

**NCURA Region IV
Fall 2006 Business Meeting
Washington, DC
Tuesday, November 7, 2006**

Diane Barrett called the meeting to order.

The Region IV Board Members and past presidents Steve Hensen and Kim Moreland were introduced.

Approval of Minutes – approval of the May 2005 minutes was deferred.

Treasurer's Report – Robert Aull

The region expended \$56,164 and took in \$69,659 for a net activity of \$13,495, much improved over last year. Current encumbrances and the budget for the National Meeting will likely deplete most of this profit but a positive balance is still anticipated. The 2005 Spring Meeting held in Chicago earned \$64,000 with 207 attendees. The region's healthy financial status allowed purchase of items intended to foster a sense of community in accord with the Strategic Plan as drafted at the 2006 Summer Board meeting, The January 1, 2006 beginning cash balance was \$62,955, and the October 31, 2006 ending balance was \$76,450.

Regional Committee Reports

Awards Committee – Jim Maus

Call for nominations for the following awards:

- Distinguished Service Award – For members with 5 years or greater service to our field.
- Kevin Reed Outstanding Professional Award – For members with no more than 5 years experience in the research administration field
- Meritorious Contribution – For an individual member or group of members who have developed and implemented an innovative program.

In addition, the NCURA Region IV Travel Award will be implemented for Spring 2008. The award will provide up to \$1,000 toward expenses associated with attending the Regional Spring meeting.

Membership Committee – Diane Meyer

- There were 348 Region IV registrants for the 2006 National Meeting, a 16% increase over last year's 299. 88 of the attendees are new members, which represents 25% of all Region IV attendees. This is a 2% increase over last year's 86.
- The drawing for a new member to receive a free registration at the Spring Meeting in Nashville was won by Tammy Kuhn-Martin, University of Wisconsin-Madison School of Engineering.

Nominations Committee – Heather Offhaus

The positions up for election this year are:

- Chair-Elect
- Treasurer (Treasurer-Elect will cycle in Spring 2008)
- 2 Members of the Board At Large
- Regionally Elected Representative to the National Board

Site Selection Committee – Glenda Luecke

- The 2008 Spring Meeting to be held in Kansas City at the Marriot Country Club Plaza, May 2-6, 2008. The room rate will be \$124.
- The 2009 Region IV Spring Meeting will be held in Minneapolis. The recommended dates for the meeting are April 26-29, 2009. These dates do not conflict with Mother's Day, Easter or any known graduation dates.
- Site selection for the 2010 Region IV Spring Meeting: Cleveland recommended as a possible site for 2010 without need for another site visit.

Program Committee – Sara Streich

- The 2007 Spring Meeting to be held jointly with Region IV in Nashville, TN, on Saturday, May 12th through Wednesday, May 16th.
- 500-600 attendees are anticipated, with about 225 expected from Region IV.
- There will be seven tracks plus workshops with a committee member from each region to identify speakers, write session descriptions, monitor deadlines, etc. Five Workshop rooms are scheduled for Sunday.
- Steve Smarrtt's band will likely perform at the event on Tuesday evening. Gold record stickers are being used to promote the meeting.

Communications Committee – Karen Spear

- A revised Administrative Procedures and an informal description of "who's who and what's what" in the committee is available.
- The Fall Newsletter has been published and posted on the website.

National Committee Reports

Regionally Elected Representative to the National Board – Jim Casey

- Review of continued use of the Hilton hotel for the National Meeting.
- Financial Management Committee – Operating Reserve Fund and a Catastrophic Reserve Fund. Determined that establishment of an NCURA Endowment not feasible at this time.
- Co-Chairs of the 2007 Annual Meeting are Dick Seligman and Chris Hansen.
- Leadership Development Committee – LDI program is being reviewed
- Professional Development Committee – Development of a mid-management on-line tutorial in the works.

Professional Development Committee – Diane Barrett

- Beth Seaton to rotate on.
- Videoconferencing to continue.

Nominating & Leadership Development Committee – Dave Lynch

- The creation of a formal mentor program centralized and managed by National staff was disapproved as the benefits vs. the costs does not warrant.
- Evaluation of the LDI -- Report is in production.
- Myrta Stager is implementing a volunteer bank

Financial Management Committee – Bob Andresen

- Record attendance at the National Meeting (numbers pending). NCURA Membership is currently over 6000.
- Creation of Operating Reserve Fund and a Catastrophic Reserve Fund.

Old Business

Survey results: scheduling of regional conferences – Heather Offhaus

- 150 respondents – 71% prefer current schedule w/ one weekday included

New Business

Region IV Strategic Plan described and efforts to create a sense of regional community were discussed:

- New member reception before banquet
- Hospitality Suite every night
- Tour of DC
- Region IV Lanyards
- Region IV Dinner Groups
- Post volunteer opportunities on web site w/ time commitment estimates
- Newsletters

Comments from membership:

- Region IV DC Tour well-liked; a Saturday night tour was proposed
- Another Saturday night event for Region IV? (attend play, concert, etc)
- New member mentorships – create pool of mentors for members to call

Diane reminded members to update their on-line profiles and invited members to send further comments/suggestions to her.

Instructions for signing up for the Region IV list serve discussed.

Members were encouraged to submit articles, contribute to the on-line Research Scholarly Review (Bill Sharp, Editor)

Meeting was adjourned.

Submitted by

Michelle Meeks, Secretary