

## Region III Business Meeting



### Annual Meeting

Wednesday, August 12, 2020, 5:15 PM ET

- I. Call to Order—Laura Letbetter (Georgia State University) 5: 21 PM ET
- II. Approval of Minutes—Laura Letbetter (Georgia State University)
  - a. Rashonda Harris (Emory University) motioned to approve the minutes. Mark Lynam (Tennessee Tech) seconded. The minutes were approved as presented, with 72 members voting yes and 4 members abstaining.
- III. Member Recognitions— Laura Letbetter (Georgia State University)
  - a. Award Winners
    1. Regional Awards: Laura recognized the award winners originally announced at our spring virtual business meeting. Plaques were mailed to all Regional award winners, as well as the program and planning committee from the spring meeting as a thank you for their hard work. The Sandy Barber Volunteer award was presented to James Denney (Mississippi University for Women), The Pam Whitlock Rising Star Award was presented to Tanya Blackwell (Children’s Healthcare of Atlanta), and the Distinguished Service Award was presented to Laneika Musalini, (Tri-County Technical College).
    2. National Awards: Laura also congratulated Rashonda Harris (Emory) for receiving the Julia Jacobsen Distinguished Service Award and Jill Tincher (UGA) for receiving both the Julia Jacobsen Distinguished Service Award and being named an NCURA Distinguished Educator.
  - b. New Members- Laura welcomed the 39 new members in attendance at AM62 and any first-time attendees.
- IV. Treasurer’s Report—Jeanne Hermann (UTHSC)- Jeanne noted that this has been a challenging year due to the cancellation of our spring meeting, but all things considered we are in a stable place financially. Our major expense for the year was credit card fees related to spring meeting registrations and refunds. We are close to

\$3,000 down for the year, but last year's successful year will help carry us through next year's meeting. A detailed report is available upon request.

a.

	<b>June 30 2020</b>	<b>2020 Budget</b>	<b>June 30 2019</b>
Income:	\$6,336	\$181,500	\$220,531
Expenses:	\$9,322	\$179,397	\$189,854
Net Income/(Loss)	(\$2,986)	\$2,103	\$30,677
Spring Meeting Attendees	0		331

b.

		<b>To-date 2020</b>	<b>Final 2019</b>
Cash	Beginning	\$17,151	\$7,059
	Ending	\$21,822	\$17,151
Investment	Beginning	\$92,592	\$77,517
	Ending	\$90,579	\$92,592

## V. Regional Committee/Officer Reports

### a. Treasurer (Jeanne Hermann, UTHSC)

1. Philanthropy (Coordinator, Melinda Fischer, Clemson)- Melinda is working to identify a non-profit in New Orleans to partner with for the 2021 meeting. She is looking for an organization that fits within our theme for 2021: Milestones.
2. Sponsorships (Coordinator, Candice Ferguson, Georgia State University)- Candice took over as coordinator in May and is working to develop the sponsorship prospectus for the 2021 meeting. She is also working with Marc to update the SOPs for the committee.

### b. Chair-Elect (Scott Niles, Georgia Institute of Technology)

1. 2021 Meeting Update- We are excited to be planning an in-person meeting for 2021! The theme is Milestones: Celebrating Growth and Progress in Research Administration. The meeting will be at the Hilton New Orleans Riverside from Sunday, April 25th through Wednesday, April 28th with pre-conference workshops on the 24th. The call for proposals will come out in September.

- Virtual meeting attendees were polled to see what their travel plans for the spring meeting looked like at the current time.
    - 7 people (9%) do not plan to attend the meeting.
    - 29 people (35%) plan to attend if their institution covers the cost.
    - 19 people (23%) plan to attend even if they have to cover part of the cost themselves.
    - 27 people (33%) are interested in attending but have no definite plans yet.
2. Program & Planning Committees- Scott introduced the program and planning committee. They will have their first meeting soon and plan to release a call for proposals in September.
  3. Hospitality (Coordinator, Molly Sagona, University of South Carolina)- Molly will enter her second year as hospitality coordinator and will organize events for the hospitality suite in New Orleans.
  4. Volunteer (Coordinator, Lily Peschanskaia, East Carolina University)- Lily is entering her second year as volunteer coordinator. Be sure to fill out the volunteer survey if you would like to serve on a committee or help out with meeting planning.
  5. Attendee Experience (Coordinator, Erika Clark, University of Louisiana Lafayette)- Erika Clark is entering her second year as Attendee Experience Coordinator. She is working on planning fun activities for flamingos in New Orleans.
- c. Immediate Past-Chair (Emily Devereux, Arkansas State University)
1. Elections (Coordinator, Andrea Moshier, The University of Melbourne)- Andrea Moshier will be rolling off and Alison Krauss (Western Carolina) is taking over as coordinator. This year we elected a new chair-elect and regionally elected national board member. Congratulations to Natasha Williams (Kennesaw State University, chair-elect) and David Smelser (board, University of TN)
  2. RIII RAMP (Coordinator, Rashonda Harris, Emory University)- RAMP will start a new cohort on August 17th. Jamie Petresek and Erin Blackwell will serve as immediate past coordinators and Georgetta Dennis (Auburn University) will be the incoming coordinator.
  3. Chair Initiative Wrap Up: Diversity & Inclusion- Emily went over the timeline of activities taken on by the Diversity & Inclusion ad hoc committee, led by Laneika Musalini (Tri-County Technical College). Their work culminated in a survey that would provide insight into the needs of the membership, break down barriers for Research Administrators, and

provide information to executive team for informed decisions and solutions for Regional needs. A full report will be available to the membership once the committee has had more time to evaluate the data.

d. Secretary (Kathleen Halley-Octa, Georgia State University)

1. Public Relations (Coordinator, Jessica Parker, Auburn University)- Jessica Parker took over as coordinator and is doing a great job. If you are not receiving regional e-blasts or need to update your institutional affiliation, please contact [chair@ncuraregioniii.com](mailto:chair@ncuraregioniii.com).
2. Social Media (Coordinator, Laney McLean, Florida State University)- Laney has recruited three new volunteers recently who are doing an awesome job with Facebook: Debbie Smith, Kimberly Johns, and Jessica Lambdin. They are working on getting groups set in Facebook to keep members connected. The first one will be set up to discuss articles from NCURA Magazine. The committee's goals for the next year are to increase Facebook engagement, get a LinkedIn page up and running, and to report other committee activities to the region.
3. Surveys and Evaluations (Coordinator Savannah Hulon, University of South Carolina)- Savannah is starting her second year as coordinator.
4. Website (Coordinator, Kelly Millsaps, University of North Georgia)- Kelly took over as coordinator in May and is reviewing the structure and content of our website to streamline navigation and make the website user friendly.

e. Chair (Laura Letbetter, Georgia State University)

1. Honors and Awards (Coordinator, Abby Guillory, NCSU)- Abby and her committee are already looking ahead to the travel award for New Orleans in 2021. Be on the lookout for the 2021 call for travel award applications this fall, possibly as early as mid-October. You can submit for yourself or on behalf of a colleague, and the criteria are listed on the Region III website.
2. New Members (Coordinator, Lauren Swindell, Georgia Institute of Technology)- Lauren is a new coordinator this year. She is working with Tanya Blackwell (CHOA) to put together activities for new members, like the scavenger hunt and games for new members at the annual meeting.
3. Alumni and Emeritus (Coordinator, Pam Whitlock, University of North Carolina, Wilmington, Emeritus)- Pam reached out to her fellow gurus to share the link for tonight's business meeting, and we're hopeful that a few were able to join us. Look for Gurus wearing pink lanyard-look for them when we're all together again in 2021.

4. Diversity and Inclusion (Coordinator Laneika Musalini, Tri-County Technical College)- The executive committee voted to make the ad hoc committee permanent and Laneika will lead the standing committee for the next year.
- f. National Reports
1. Kay Gilstrap (Georgia State University)
    - AM62- There are 1817 registrations, 158 sessions, 300 presenters, and 14 workshops over 2 days! NCURA staff has worked tirelessly on this meeting. Please thank the staff and a thank you to all of you who are participating!
    - Recent Board Actions- In June, the Board approved Traveling Faculty and Distinguished Educators. NCURA President Denise Wallen formed a task force to increase participation in the Campus Liaison Program. This task force is led by Region III's Kay Gilstrap.
    - Educational Scholarship Fund- The board also approved Georgetta Dennis, Auburn University, and Kasey Schubert, Tufts University, as the NCURA 2020 ESF Scholarship recipients. Each will receive \$2,500 to be applied to their Fall 2020 enrollment for their respective Masters's degree programs. The next call for applications (Spring 2021) will be announced in September. Applications will be due in early October. Due to AM62 switching to a virtual meeting, the ESF is not conducting fundraising. The great news, which they thank everyone for, is that there is enough money from past fundraising to cover all scholarships for this academic year. They hope to resume fundraising next year at AM63. ESF will need a Region III representative for 2021-2022. If you are interested, contact Tanya Blackwell (Chair) or Abby Guillory (Vice-Chair) with any questions. Both are from Region III!
    - NCURA Resource Center- The Resource Center, found on the home page of the NCURA website, is a one-stop-shop for resources organized by topic area. There opportunities to contribute to the resource center and this expands opportunities for member engagement.
    - NCURA Peer Programs- NCURA continues to offer peer reviews and can now accommodate a virtual review. It is more important than ever to ensure operations are efficient and flowing smoothly.

It is completely confidential and is conducted by nationally recognized research administrators.

- NCURA Salary Survey- The NCURA Salary Survey was released on June 29th and is available for completion through August 24th. If you have not already done so, please take a few moments to complete the survey so that we can have a strong data set and encourage others to do so as well! NCURA members will be able to query the results as a benefit of membership beginning Monday, August 31st.

VI. Old Business

g. Bylaws update- passed with 99% in favor.

h. Recognition of Leadership

1. Executive Committee: Scott Niles finished his term as Secretary in January and stepped into a new role as chair-elect. Emily Devereux moved from Chair to Immediate Past Chair in April at the end of the Spring Meeting. Jeanne Hermann-Petrin will finish her term as Treasurer and Kay Gilstrap will finish her term as Regionally-Elected National Board Member in December. Each member was presented with a plaque.
2. Committee Coordinators: The following committee coordinators have finished terms as coordinators and were also presented with a plaque in thanks for their service.
  - Tanya Blackwell (CHOA), New Member 2018-2020
  - Kathleen Halley-Octa (Georgia State University), Website 2017-2020
  - Marc Haon (University of South Carolina), Sponsorship 2018-2020
  - Kelly Millsaps (University of North Georgia), Public Relations 2018-2020
  - Andrea Moshier (University of Melbourne), Nominations and Elections 2018-2020

VII. New Business

i. No additional items to report.

VIII. Adjourn- Laura adjourned the meeting at 5:59 PM ET