325 attendees, but only 265 individuals registered. Further, he stated the higher food costs in Williamsburg also contributed to this. Rob said that the region will do a better job of anticipating and calculating these costs going forward.

Justo asked attendees if they were amenable to the region accepting credit cards going forward. All seemed to agree that the membership would be supportive of this. Some discussion ensued about the point of sale (POS) device fee and if accepting credit cards increased sales. The POS device usage does incur a small fee. While sales

increased, we cannot claim a direct causal relationship. Nevertheless, he feels that allowing the use of credit cards should improve sales going forward.

Justo stated that the best way for members to help the region is to attend meetings.

V. National Reports

a. Professional Development Committee – Danielle McElwain

The PDC continues to make progress on its two Presidential charges for 2018. We are in the process of finalizing the development of a proposed course of study outline for an Undergraduate Degree in Research administration. We are exploring the opportunity of partnering with an academic institution and investigating ways NCURA can be part of this offering.

The PDC, in collaboration with the NCURA staff, is moving forward with the development of a comprehensive content module to be hosted on the NCURA.edu website. This will involve a leadership structure similar to the NCURA magazine, and NCURA members will be encouraged to provide content for the website. 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. An updated Subawards micrograph is being finalized. A new publication under development is a post award financial management micrograph. A new micrograph on international research collaborations is being finalized, as well.

The PDC is also looking at ways to cross-promote available resources, to ensure that people are aware of what content is available in different formats on certain topics. For instance, when the Export Controls webinar was recently advertised, the Export Controls micrograph and Export Controls workshop were also promoted.

There is a slate of webinars lined up for presentation through December of 2018, with ongoing review and evaluation for webinars until spring of 2019.

The cohort of travelling workshop faculty for 2019 has been selected. We had a very strong response to our call for applications, and the selected faculty members representing some of the top research administrators in the NCURA community.

b. Education & Scholarship Fund – David Smelser

David stated that the first two scholarships were awarded this spring–Sylvia Bradshaw (Dixie State University) attending Johns Hopkins University, and Amanda Tan (Boston University Medical Center) attending Emmanuel College. The 2nd call for applications comes out next week. If you have any questions about the criteria, please email David. Those interested in participating in the ESF

can contact David, as Laura Letbetter is rolling off the committee and a replacement is needed.

David noted that the ESF fund contest is now a per capita one (amount per member), which makes the contest more equal.

c. Nominating & Leadership Development – Barbara Gray

Barbara had no update on the NLDC

d. NCURA Board of Directors – Laura Letbetter

Laura talked to attendees about updates related to NCURA's diversity and inclusion initiative. National has issued a statement on diversity and inclusion with respect to its activities. In short, NCURA wants to take steps toward improving diversity/inclusion both nationally and within regions. They are moving forward with recommendations to implement, and are asking regions to do some things to help

Laura also spoke about bylaw changes for NCURA national elections. She noted that this is about moving from an election process where two or more candidates are presented to a ratification process where one person is presented and the membership can approve or not approve. The NLDC did an extensive review on this process. The issue that needed to be addressed was the ongoing challenge of recruiting strong, knowledgeable candidates who are willing to serve. Laura noted that a lot of professional organizations are moving in this direction.

The proposed bylaw change is that there will be one candidate on the ballot. Members have already received email notification about this. Laura encouraged everyone to attend the national business meeting, where this will continue to be discussed.

Laura noted that FRA/PRA 2019 registration is open, and it will take place in Las Vegas.

VI. Regional Committee/Officer Reports

a. Program Committee – Emily Devereux, Chair Elect

Emily asked the 2019 program committee to stand and be recognized. She noted that the RFP will be coming out soon for the 2019 regional meeting in Hollywood, FL. The theme will be "Collaboration: Creating Connections that Count." Emily noted that the RFP deadline is 9/30/18, and that the program committee is really pushing for advanced topic submissions. If you have ideas, please submit them or feel free to reach out to Emily. She also thanked everyone who completed the recently disseminated survey for workshop ideas, as the membership's input is important to creating a successful program.

Emily also said that we have been able to activate an RIII Collaborate Community. Emily encouraged everyone to join this community. We want to find ways to interact between meetings and have more meaningful engagements.

Registration opens 11/1/18, and we will have tiered pricing for early registrants. We are looking to bounce back from our financial shortfall next year. Registering early will help with meeting planning.

With the PUI track, one way we are trying to address diversity is to add a Community College track in order to reach out to this population and make them feel like they have a seat at the table in the region.

Justo stated that Margaritaville is a great, family friendly property and encouraged attendees to attend.

b. Philanthropy – Laneika Musalini, Coordinator

Laneika stated that with all the changes related to fundraising, she wants to consult with the EC about how philanthropic efforts will operate going forward. She noted that in some states we're restricted regarding what activities we can do. It takes a lot of planning to come up with ideas, and thanked her committee and the members for their support. She specifically thanks people who filled out volunteer cards at the regional meeting, and has contacted people interested in joining the philanthropy committee.

Rob followed up and noted that tax issues and raffle/fundraising laws vary from state to state and can create a financial burden in order to be legally allowed to raise funds. This can prohibit us from engaging in fundraising activities all together.

c. Nominations and Elections – Andrea Moshier, Coordinator

Andrea stated that we held elections for Regionally Elected Board Member and Chair-Elect positions. She congratulated Kay Gilstrap (Regionally Elected Board Member) and Laura Letbetter (Chair-Elect).

d. Honors and Awards – Della Philman, Coordinator

Justo noted that we had two travel award winners for the national meeting this year: Claire Stam (Clemson University) and Tabitha Payson (University of Alabama-Birmingham). Justo asked them to stand and be recognized.

e. Site Selection – Steve Koogler, Coordinator

No report

f. Volunteer – Lacey Rhea, Coordinator

No report

g. Surveys and Evaluations – Ken Carter, Coordinator

Scott stated that Surveys and Evaluations Committee Coordinator Ken Carter helped put together the recently disseminated survey to region members soliciting feedback on potential workshop topics. The Executive Committee has received the results and is currently compiling the data.

- h. RIII RAMP – Erin Blackwell & Jaime Petrsek, Coordinators
No report

- VII. Old Business – Justo Torres
No old business

- VIII. New Business – Justo Torres
Justo took this opportunity to update attendees about the action items coming from our annual retreat...bylaw changes (COI language). Also looking at modifying language around vacancies and changes to position descriptions. He stated that the membership will have the opportunity to review these proposed changes soon.

Justo talked about the 2020 meeting and noted that it'll be a joint meeting with Region IV. The 2021 meeting will be another joint meeting, this time with the international region. He noted that the international region would like a beach location and an international airport, so selecting the appropriate location will be challenging.

- IX. Adjournment
Tony Ventimiglia moved to adjourn. Kay Gilstrap seconded. All were in favor of adjourning, and the meeting adjourned at 3:32pm.

Respectfully submitted,
Scott Niles
Secretary, NCURA Region III