

**NCURA Region IV Business Meeting  
April 26, 2004  
Indianapolis, Indiana**

Chair Joanne Altieri called the meeting to order at 4:35pm. Secretary Bill Sharp submitted minutes of the November 3, 2003 business meeting for approval. The minutes were approved with no changes.

**Treasurer's Report – Susan Sloop**

Susan noted that she had devised a new format for the treasurer's report in which the expenses were broken out by category. In the past year the region expended about \$37,000 and took in about \$38,000. The region has attained its goal of having about a year's operating expenses to keep in reserve. Susan indicated that she would send anyone a more detailed financial report upon request. She reported that she planned to transfer some monies from the operating budget into investment accounts, and that the region had regained some ground financially from a few years past. Treasurer's report was approved with no changes.

**National Committee Reports**

NCURA Board of Directors – Don Boydston

Don reported that he had started his term on the national board in January and had attended a meeting in January during which the board approved a task force which will devise a new member profile template for the national web site. The board also approved a strategic planning task force to focus on the organization's fiftieth anniversary as well as its growth. A 2.7 million dollar budget for 2004 was approved by the board. Don reported that the NCURA president has asked national board members to each identify five NCURA members as potential leaders in the organization, and Don invited Region IV members to submit nominations, including self nominations. A national summer conference was announced. FRA V in San Diego recorded a record attendance of about 700 members.

Nominating and Leadership Development Committee – Deborah Vetter

Deborah remarked that it was a pleasure to be working with Peggy Lowry, who has written an article for the national newsletter (page 13) summarizing the work of the NLDC. Deborah noted that deadlines were approaching for nominations. The committee is soliciting nominations for committee openings and will be reviewing the nominations. Deborah noted that the way NCURA is currently structured allows some members to participate at the national level right away rather than working their way up first through the regions. She reported that the committee would like to work with the regions to identify and develop volunteers and leaders. She directed members to the committee's web site for more information.

Professional Development Committee – Ellen Rogers

Ellen reported that PDC members are serving as beta testers to review and comment on the six-week online tutorial on subaward monitoring. The committee is also

- reviewing how NCURA programs are presented (formats)
- evaluating the role of the PDC in the NCURA Neighborhoods
- exploring the possibility of a federal/university exchange program.

Ellen reported that the PDC will have three two-year positions opening beginning January 1, 2004.

Program Committee for 2004 National Meeting – Jamie Caldwell

Region IV's Deborah Vetter and Dorothy Spurlock are also serving on this committee. Jamie reported that the 2004 national meeting was in the planning stages, but he could unofficially report the following:

- The working title of the meeting is "Visionary, Visual, and Vital."
- About 130 sessions are planned.
- There will not be a separate track for Electronic Research Administration (ERA) this year; instead, ERA will be incorporated into the other tracks.
- James Carville and Mary Matalin will be the keynote speakers.
- The coffee house will return. The Capitol Steps will perform at the meeting.
- The box lunch format for the regional meeting will be changed this year.

### Leadership Development Committee – Cynthia White

Cynthia is serving as an at-large member on the national board and is also serving on the LDC. She noted that part of NCURA's strategic plan is to identify future leaders, which serves a dual purpose of benefiting both the organization and the members' home institutions. As part of its leadership development, the LDC is promoting NCURA's Leadership Development Institute (LDI). Components of the LDI include advisors or mentors, a virtual classroom, a spring retreat, and a workshop at the national meeting in November. Cynthia made flyers about LDI available to the members as well as a 2005 application form.

### **Regional Committee Reports**

#### Awards Committee – Sue Carlson

The Awards Committee consisted of Dianne Barrett, Past Chair, University of Wisconsin-Madison; Carol Hillmer, University of Wisconsin-Madison; Lil Manning, Southern Illinois University; Susan Sloop, University of Kansas; Etta Ward, Indiana University-Purdue University; and Michelle Meeks, Indiana University Medical Center.

One change was made to the nomination form: Contact information for the nominee's supervisor was requested to facilitate sending the notification letter.

One award was made this year: Kristin Wojulewicz of Loyola University was awarded the Kevin Reed Outstanding Professional Award.

#### Membership Committee – Heather Mills Offhaus

Heather thanked members of the committee (Jackie Hinton, John Falconer, Pam King, and Pam Fillmore), as well as "honorary members" who helped with last minute phone calls (Jim Maus, Jo Barnes, and Debbie Meltzer). Heather reported a good turnout at this year's meeting. About 40% of those attending are new members. The SRA and NCURA membership committees phoned about 105 persons. About 65 of those were telephoned by NCURA. Region IV had 691 members in 2002. It had 774 in 2003 (a 12% increase). 76 new members have joined thus far in 2004.

#### Program Committee – Pamela Krauser

Pam commented on the challenges of putting together a joint meeting. She reported that attendance was very good, with about 281 attending. The last two regional meetings have been relatively successful and have helped make up for some earlier deficit years. This should help with arrangements for next year's meeting, and an off-site reception might be possible. Pam noted that the food served at the Sunday evening reception came as a surprise and that the committee was very dissatisfied and had asked the hotel for concessions. Pam thanked members of the Program Committee and the local committee for all their efforts, and the Site Selection Committee for choosing what had turned out to be a great meeting location.

#### Communications Committee - Dola Haessig

Karen Spear, grants coordinator for Methodist Research Institute (MRI) in Indianapolis, is the new newsletter editor. The former editor, Erica Reynolds, left the University of Missouri-Kansas City and the field of research administration. Dola thanked her for her work with the committee. Bill Sharp, University of Kansas, continues directing and producing the newsletter. Jerry Pogatshnik, Southern Illinois University Edwardsville is the Region IV webmaster and continues to work with web volunteers to maintain current content and develop new content. Dola acknowledged the contributions of the Communications Committee members:

- Alice Beemer, Des Moines University (newsletter writer)
- Tanya Cobb, University of Wisconsin-Madison (newsletter writer)
- Jennie Lovett, Washington University (web content developer and newsletter writer)
- Diane Meyer, Iowa State University (web content developer)
- Erin Nash, Ohio University (newsletter writer and web content developer)
- Nancy Kay Peterson, Winona State University (web content developer)
- Jerry Pogatshnik, Southern Illinois University-Edwardsville (webmaster)
- Petra Schroeder, University of Wisconsin-Madison (newsletter writer)
- Bill Sharp, University of Kansas (committee co-chair)

Karen Spear, Methodist Research Institute (newsletter editor)

Deb Vetter, University of Nebraska Medical Center (past chair of committee)

Dola reported that she will be stepping down as chair of the Communications Committee. The membership applauded her years of work on the committee.

Site Selection Committee – Jamie Caldwell

Jamie thanked the other members of the committee: Crystal Taylor-Nevils, University of Chicago; and Susan Sloop, University of Kansas.

Jamie provided the following details regarding the 2006 spring meeting:

- Location: Amway Grand Plaza, Grand Rapids, Michigan
- Dates: April 29-May 2, 2006 (with pre-conference workshops held on April 28)
- Room Rates: \$110 (singles, doubles, triples, and quads).
- Parking: \$10/day.

Nominating Committee – Joanne Altieri on behalf of Deborah Galloway

Joanne thanked committee members Deborah Galloway (chair), Jo Ebihara, Jamie Caldwell, and Diane Barrett.

The Region IV call for nominations was issued at the end of January to all Region IV members. The call resulted in the following slate of candidates:

**Chair Elect**

Glenda A. Luecke, Division Administrator, Washington University, St. Louis

Heather Offhaus, Director, Office of Sponsored Projects, Medical School, University of Michigan

**Secretary**

E. Jacqueline Hinton, Grant Writer, Southwest Missouri State University

Kathleen M. Engstrom, Assistant to the Head, Department of Physiology and Biophysics, University of Illinois at Chicago

**At-Large Members**

Beth Seaton, Director, Sponsored Projects, Western Illinois University

Sue Carlson, Research Program Manager, University of Wisconsin-Madison

Tamara Hill, Business Administrator, Department of Pathology and Laboratory Medicine, University of Cincinnati

Gerald (Jerry) Pogatschnik, Associate Dean, Graduate Studies and Research, Southern Illinois University Edwardsville

The election polls opened on March 31, 2004 and closed on April 19, 2004. 134 Region IV members voted during that time period.

Election results are as follows:

Chair Elect:	Heather Offhaus
Secretary:	Kathleen Engstrom
At Large Members:	Beth Seaton
	Jerry Pogatschnik
Other Member :	Glenda Luecke

**Old Business** - None

## **New Business**

### Proposed Change in Regional Bylaws

Susan Sloop reported that the Region IV board of directors has recommended the formation of a task force to examine the office of treasurer and the possibility of adding a position of treasurer elect to the board. The task force would examine how this practice works in other regions. She proposed that the task force would email the membership its findings and recommendations at least sixty days prior to the annual meeting, thus allowing for discussion and a vote on the issue at the November meeting. The proposal was moved, seconded, and approved by the membership.

### 2007 Regional Meeting Site Suggestions

The membership was invited to offer suggestions for the site of the 2007 Region IV spring meeting. Several members asked whether it would be possible to hold a meeting out of the region or to hold a joint meeting with another region out of the region. Specific cities proposed were:

- Santa Fe, New Mexico
- Nashville, Tennessee
- San Antonio, Texas
- Kansas City, Missouri
- Edwardsville, Illinois
- Cleveland, Ohio

The Site Selection Committee will make recommendations to the membership at the November meeting.

### Presentation of "Thank You" Gifts to Outgoing Board Members and 2004 Committee Chairs

Outgoing chair Joanne Altieri presented gifts to outgoing board members and committee chairs and thanked them for their service to the region.

### Passing of the Gavel

Joanne Altieri passed over the gavel to incoming chair Pamela Krauser. Pamela adjourned the meeting at 5:15pm.

Submitted by  
Bill Sharp, Secretary