

**NCURA Region IV Business Meeting  
November 2, 2004  
Washington, DC**

Chair Pam Vargas called the meeting to order at 1:33pm. Minutes from the April 26, 2004 business meeting were distributed to the membership for approval. The minutes were approved with no changes.

**Treasurer's Report** – Joanne Altieri on behalf of Susan Sloop

Susan's written report noted that Region IV expenses were down this year and income was up, due in part to the summer board meeting being held by phone rather than in person, due to the fact that the site selection committee will travel after the term covered by her report, and primarily due to greater than anticipated income from the spring 2004 meeting. 280 registrants, a record turnout, as well as charging for workshops per the agreement with the meeting co-sponsor SRA, were factors contributing to the spring meeting's financial gain. Total income for the region was \$22,508; total expenses were \$6,625. The ending balance for the region as of 9/30/04 was \$57,506.

Susan's written report stated that she had inquired during a regional officers phone conference in August what would be considered to be an appropriate balance for a region to carry. The response she received was that a region should have funds to cover all contractual commitments. Since the region is currently signing contracts for two and sometimes three years in advance, the preferred balance should be between \$65,000 to \$70,000. The current balance is slightly below that target balance.

Jim Maus requested that the board examine the region's financial needs to determine how much it really needs to hold in reserve.

**National Committee Reports**

NCURA Board of Directors – Don Boydston

Don reported that the financial strength of NCURA remains strong, and that the organization continues to utilize several task forces on an ongoing basis to evaluate how the membership can best be served. He noted that NCURA used to rely heavily on annual dues as its primary source of income, but that now roughly half of the income is obtained from other sources (such as FRA meetings, fundamentals workshops, etc.). Don also reported that the national office was organizing a leadership weekend to promote volunteerism and leadership within the organization. Three members from each region will attend.

Nominating and Leadership Development Committee – Deborah Vetter

Deborah noted that the NLDC is responsible for the oversight of NCURA awards and the election of national officers as well as the Leadership Development Institute. Peggy Lowry, chair of NLDC, has asked the committee to examine ways by which it might work with the regions to identify qualified and interested members. If any members have any suggestions for ways the national organization and the regions might work better together, they should contact Deborah or the Region IV chair (Pam Vargas) or chair elect (Heather Offhaus).

Professional Development Committee – Ellen Rogers and Diane Barrett

Ellen and Diane noted that the PDC is working to develop topics for video conferences and for web-based courses. The PDC is also looking at the possibility of establishing exchange programs between sponsoring agencies and recipient institutions. They reported that the PDC was in need of a new vice chair as well as a new editor of the NCURA journal *Research Management Review*.

**Regional Committee Reports**

Awards Committee – Pam Vargas on behalf of Beth Seaton

Pam noted that Region IV recognizes the outstanding contributions of its members through its awards. The Distinguished Service Award is given each year to individuals who have made continuing and long-term contributions to research administration. The Kevin Reed Outstanding Professional Award recognizes the contributions of newer members in the region who have demonstrated commitment and enthusiasm to Region

IV. Finally, the Meritorious Contribution Award goes to an individual or group of individuals who have developed and implemented an innovative program to enhance the research environment on their campus. Pam urged members to consider nominating deserving individuals when the committee sends out its call for nominations.

Membership Committee – Crystal Taylor-Nevils on behalf of Jackie Hinton

Crystal acknowledged the work of Jackie Hinton as chair of the committee as well as that of fifteen volunteers who telephoned new Region IV members prior to their coming to the national meeting. Crystal reported that 257 Region IV members were attending the national meeting, and that 70 of those were new members. New members attending the business meeting were acknowledged by the membership.

Nominating Committee – Joanne Altieri

Joanne solicited volunteers to run for a regional office. The region will elect five individuals in spring 2005 elections: Chair elect; treasurer; two members at large; and the elected member to the national NCURA Board of Directors. A call for nominations will go out in mid February. The 2005 Nominations Committee members are:

Joanne Altieri, chair, University of Kansas  
Josephine Barnes, Southern Illinois University Edwardsville  
Norman Braaten, University of Nebraska—Lincoln  
Jackie Hinton, Southwest Missouri State University  
Timothy Reuter, University of Cincinnati

Program Committee – Heather Offhaus

Heather reported that the spring meeting would be held from May 1-4, 2005 in Chicago. This will be a joint meeting with the SRA Midwest Section. The meeting hotel will be the Holiday Inn Chicago City Centre. The theme of the meeting is “Dive In! to Research Administration” (a reference to the Tuesday night event at the Shedd Aquarium). Although the meeting program has not yet been finalized, a generous slate of concurrent sessions and workshops has already been lined up. Workshops will be held on Sunday, May 1. Sessions and discussion groups will begin on May 2 and continue through May 4. Heather noted that the meeting rooms will be located on three separate floors, so more walking between sessions will be required.

Heather thanked the Program Committee members for their work thus far, including Glenda Luecke (concurrent sessions), David Lynch (discussion groups), Mary Laura Farnham (workshops), Crystal Taylor-Nevils (local arrangements), Michelle Meeks (registration), and Susan Beaver (room monitors). Anyone interested in volunteering to help with the meeting should contact Heather.

Heather noted that the region would unlikely be able to expand on its 225 rooms per night block at the conference hotel due to a conflicting all-city meeting, so she urged members to book their rooms early since the nightly rate for rooms outside of the block would be considerably higher. The Program Committee is working to find an overflow hotel.

The registration fee before the cutoff date will be \$250 (the same as last year). After the cutoff date the fee will be \$275. Onsite registration will be \$300. SRA will be handling the financial aspects of this meeting, including the online registration.

Communications Committee – Bill Sharp

The Communications Committee membership has realigned since Dola Haessig rotated off as chair in April to begin serving as past chair: Bill Sharp now serves as chair, Erin Nash is co-chair, Karen Spear is newsletter editor, and Jerry Pogatshnik and his team continue to oversee the region’s website. The committee publishes three electronic newsletters per year and oversees the regional website, which now includes a listing of Region IV officers and committee members, meeting information, the newsletter archive, Region IV business meeting minutes, honors and awards information, information concerning calls for nominations, and member news. In June, the website was expanded to include a searchable archive of messages posted to the regional listserv

within the past three years, and in October an expanded career opportunities section was added. Bill thanked the committee members for their work:

**Core Committee:**

Co-Chair: Erin Nash, Ohio University

Past Chair: Dola Haessig, University of Missouri-Columbia

Newsletter editor: Karen Spear, Methodist Research Institute at Clarian Health Partners

Webmaster: Jerry Pogatzhnik, Southern Illinois University Edwardsville

**Working Group:**

Alice Breemer, Des Moines University

Tanya Cobb, University of Wisconsin-Madison

Jennie Lovett, Washington University

Diane Meyer, Iowa State University

Nancy Kay Peterson, Winona State University

Petra Schroeder, University of Wisconsin-Madison

Site Selection Committee – Crystal Taylor Nevils

The Site Selection Committee for the 2006 meeting consisted of Crystal Taylor-Nevils, University of Chicago; Susan Sloop, University of Kansas, and Jamie Caldwell, Stritch School of Medicine, Loyola University of Chicago.

Crystal 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: \$12/day (\$20/day for valet parking and/or guests)
- Fitness center: \$5/day.
- The region will receive one complimentary room for every forty paid rooms in addition to one complimentary suite.
- Food and beverage will be provided by the hotel.
- Presenters will be permitted to bring their own laptop computers and LCD projectors.
- This will not be a joint meeting with another organization or region.

**Old Business**

Jim Casey, editor of *Research Management Review*, provided clarifying comments regarding the journal's need for a new editor. He will continue to work with *RMR* to provide transition while the new editor gains experience. They are seeking an NCURA member with writing and editing experience.

**New Business**

Diane Barrett solicited volunteers for the Region IV booth at national's "Main Street USA" event.

Jamie Caldwell, co-chair of the 2004 national meeting's program committee, acknowledged the work of Region IV's Dorothy Spurlock on the committee and pointed out that it was she who had devised the title for the national meeting. Jamie also noted that Region IV had a wealth of volunteers (fifteen) assisting with the help booth at the meeting, far more than any other region. Members from the University of Wisconsin-Madison were especially numerous.

Site Selection for Spring 2007 Meeting

Crystal Taylor-Nevils noted that Toledo, Nashville, Kansas City, and Milwaukee had previously been suggested by members as sites to be considered for the 2007 spring meeting. The possibility of hosting a joint meeting with another NCURA region had also been proposed. Crystal reported that Region III has proposed conducting a joint meeting with Region IV at the Renaissance Nashville Hotel on May 12-16, 2007. She noted that this time frame will conflict with Mother's Day, but that Region III has held meetings over Mother's Day in the past and

it has not proven to be a problem (in fact, last year's meeting had record attendance despite overlapping with Mother's Day). Crystal has queried Region III as to whether a joint meeting with alternate dates might be possible (April 28-May 1 may be possible alternative dates). Crystal reported that the highest regional airfare prices to Nashville was \$320 (from Sioux Falls) and the lowest was \$137 (from Chicago). Pam Vargas asked the members present if they were interested in pursuing a joint meeting. A voice vote carried in the affirmative. Steve Hansen moved that the site selection committee be charged with trying to negotiate different dates, but if that was not possible then to accept the dates as proposed. The motion was seconded by Don Boydston. The motion carried. Crystal thanked the membership.

A drawing was held to provide a waiver of the spring registration fee for a new Region IV member attending the business meeting. Marcy Wallace, Michigan State University, was winner of the drawing.

Pam adjourned the meeting at 2:22pm.

Submitted by  
Bill Sharp on behalf of Kathleen Engstrom, Secretary