



Region III Business Meeting
 NCURA Annual Meeting
 Monday, August 5, 2019 – 2:45 pm

- I. Call to Order – Emily Devereux (Arkansas State University)
Emily called the meeting to order at 2:45pm.
- II. Recognition of New Members and First Time Attendees – Emily Devereux (Arkansas State University)
Emily asked new members and first time attendees to stand and be recognized.
- III. Approval of Minutes – Scott Niles (Georgia Institute of Technology)
Scott asked the attendees to approve the minutes of the 2019 Regional Business meeting. Kay Gilstrap (Georgia State University) motioned to approve minutes; Danielle McElwain (University of South Carolina). All attendees approved, and the minutes were passed unanimously.
- IV. Treasurer’s Report – Jeanne Hermann-Petrin (University of Tennessee Health Science Center)
Jeanne noted that we were able to recover amounts that we lost last year. She also presented the mid-year statement and current cash balances via PowerPoint slides that have been added below:

	June 30 2019	2019 Budget	June 30 2018	2018 Budget	Dec 31 2018
Income:	\$211,995	\$181,500	\$137,891	\$153,625	\$127,125
Expenses:	\$183,599	\$179,397	\$147,116	\$152,798	\$158,782
Net Income/(Loss)	\$28,396	\$2,103	(\$9,225)	\$827	(\$31,657)
Spring Meeting Attendees	331		265		

Account Balances	To-date 2019	2018
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Beginning Cash Balance:	\$7,009	\$18,180
Ending Cash Balance:	\$29,492	\$7,009
Beginning Investment Balance:	\$77,517	\$82,103
Investment Deposit/(Withdrawal)	\$ -	(\$15,000)
Ending Investment Balance:	\$87,512	\$77,517

V. National Reports

a. Professional Development Committee – Sheila Lischwe (Clemson University)
 Shelia was unable to attend, but submitted an update (*see Appendix 1*).

b. Education Scholarship Fund – Tanya Blackwell (Children’s Healthcare of Atlanta) and Abby Guillory (Guillory Grant Services, LLC)
 Since last year, the ESF has issued three more scholarships! Congratulations to: Tammy Pratt, Clarkson University, Region II; Joseph Gibbs, UCLA, Region VI; Sarah Browngoetz, Olympic College, Region VI. Each received \$2,500 toward the cost of their research administration master’s degree program. In mid-August, the next call for applications will be announced. If anyone is interested, watch your email for the announcement or stop by the ESF table for more info. Applications will be due in mid-September.

Tanya noted that fundraising is occurring onsite during the meeting, and ESF has set a goal of raising \$20,000. There are a variety of ways to donate:

- Cash, Check, Credit Card
- Be the Change in a NCURA Member’s Life: Bring your loose change to the ESF Table in the International Terrace and drop it in your Region’s jar.
- Purchase Raffle Tickets - \$5/each (only cash & check accepted) (either from the ESF or from your Region, or both!). Prizes for the National Raffle include:
 1. Hotel Stay in Puerto Rico
 2. Hotel Stay in Chicago
 3. Two Hotel stays at the Washington Hilton
 4. Three (3) \$500 educational credits to be used for registration at FRA, PRA & the 62nd Annual Meeting
 5. iPad
 6. Apple Watch
 7. Three (3) \$100 AMEX gift cards

c. NCURA Board of Directors – Tony Ventimiglia (Auburn University) and Kay Gilstrap (Georgia State University)

Kay stated that the National Board of Directors had a meeting before AM61, with the Diversity and Inclusion initiative being a major point of discussion. The NCURA Collaborate Profile has been expanded to capture additional data that will support Diversity and Inclusion activities, and she urged members to complete their Collaborate profiles, and to read the Diversity and Inclusion column in the August 2019 edition of NCURA Magazine. She also noted that the chair of Diversity and Inclusion is our own Laneika Musalini and to please see Laneika if you have any questions.

Kay stated that NCURA 2020 PRA/FRA Conference will take place in San Juan, Puerto Rico, March 2-6, 2020.

Tony stated that at the August board meeting, the National Board of Directors approved the continuation of the NCURA Research Program, which provides award funding for research administration projects, to move forward as a permanent NCURA offering. During the beta years, we funded 8 projects which resulted in broader impact to our membership and the profession. Some of those projects are still continuing years after their award ended. Tony also noted that 3 of these projects are from RIII.

Tony thanked and recognized Rashonda Harris (Emory University), David Smelser (University of Tennessee) and Kay Gilstrap (Georgia State University) as RIII representatives on the National Board of Directors. He asked everyone who serves on a national committee or task force to stand and be recognized. Tony reminded everyone that national elections are forthcoming, and to be on the lookout for the ballot.

VI. Regional Committee/Officer Reports

a. Laura Letbetter, Chair Elect (Georgia State University)

Laura wanted to share an update on volunteer services. In our region, these are provided through:

- i. Hospitality – Laura recognized Darcy Lewis (Duke University – Hospitality Committee Coordinator) and encouraged members to attend the NetZone Monday and Tuesday nights.
- ii. Volunteer – Laura thanked Lacey Rhea (University of Florida – Volunteer Committee Coordinator) for her service to the Region.
- iii. Attendee Experience – Laura thanked Ashley Whitaker (NOVA Southeastern University – Attendee Experience Committee Coordinator) for her work, as well as David Smelser (University of Tennessee) and Alison Krauss (Western Carolina University) for their assistance with the RIII attendee experience event during AM61, which was a visit to the National Museum of African American History and Culture.

Laura also encouraged members to volunteer in any capacity they are comfortable with.

Program Committee – Update

Laura stated that the 2020 Regional Meeting will be a joint meeting with Region IV in St. Pete Beach, FL. This will take place April 26-29, 2020. Theme for this meeting is: Expanding the Circle: One Profession, Diverse Perspectives. Laura stated that we will be celebrating the diverse institutions and people that help move us forward as a profession. The meeting Co-Chairs are Laura Letbetter (Georgia State University) and Matt Richter (Medical College of Wisconsin). Laura noted that a goal is to attempt to have co-sessions leads from each region, but this will not be a requirement. Some exciting new

programming is also in the works. The official call for nominations will be out by mid-August.

Laura said that this year's theme is not simply a title—it describes the planning process. Each region is seeking advice from a diversity advisor (RIII's is Laneika Musalini – Tri County Technical College; RIV's is Bonniejean Zitske – University of Wisconsin Madison).

If interested in finding a co-presenter, an eBlast went out to members on 8/1/19 with a link on how to do this. Meeting Communications Coordinators will keep members updated on meeting planning progress.

- b. Jeanne Hermann-Petrin (University of Tennessee Health Science Center)
 - i. Sponsorships – Jeanne commended Marc Haon (University of South Carolina – Sponsorships Committee Coordinator) for his job with sponsorships. One thing Marc did was bring in about 10 universities as sponsors, which was a huge help.

Marc noted that he's spent time at AM61 engaging vendors for the 2020 Regional Meeting. He intends to send a university prospectus to all of our institutions to encourage their support for that meeting.
 - ii. Philanthropy – Jeanne noted that philanthropy changed significantly last year with realizations of legal ramifications. The position is being revamped, and she encouraged members to reach out to her with any suggestions.
- c. Scott Niles (Georgia Institute of Technology)
 - i. Website – Scott recognized Kathleen Halley-Octa (Georgia State University) for her fantastic work with the RIII website, as well as her willingness to also pitch in with Social Media related activities.
 - ii. Social Media – Scott welcomed new Committee Coordinator Laney McLean (Florida State University). She's already hit the ground running and is doing a great job helping to promote the 2020 meeting.
 - iii. Public Relations – Scott recognized Kelly Millsaps (University of North Georgia) for her great work with PR activities. She's helped to revamp the eBlasts to our members and drafts the NCURA Magazine Regional Corner article for us.
 - iv. Surveys and Evaluations – Scott thanked Ken Carter (University of Tennessee) for his work as coordinator of this committee, and noted that a new coordinator will be named soon.
- d. Justo Torres (North Carolina State University)
 - i. RIII RAMP – Justo could not attend this year's meeting, and as such, Chair Emily Devereux reported in his place. She recognized Rashonda Harris (Emory University), Erin Blackwell (University of Central Florida) and Jaime Petrsek (Virginia Commonwealth University) as co-coordinators, and commended them for a fantastic job. Rashonda noted that we had eight mentors/mentees this year, and they are still accepting applications for mentors and mentees.
 - ii. Nominations and Elections – Emily recognized Andrea Moshier (University of Melbourne) for her work with coordinating this year's elections. We are in the midst of elections, and polls close tomorrow at 5pm. We hope to be able to celebrate the news while we're here, and will post results when ready. Emily

encouraged new members to get involved, as the Nominations and Elections Committee is looking for members!

- iii. Site Selection – Justo has been working with HelmsBriscoe on the site selection process for the 2021 Regional Meeting. We have two potential sites, with site visits scheduled for the first two weeks in October. This meeting will not only be a joint meeting with RVIII (our international region), but it will also be the 50th Meeting of RIII!

e. Emily Devereux (Arkansas State University)

- i. Honors and Awards – Emily recognized Abby Guillory (Guillory Grant Services, LLC) for her work as coordinator. She also noted that the Executive Committee has revised the criteria for our Rising Star and Senior Service (now called Distinguished Service) awards, and the information will be on our website soon. Additionally, the Executive Committee has established a new award: The Sandy Barber Volunteer Award. This is a new award for the region. Sandy will work with an ad hoc committee on the criteria for this award, and we hope to issue the very first award at the 2020 Regional Meeting.
 - 1. Emily recognized our regional meeting travel award winner Adam Foutz (Auburn University), as well as our two national meeting travel award winners: Taylor Heath (Clemson University) and Lindsay Keitzer (East Tennessee State University).
- ii. New Members – Emily thanked Tanya Blackwell (Children’s Healthcare of Atlanta) for the rockstar job she did at the 2019 regional meeting. Her idea to create a “passport” with activities to acclimate new members to NCURA was very well received. Additionally, Tanya submitted a report on committee activities (*see Appendix 2*).
- iii. Emeritus & Alumni – Pam Whitlock (University of North Carolina Wilmington – Emeritus) couldn’t be here, but Emily thanked her for her work with this committee, and announced that we have a new guru this year – Sandy Barber (Georgia Institute of Technology). Emily explained to new attendees in the audience that RIII Flamingo Gurus are individuals selected by the Executive Committee that have been with the region for several decades, and provide guidance, mentoring and support. Many of them are retired and/or now have consulting businesses. These alumni emeritus are distinguishable at meetings by their pink lanyards.
- iv. Professional Development – No report.

VII. Old Business – Emily Devereux (Arkansas State University)
No old business.

VIII. New Business – Emily Devereux (Arkansas State University)

a. Presentation/Recognition of award recipients

Emily invited Abby Guillory on stage to present this year’s Distinguished Service Award. She explained that the Distinguished Service Award is presented to an individual who has made outstanding contributions to the field, to NCURA and to Region III. Whether it’s through concurrent sessions at conferences, volunteering, or the master’s program in research administration, this year’s awardee leverages her experience and knowledge to help build the field of research administration in a remarkable way. By day, this individual serves her institution, and by night, she serves NCURA and the broader field of research administration. Over the years, she has served on program committees, been the Region III Public Relations Coordinator, a Contributing Editor for NCURA

Magazine, a Peer Reviewer, and volunteered taking on many other roles for NCURA and Region III. As her nominator stated, “She upholds the pillars of NCURA in her personal life and professional endeavors and has done so for over a decade.” We’d like to award the 2019 Region III Senior Service Award to Carpantanto “Tanta” Myles from the University of Alabama.

IX. Adjournment

Emily wanted to remind members to vote in the election. She encouraged everyone to purchase a raffle ticket to benefit the NCURA Education Scholarship Fund. They are \$5, and we can accept cash or check.

Emily provided an update on Diversity and Inclusion efforts within the region. She noted Mario Medina (East Carolina University) and Laneika Musalini (Tri County Technical College) will be participating on an ad hoc committee to explore how we incorporate Diversity and Inclusion into everything we do. This is going to be an ongoing initiative.

Emily encouraged everyone to come out to NetZone tonight and tomorrow and network with their peers.

Secretary Niles entertained a motion to adjourn. Abby Guillory (Guillory Grant Services, LLC) motioned, Carolyn Elliot-Farino (Kennesaw State University) seconded. The motion passed unanimously, and the meeting adjourned at 3:33pm.

Respectfully Submitted,

Scott Niles, Secretary, Region III

APPENDIX 1

NCURA Professional Development Committee Update
AM 61

August 2019

Prepared by Sheila Lischwe, Ph.D., Clemson University

Co-Editor, *Research Management Review*

Member, Publications Subcommittee

Online Programming Subcommittee

Work continues on developing webinars focusing on subrecipient audit collection tips, human resource topics pertinent to sponsored programs (recruitment, engagement, performance review, and retention), policy development. Recently announced and new webinars delivered or scheduled include “NDAs, MTAs, and Other Ancillary Agreements – The Basics,” “Foreign Influence in Sponsored Research,” “Metrics for Post-Award Financial Administration,” and “OMB Uniform Guidance.” The subcommittee will also be reviewing AM61 workshops for possible webinar development, as well as reviewing existing webinars in need of updates.

Educational Programming Subcommittee

Members are working with representatives at UC San Diego to develop and offer an undergraduate program in research administration.

With the Online Programming Subcommittee, this group is working on content for a webinar directed at Vice Presidents for Research.

Publications Subcommittee

Review of existing micrographs and other publications continues in order to identify those requiring significant revision in the coming year or new topics deserving of focused treatment. These include the Revised Common Rule, NSF/NIH Sexual Harassment Guidelines, Stevens Amendment/Cost Act, Foreign Influence, DoD capital thresholds, and social media in research administration. Discussion continues on ways to raise awareness about NCURA publications, including collaborations with related professional organizations/associations as well as internal communications to NCURA membership. Finally, the subcommittee is considering a survey to poll membership on other topics of interest.

Traveling Workshop Faculty (TWF) Selection Subcommittee

Work continues on establishing a clear process for workshop content updating, including a time line, identification of content leads and co-leads (including success planning), and various administrative strategies to track changes.

APPENDIX 2

New Members Committee 2018 – 2019 Report

Coordinator – Tanya Blackwell, Children’s Healthcare of Atlanta

Member – Erika Clark, University of Louisiana at Lafayette

Member – Kendra Ellis, Duke University

Member – Heather Justice, University of Florida

Member – Leerin Shields, AdventHealth

Member – Bryna Farrell, University of Florida

Member – Mary Remer, University of Florida

Member – Cathy Hakes, Georgia Gwinnett College

*to be added: Lauren Swindell, Georgia Institute of Technology

Month	New Members
May 2018	38
June 2018	54
July 2018	37
August 2018	26
September 2018	27
October 2018	29
November 2018	20
December 2018	14
January 2019	59
February 2019	30
March 2019	14
April 2019	38
Total	386

Month	New Members
May 2019	48 (+10)
June 2019	35 (-19)
July 2019	35 (-2)

Report:

- Did not send “New Member Welcome” emails for most of the year (May 2018 – April 2019)
- New Member email sent to those registered for Spring Meeting in late April.
- “Passport” developed to encourage new members/first time attendees to go to the sessions and events that would help acclimate them to NCURA and the Region. The initiative was a huge success at the Regional Meeting with reports from new members that it really helped them. Biggest issues were managing the stamps and raffle tickets easily.
- Since then, committee volunteerism has grown tremendously. Now 8 R3 members are serving on the committee (5 of whom were new members at the Spring Meeting) which has allowed for a

more personal touch as the new members are broken up among the committee and serve as a “Committee Liaison.

- Welcome Letter updated to provide a “Get Your Feet Wet Challenge” to encourage instant and immediate connection to NCURA and the region.
 - Join [COLLABORATE](#)
 - Complete your profile
 - Add a picture to your profile
 - Join the “Region III Members” Community
 - Write a post in the “Region III - New Members Check In” Thread
 - Connect with [NCURA Region III Executive Board](#) on COLLABORATE by adding them as contacts
 - Connect with your New Member Committee on COLLABORATE by adding us as contacts
 - Go to [Region III webpage](#) and check out [volunteer opportunities/standing committees](#)
 - Reach out to the Coordinator of any committee that sparks your interest
 - Read the latest issue of the [NCURA Magazine](#)
- Scavenger Hunt developed for AM61 to achieve the same impact with less burden on the new members, the executive committee, and new members committee.

Future Initiatives:

- Revise Welcome Letter for the months preceding a conference.
- Committee meetings to discuss questions that are asked by the new members to develop an FAQs. General, Spring Meeting, and Annual Meeting FAQs would be really great to help our new members.
- New Member of the Month – working with the Public Relations coordinator to highlight a new member that has really stood out!