



Region III Business Meeting
Annual Spring Meeting

Tuesday, April 28, 2020 12:00 PM

- I. Call to Order—Emily Devereux (Arkansas State)
 - a. Emily called the meeting to order at 12:01 PM ET.
 - b. Emily thanked everyone for attending our first virtual business meeting. She stated that while she wished we could all be together in St. Pete Beach, she was glad that we could connect online today.
- II. Approval of Minutes—Kathleen Halley-Octa (Georgia State)
 - a. Minutes from the August business meeting were distributed online via the NCURA Region III Website. Kathleen asked if anyone had any corrections. Tony Ventimiglia (Auburn) motioned to approve the minutes as submitted, Rick Smiley (East Carolina) seconded.
- III. Member Recognitions— Emily Devereux (Arkansas State)
 - a. Emily welcomed all members with special recognition to our new members and Flamingo Gurus.
 - b. Award Winners
 1. Travel Award: Cameron Hurley (Virginia Tech). Cameron was this year's recipient of the Region III Spring Meeting Travel Award. Because the spring meeting was canceled, we will transfer Cameron's award to either the Annual Meeting in DC or our Spring Meeting next year.
 2. Sandy Barber Volunteer Award- James Denney (East Carolina). From James' nomination: "James could be considered one of the *"unknown"* commodities of the region because his primary presence in volunteering has been behind the scenes for the almost ten years in which he has served on, as well as led, the regional tech team - in addition to serving on the NCURA National team for annual meetings. There is very little glory (or recognition) for this service because, for presenters, unless something goes awry, the projectors, laptops and AV equipment are already in place before they enter a room. They are unaware of the various adapter changes, projector adjustments, equipment set-up (and teardown each

night) that goes on - but it is in this realm that James has truly served the region with both grace and calm.”

3. Rising Star Award- Tanya Blackwell (CHOA). From Tanya’s nomination: “Tanya has been active since her first NCURA meeting where she was able to attend as a recipient of the Catherine Core Travel Award in 2014. ... Tanya has made it a point to leverage the networking aspects, and this is evident in the various roles and committees on which she has served, as well as co-presenting with new and different people. ... Her notable accomplishments include numerous NCURA presentations, publications, discussion groups, and leadership roles in the region. She has served on the NCURA Region III program committee for the past three years, served as committee coordinator since 2014 on committees including public relations and new member, and has served ... on the national level for the annual meeting tech team, annual meeting program committee, and as co-chair of the education scholarship fund committee.”
4. Distinguished Service Award- Laneika Musalini (Tri-County Technical College). From Laneika’s nomination: “From my observation, there is no task too big or too small for Laneika. ... Laneika certainly considers NCURA as a valued community of hers, and to this organization, she has given selflessly of herself to make it better for all. ... In recent years, I have been most impressed by the work that Mrs. Musalini has put into improving NCURA’s commitment to diversity and inclusion. She serves as the Chair of the Presidential Task Force on Diversity and Inclusion, as well as the Region III Advisor on the same. Her efforts have helped transform the way that we, as an organization, view and understand what diversity and inclusion are; she has led several initiatives to educate and inform others. ... Laneika’s contributions to NCURA have had a remarkable impact on us as an organization. The more inclusive we are as an organization, the more research administrators we can reach.”

IV. Treasurer’s Report—Jeanne Hermann (UTHSC)

- a. Jeanne noted that this has been an unusual year. We rely heavily on the spring meeting to finance work we do through the rest of the year. We are paying out of pocket to refund the credit card fees associated with registrations from the spring meeting, but thanks to Laura’s leadership during contract negotiations with TradeWinds, we did not have to pay any fees related to meeting cancellation.
- b. The region is still in good shape financially. Future activities will depend on what National decides to do about the Annual Meeting in August.
- c. 2020 Budget

	2019 Budget	2019 Final	2020 Budget
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Income:	\$190,536	\$228,111	\$168,500
Expenses:	\$188,433	\$209,813	\$168,450
Net Income	\$2,103	\$18,298	\$50
Spring Meeting Attendees		331	0

d. Account Balances

Account Balances	To-date 2020
Cash Balance 1/1/20:	\$17,044
4/24/20:	\$21,077
Investment Balance 1/1/20:	\$92,592
4/24/20:	\$83,611

V. Regional Committee/Officer Reports

a. Treasurer (Jeanne Hermann, UTHSC)

1. Philanthropy (Coordinator, Melinda Fischer, Clemson)- Melinda did a great job creating a partnership with the Literacy Council of St. Pete ahead of this year's meeting. Based on changes to how NCURA handles fundraising, Melinda had to revamp how we approach our philanthropic outreach. The Literacy Council works with adults to improve literacy skills ranging from beginning readers to preparation for the GED and provides free and individualized tutoring based on a needs assessment with materials purchased specifically for each individual, to move them forward on their literacy journey. Blye McSweeney, Vice Chair, hopes to partner with us in the future and wishes us well. Melinda is currently working to identify a partnering charity for 2021 meeting that fits with the meeting theme.
2. Sponsorships (Coordinator, Marc Haon, University of South Carolina)- Marc worked with Region IV to develop a corporate and university sponsor prospectus that outlined various sponsorship opportunities associated with the joint meeting. At the time of meeting cancellation, he

had secured \$19,500 in commitments and estimates that the region was on track for \$30,000 in sponsorships. Marc will be rolling off as sponsorship coordinator, but will be able to provide guidance to the next coordinator since he is Treasurer-Elect and will assume the role of Treasurer in January. The following university sponsors requested that their donations be credited towards next year's meeting:

- Emory University
- Florida Atlantic University
- Florida Gulf Coast University
- Georgia State University
- Wake Forest University

b. Chair-Elect (Laura Letbetter, Georgia State University)

1. Program & Planning Committees- Laura thanked the members of the program and planning committees for their hard work putting together a great meeting, and expressed her sadness that we are not able to be together right now. The program committee developed 10 tracks, including two new tracks, Organizational Development and Human Relations in Research Administration. The program consisted of 20 workshops and 70 concurrent sessions and discussion groups, engaging presenters from both Region III and Region IV as well as NSF, NIH, USDA, and the Department of Commerce. This year's program also included activities new to Region III such as book club, poster sessions, and breakfast roundtables. At the time of cancelation, we had 489 registrants! Most refunds have been processed by now. Send any questions to chair@ncuraregioniii.com.
2. Volunteer (Coordinator, Lily Peschanskaia, East Carolina University)- Lily Peschanskaia came on board in August of 2019 and started using a new online volunteer skills survey to match volunteers with opportunities that fit their talents and interests. She also added new volunteer positions to the spring Signup, including Sponsor/Vendor Photographer and Meeting Docent. If you are interested in volunteering, please share your talents! <http://ncuraregioniii.com/volunteer/>
3. Hospitality (Coordinator, Molly Sagona, University of South Carolina)- Molly Sagona came on board in October of 2019 and worked closely with New Member committee to plan an inclusive and welcoming hospitality suite.
4. Attendee Experience (Coordinator, Erika Clark, University of Louisiana Lafayette)- Erika Clark came on board in November of 2019. She worked closely with the local CVB on spring meeting plans and wrote a detailed

attendee experience program book section with special attention to inclusion and diversity.

- c. Immediate Past-Chair (Justo Torres, NCSU)
 1. Alumni and Emeritus (Coordinator, Pam Whitlock, University of North Carolina, Wilmington, Emeritus)- If you will be retiring before our next meeting, please let Pam know so that you can be added to the list of Flamingo Gurus.
 2. Elections (Coordinator, Andrea Moshier, The University of Melbourne)- This year we will be electing a Chair-Elect and a Regionally Elected National Board Member. Nominations are due May 15th. Elections will be held in June.
 3. RIII RAMP (Coordinators, Jaime Petrasek, Virginia Commonwealth University & Erin Blackwell, University of Central Florida)- RAMP has continued to grow under the leadership of Jaime, Erin, and Rashonda. Mentees worked hard on presentations for the meeting and shared those virtually over the past two weeks. Congratulations to the RAMP class of 2020!
 4. Site Selection 2021- Our 2021 Meeting will be in New Orleans. Scott will provide more information later in the meeting.
- d. Secretary (Kathleen Halley-Octa, Georgia State University)
 1. Public Relations (Coordinator, Kelly Millsaps, University of North Georgia)- Kelly redesigned the newsletter to maximize audience engagement. She also created a style guide for and best practices for outgoing communications. Information about how to opt back into the newsletter or update your preferences will be available on the website.
 2. Social Media (Coordinator, Laney McLean, Florida State University)- Laney has focused on increasing engagement with Facebook and Instagram to keep users connected between meetings. She started a new series highlighting committees and their volunteer needs as well as supporting committees during spring meeting planning, including book club and sponsorship.
 3. Surveys and Evaluations (Savannah Hulon, University of South Carolina)- Savannah sent out a survey to gauge interest spring meeting presentations to help with room assignments. She is also working with the Diversity & Inclusion committee to send a survey to the membership regarding the current state of initiatives and any needs that should be addressed.
 4. Website (Coordinator, Kathleen Halley-Octa), Georgia State University)- Kathleen worked with social media & PR committees to ensure that information was reaching members on all channels. Kelly Millsaps will be transitioning from PR Coordinator to Website Coordinator!

- e. Emily Devereux—Chair (NCSU)
 - 1. Honors and Awards (Coordinator, Abby Guillory, NCSU)- We received many excellent nominations for our RIII awards this year! Region III will also be starting a new Volunteer of the Month award this year. Information will be coming soon. Nominate your colleagues!
 - 2. New Members (Coordinator, Tanya Blackwell, Children’s Healthcare of Atlanta)- This year, the committee focused on including and engaging new members in events at the meeting. Tanya is also working on virtual aspects of keeping members engaged.
 - 3. Diversity and Inclusion (Coordinator, Laneika Musalini)- The committee will be sending out a climate survey to all Region III members to help guide new initiatives. We are also excited to announce that the committee will move from an ad hoc committee to a standing committee in 2020!
 - 4. 2022 Regional Meeting Site Selection- Visits usually occur during fall. Given the pandemic, we may not be able to travel. We are considering previous locations as well as locations that have been runners up in the past.

- VI. National Reports- Kay Gilstrap (Georgia State University)
 - a. AM62: NCURA is busy planning and preparing for either a fully virtual or hybrid meeting. A final decision on the meeting will be made by May 15th and the membership will be notified soon after. The Board feels confident that the platforms that have been explored will make for an excellent, engaging, and high-quality meeting. More info to come soon!
 - b. Travelling workshops for May and June will be virtual.
 - c. NCURA Board and Staff will continue to be flexible, adapt, and change to meet the changing situation of the crisis and stay in communication with you all.
 - d. NCURA hosted two free workshops recently. There will be another free workshop on ORCID ID at the end of the month.
 - e. PRA/FRA in San Juan Puerto Rico in early March went exceedingly well with over 1,300 research administrators attending. Please mark your calendars for our next FRA/PRA San Diego, CA. FRA will be March 15-16, followed by PRA March 18-19.
 - f. The Board has approved the slate of candidates for the 2020 election cycle. Voting will happen this spring. Please vote.
 - g. NCURA has created a new Resource Center on their website, which is organized by topic area. Members can contribute information to the Resource Center.
 - h. At its February Board meeting, the Board reviewed the 2025 Strategic Plan and had a discussion of goals and objectives, which will continue in the fall. The Board discussed the NCURA Campus Liaison Program and NCURA President Denise Wallen is forming a Task Force to develop a plan for increased

participation. The Board also reviewed a 10 year report of the Select Committee on Global Affairs Fellowship program and was impressed with the impact of the program on the participants, host institutions, and for building global connections in research administration.

- i. The Salary Survey Taskforce has worked to develop a salary survey of membership that we hope to launch soon. The survey will provide information on average salaries by position. Please respond when you receive the survey. No personal or identifying information will be obtained.
- j. The Board expresses continued empathy and concern for each of the members, institutions, and regions who continue to adapt to thrive in this uncertainty and will continue to communicate as new information and changes occur in operations!

VII. Old Business

- a. Bylaw Updates- Language is currently posted on the RIII website. A survey monkey will be sent out in within 30 days for voting.
 1. Allowance for Virtual Meetings
 1. *Current language:* Region III shall hold two business meetings per year, one during the Annual Regional Meeting and one during the Annual National Meeting. The purpose of each business meeting is to conduct Regional business and inform the membership of the current financial status of the Region.
 2. *Proposed language:* Region III shall hold two business meetings per year, one during the Annual Regional Meeting and one during the Annual National Meeting. **In the event of the cancelation of a regional or national meeting, a virtual meeting may be held in place of an in-person meeting.** The purpose of each business meeting is to conduct Regional business and inform the membership of the current financial status of the Region.
- b. Admin Procedures Updates- These will be voted on by the executive committee at our next meeting.
 1. Nominations and Elections- Vacancies in Office
 1. *Current language:* In the event that the office of Chair-Elect, Treasurer-Elect, Secretary, or Regionally-elected Board Member is vacated and more than 90 days of the unexpired term remain, nominations will be solicited by the Nominating and Elections Committee from the membership and the process for regular elections shall be followed. If less than 90 days remain in the unexpired term, the Regional Chairperson, at her/his discretion, shall appoint a replacement or decline to fill the position until the next regularly scheduled election.

2. *Proposed language:* In the event that the office of Chair-Elect, Treasurer-Elect, Secretary, or Regionally-elected Board Member is vacated and more than 90 days of the unexpired term remains, nominations will be solicited by the Nominating and Elections Committee from the membership and the process for expedited elections shall be followed. If fewer than 90 days remain in the unexpired term, the Regional Chairperson, at her/his discretion, may appoint a replacement **subject to Region III membership ratification**, or decline to fill the position until the next regularly scheduled election.
2. We will also be updating the position descriptions for Chair and Chair-Elect to state that in the event of the cancelation of a Regional Annual Meeting, the term will begin at the conclusion of a virtual meeting of the membership.

VIII. New Business

- a. 2021 Meeting Update (Scott Niles, Georgia Institute of Technology)
 1. Our 2021 meeting will be Sunday, April 25 – Wednesday, April 28, 2021 at the Hilton New Orleans Riverside. This will be a joint meeting with Region VIII (International). Julie Ward from the Australian Research Data Commons will be co-chair. We will have a lot to celebrate as this will be RIII's 50th regional meeting and this is the 10th anniversary of the formation of Region VIII. Scott noted that more information will be coming soon.
- b. Recognition of individuals rolling off as EC members—Emily Devereux (Arkansas State)
 1. Justo Torres (NCSU) is completing his term as Immediate Past Chair.
 2. Danielle McElwain is completing her term as Chair Appointed Board Member.
- c. Recognition of individuals rolling off as Committee Coordinators—Emily Devereux (Arkansas State)
 1. Tanya Blackwell (CHOA), *New Member 2018-2020*
 2. Kathleen Halley-Octa (Georgia State University), *Website 2017-2020*
 3. Marc Haon (University of South Carolina), *Sponsorship 2018-2020*
 4. Kelly Millsaps (University of North Georgia), *Public Relations 2018-2020*
 5. Andrea Moshier (University of Melbourne), *Nominations and Elections 2018-2020*

- d. Recognition of New Officers—Emily Devereux (Arkansas State)
 - 1. Laura Letbetter (Georgia State University) becomes Chair at the close of the business meeting.
 - 2. Emily Devereux (Arkansas State) becomes Immediate Past Chair.
 - 3. Scott Niles (Georgia Institute of Technology) becomes Chair-Elect.
 - e. Address from the new chair—Laura Letbetter (Georgia State University)
- IX. Laura expressed her gratitude for Emily’s leadership and friendship over the past year and for that of all members of the EC. She is also grateful to the volunteers and members of Region III for trusting her to serve the Region
- X. Adjournment
- a. Emily thanked everyone for their service to the region and for attending the meeting today. Kay Gilstrap (Georgia State University) motioned to adjourn. David Smelser (University of Tennessee) seconded.
 - b. The meeting was adjourned at 12:53 PM ET.