NCURA Region VII Business Meeting
Washington, D.C.
Monday, August 11, 2014

MINUTES

1. Call to Order – meeting was called to order by Regional Chair Leslie Schmidt.

2. Welcome and introductions – Leslie welcomed all members and invited everyone to introduce themselves as we went around the room. There were 51 members in attendance at the business meeting.

3. Secretary’s Report – Sandra Logue handed out copies of the minutes from the Regional Business meeting last August in DC. Vicki Krell moved that the minutes be reviewed and approved; motion was seconded by Judy Fredenberg. Motion passed unanimously.

4. Treasurer’s Report – Sandra Logue reported income from National was received in the amount of $2,079. Travel awards paid out – in 2013, we awarded two travel awards to the regional and two to the national – the same is budgeted for 2014. Current region bank balance is $29,630. There are no other expenses to cite, pending the upcoming regional meeting in October. Region VI is managing all costs until after the meeting, any profit after meeting expenses are paid will be split per regional attendance numbers. Marj Townsend moved that the financial report be reviewed and approved; motion was seconded by Tony Onofrietti. Motion passed unanimously.

5. Regional Committee Reports
   a. Board of Directors – Vicki Krell (thank you for your notes!)
      i. Regional boundaries
         1. Membership/institutions/leadership/revenue not evenly distributed – does it matter?
         2. Regional growth
         3. Each region has actually had similar growth
         4. Does size really matter?
         5. Chapters??
      ii. Guidebook Meeting app
         1. Mobile app for smart phones; can be used for multi-events or single ones
         2. OR can get a giant app for everyone to use
         3. Download from Google Play or iTunes the NCURA specific app
         4. Log in with secure password
            a. Schedules
            b. Speaker lists
            c. Custom listings
            d. Documents/attachments
            e. Session Q&A
            f. Webinar with chat window function; someone would/could moderate those questions
         5. Personalized user profile
         6. Mobile calendar and contacts synching
         7. Messaging
         8. Contact exchange
         9. Attendee lists
         10. Integrates well with Twitter and other social networking sites
         11. Navigate
            a. Universal search
            b. Venue maps
            c. City guides
d. Info booth

12. Communication
   a. Surveys
   b. Assessment modules
   c. Videos
   d. Photo galleries

13. Manage everything from “guidebook gears”

14. Real time so you can see who has downloaded things, etc.

15. Will automatically update

16. Can use it without being connected to the internet

17. Adds events to your app instantly

18. Can put all important info upfront
   a. Banners
   b. Meeting info
   c. Don’t forget!
   d. Social/networking events

19. Different cost for each region (approx. $3,500 for one meeting) vs. a cost for national to purchase and charge regions for using it

20. No current functionality to see session abstracts

21. All uploads must be in PDF (vs. PowerPoint, for example)

22. Can create a flyer within the app

23. For an additional fee/service, you could pay to have all your data converted into a standard format if you didn’t want to assign someone to handle that

24. Could have one of your sponsors cover the costs for the app for a particular meeting

25. Creates a website for you if you don’t have access to a smartphone

iii. Emeritus members – how to utilize their expertise and keep them engaged as members

1. For traveling faculty, can complete that calendar year

2. For peer review, different timeline

3. What about alumni who have left educational institutions and are no longer in the field?

4. Survey sent to people of a certain age:
   a. Would you want to stay involved?
   b. Mentoring?
   c. Different membership fees depending on what the emeritus faculty are interested in doing? i.e. an occasional email, the magazine, other?
   d. Donor pool for various ventures (i.e. education fund)
   e. Session at a national meeting and let attendees decide what they’re interested in doing
   f. What about alumni or retirees who are now sponsors??
   g. One “region” or different groups by region? Could be determined by anticipated volume of potential members
   h. Retired officers to mentor incoming officers
   i. Emeritus board member?? Historical knowledge and professional development path
   j. Collaborate neighborhood?
   k. Host a breakfast table for new members?
   l. Emeritus lanyard or pin?
   m. Emeritus/alumni contact for each region?
   n. Travel awards for emeritus members?
   o. Facebook or collaborate as an option for emeritus members to communicate?
   p. Discounted lifetime fee vs. annual alumni dues?
   q. As a distinguished member, an award could be lifetime membership, perhaps paid by their region
r. Build the infrastructure now while the potential “membership” is small
s. Volunteer opportunity for an emeritus member to administer a Facebook and/or LinkedIn page for NCURA emeritus

iv. Regional awards
1. Lots of inconsistency across regions:
   a. Types and numbers of awards
   b. How often awards are made (every year or only when there are qualified applicants)
   c. Forms – some use forms and some only require letters
   d. Communication – some regions are very good about communicating who the winners are, some are not; utilize regional websites as much as possible
2. Travel awards
   a. Some regions award one amount for regional ($1K) and more for national ($1.5K);
   b. Some regions have by-laws that say may award a limit of up to….awards – don’t want to be constrained to a certain number if there are funds available to award more in a particular year
3. Distinguished service awards – who have made contributions in specific ways or to fit specific criteria “such as”
   a. Nomination process can vary
      i. Support letters have to be outside their home institution
   b. Young Professional (research administrators) award – no more than 5 years’ experience (plaque; Amazon gift card for $250); some regions give the same thing every year, others do not
4. Try to make the awards every year
5. Some regions name their travel or new administrator awards after deceased members
6. ELP
7. Phone call references instead of a letter that has to follow a specific format and may be stressful for the person writing the letter
8. Outstanding Volunteer award
9. Send advisory committee boards to other regions to see what they’re doing (waive registration fee for that person)
10. Emeritus award for a region
11. Create regional awards committee
12. Committee chairs should not be current officers who already have too much to do
   a. Could be the immediate past chair
13. The topic of Collaborate came up and future enhancements will auto-populate presentations we’ve done, committees we’ve served on, etc. – “Phase II”
14. Some of the applications can be streamlined – they may be more complicated than they need to be – page limits on how much background applicants can/should include

v. Executive Leadership Program (ELP)
1. During the life of LDI, there have been 92 participants (plus 92 mentors)
2. In 2010, it became ELP and we’re now in our 5th year; this version didn’t include a mentor component
3. LEAD-Me program (Monday at 4:00 meeting Region VI/VII to discuss Region VII joining this program with Region VI) – includes a mentee and a mentor; modeled after LDI; creates a pipeline for them to grow up into leadership positions
4. Regional leadership should be nominating outstanding candidates for ELP – we should be working now to replace ourselves!
5. LDI was partially supported by each participant’s institution – self-nominated
6. ELP is supported by NCURA and participants are nominated by their regions, usually those who have proven leadership tendencies; many regions nominate their previous regional officers (i.e. Region II)

7. Allows participants to polish/hone their skills, learn how participation can help their career and involvement in NCURA

b. Nominations & Elections: Deb Murphy was unable to make the annual meeting. However we did report that nominations were being solicited for the positions of Chair-Elect and Member-at-Large.

c. Nominating and Leadership Development Committee – Winnie Ennenga was unable to attend the annual meeting; report is tabled until Regional Meeting in Reno.

d. Professional Development Committee – Lisa Mosely reported that the PDC met in May. The Publication subcommittee is updating micrographs produced by National. The PDC is currently reviewing the traveling faculty, if anyone is interested please talk with Lisa. She indicated that it has been a good experience for her, yes you do have to travel to the meetings however all the slides and content are prepared for you and there is guidance and support for new faculty.

6. International Program Update: Denise Wallen shared with us the program is in its 5th year, that it is similar to an exchange program, someone from the EU comes to the US to observe at a participating institution for 2 weeks. We are currently looking for host institutions to provide a structured program, soup to nuts how research administration works at their institution. NCURA/host institution then send representative to EU institution for similar experience. Member must have minimum of 5 years of NCURA membership.

7. Travel Awards – Marj Townsend reported that two awards for $1,000 each were made for new members to attend the Annual meeting: Dianthony Davis from the University of Colorado Denver, and Spencer Thomas from Huntsman Cancer Institute.

8. Volunteer Coordinator - Elizabeth A. Sexton, Volunteer Coordinator recognized the culmination of a highly motivated team of volunteers to serve on the region VI volunteer committee. Those volunteers are: Julie Geyer: Montana, Jennifer Smolnik: Arizona, Lorena Sanchez: New Mexico, Susan Metosky: Arizona, Olga Ostos: New Mexico. The standing committee is now preparing for all the work that needs to be completed for Reno 2014! The current standing committee is new, but incredibly enthusiastic about their choice to volunteer to make each event/meeting a success.

9. Regional Meeting Update: Short on time, Leslie reminded everyone of the upcoming Regional Meeting in Reno, October 5-8. Registration and hotel information was sent via e-blast the first week in August. Information on the Regional Meeting in 2015 Salt Lake City was provided to members.

10. Old Business:
    a. By-laws changes (change in election date to 10/1/XX of each year): The recent vote that was sent out to members passed with 96% approval of the membership to move our election date for officers to have new officers elected by 10/1 of each year.

11. New business: None

12. Appreciation and Thanks – Leslie Schmidt presented Tony Onofrietti with a gift from the region as thanks for his service as 2013 Regional Chair.

13. Motion to adjourn by Vicki Krell, seconded by Elizabeth Sexton. Unanimously affirmed.