



NCURA Region IV Business Meeting Agenda

Monday, August 5, 2024

2:45 – 3:45 p.m.

Washington Hilton, Jefferson
Room, Concourse Level

- I. Call to Order
- II. Review and Approval of Business Meeting Minutes from May 2024 meeting
- III. Treasurer's Report – Suzanne Reinke (esreinke@purdue.edu)
- IV. National Committee Report – Nicole Nichols (n.nichols@wustl.edu)
- V. Regional Committee Reports
 - A. Awards Committee – Bill Courtney (bill.courtney@wustl.edu)
 - B. Communications Committee – Jennifer Foley (jefoley@mcw.edu)
 - C. DEI Committee – Jenny Yuan (jenny.yuan@wisc.edu)
 - D. Membership Committee – Keith Kutz (kkutz@iastate.edu)
 - E. Nominations Committee – Julie Olivero (jolivero@umich.edu)
 - F. Professional Development Committee – Diane Hillebrand (diane.hillebrand@und.edu)
 - G. Site Selection Committee – Katherine Durben (katherine.durben@marquette.edu)
- VI. 2025 Spring Meeting – Sandra Fowler (sandy.fowler@wisc.edu)
- VII. New Business and Open Discussion
 - A. Other
- VIII. Adjournment



NCURA Region IV Business Meeting Minutes

Wednesday, May 1, 2024

8:15 AM – 9:00 AM

Place: Kensington Hotel, Ann Arbor, MI; Grande Ballroom

I. Call to Order

Called to order by Julie Olivero (jolivero@umich.edu) at 8:17 am EDT (7:17 am CDT)

II. Review and Approval of Business Meeting Minutes from August 2023 meeting
Moved and seconded; approved unanimously

III. Treasurer's Report – Suzanne Reinke (esreinke@purdue.edu)

Suzanne presented the treasurer report

The region is up to date on all reports to the National Office

Regional membership has increased from 1249 members at this point in 2023 to 1537 today.

Rec\$5.50 per member so received \$8,453.50 from National

Current bank and investment balances are solid. We had an increase in investments of nearly \$20,000. This financial report is through the end of March. Not shown is our first payment from National Office in April 2024 for some conference registrants and we were negotiating the contract for the spring meeting in Chicago.

IV. National Committee Report Diane Hillebrand (diane.hillebrand@und.edu)

Diane H presented this report

Discussed upcoming AM66. National membership is over 8,800 members. FRA/PRA in Hawaii had over 1,400 for FRA and over 950 for the PRA meeting. 2025 will be in San Diego.

Three June symposiums to be held in Alexandria, VA and designed for university teams. AI Symposium, Research Security and Leading Together.

Traveling workshops are available

NCURA mag is published 6x per year

Region IV members in national. Board of Directors Melanie Hebl (U Wisconsin Madison); Secretary - Diane Hillebrand (U North Dakota), Regional elected Nicole Nichols; Nominating and Leadership Development Committee - Kristin Harmon (U Wisconsin Madison); Professional Development Committee – Liz Grinstead (U Chicago) and Sam Mombou (U Nebraska Lincoln); Select Committee on DEI – Ebony Jones (U Chicago); Select Committee on Peer Programs / Peer Review – Lois Brako (U Michigan).

V. Regional Committee Reports

A. Awards Committee –Bill Courtney (bill.courtney@wustl.edu)

Bill Courtney – explained available awards and announced the award winners. National AM Travel – Hang McLaughlin (U Minnesota); John Philips R IV Travel – Melanie Miller (The Ohio St Univ); Kevin Reed Outstanding New Professional – Lauren Gee (U Wisconsin Madison); R IV Meeting Travel – Brock Davis (The Ohio St Univ) and John Anderson (Augsburg Univ).

B. Communications Committee – Kate Chie (katechie@umich.edu)

Kate Chie presented. The new website is a work in progress. Introduced Committee members and Committee purpose. Liz Grinstead has experience with web design. Expect the new website to go live in the next year. Committee has been busy with social media and e-blasts.

C. DEI Committee – Jenny Yuan (jenny.yuan@wisc.edu)

Jenny Yuan presented. Inaugural DEI Committee is working hard on foundational understandings, and is working with other committees to have DEI representation on each committee. DEI committee has two internal committees – Steering Committee and Activation Committee.

D. Membership Committee – Keith Kutz (kkutz@iastate.edu)

Keith Kutz presented. Update to Treasurer Report – As of the end of March, R IV has 1,604 members. For the National Annual Meeting in August, Region IV will again be sponsoring a DC After Dark bus tour for R IV members. No cost to the members to attend. Committee has been behind on email welcomes to new members and members transferring in. We will strive to be more consistent. The committee is struggling to increase use of NCURA Collaborate – R IV has its own Community but it is not well used. Julie followed up on an explanation of Collaborate and that we're asking National to provide some training (possibly).

E. Nominations Committee – Kristin Harmon (kristin.harmon@wisc.edu)

Kristin Harmon presented the results of the Spring 2024 election. Chair-Elect – Barbara Bittner (Creighton Univ); Secretary – Jennifer Foley (Med College of Wisconsin); Treasurer Elect – Suzanne Reinke (Purdue University) in run-off election; Members at Large – Liz Grinstead (U Chicago) and Gretchen Carnoske (Washington U in St. Louis and Beth Woods (U Illinois Chicago).

We need people to step up and run for offices. And we need better voter turnout. Only had 14% of the membership vote. Nominations will be sought in late Fall/Winter 2024 and voting

in early spring 2025.

F. Professional Development Committee – Crystal James (crjames@mcw.edu)

Crystal James presented. Very productive year. Mentoring Our Own (MOO) just finished its 10th cohort. Six mentees are at this meeting to present poster or session. Email was sent out for the next cohort, with applications closing May 15, 2024. Submit applications as either a mentor or mentee

Updating policies and procedures for traveling workshops. Hope to have these finalized and start workshops w/in next year

For CEU/CRA credits, contact the PDC after meeting

Research Administration Career Path Pilot is wrapping up. Explained the pilot's purpose; All four workgroups were busy. This was a 2-year effort. The outcomes and resources are available to members on the R IV website.

Poster session winners. Best overall was presented by Theresa Couch (Michigan St. Univ); Best interactive was presented by Sandra Alberto (U Michigan); Best creative was presented by Katie Baber-Dillavou (Iowa St. Univ).

G. Site Selection Committee – Katherine Durben
(katherine.durben@marquette.edu)

Kathy Durben introduced the other members (Suzanne Reinke, Shannon Sutton); The 2025 Regional Meeting will be in Chicago. Kathy presented some fun facts about Chicago;

Survey of membership gave Chicago and St. Louis as top sites. Based on the feedback from both sites, chose Chicago. Showed a PowerPoint presentation with great music.

See you in Chicago

VI. 2025 Spring Meeting – Barb Bittner (BarbaraBittner@creighton.edu)

Barb Bittner presented. Meeting will be May 4-7, 2025. We are looking for Program Committee members, track leads, and other volunteers. Contact Barb.

VII. New Business and Open Discussion

- A. Resumption of Traveling Workshops was approved by Board and the Board will work with PDC on next steps.
- B. No other new business

VIII. Chair Transition

Julie Olivero thanked all of the current members of the Board and acknowledged the outgoing members. New members: Gretchen, Liz, Beth; Suzanne, Jennifer Foley. Julie handed off the gavel to Roger Wareham as the new Chair and gave a few departing remarks.

Roger thanked Julie and the members. We broke records for attendance in Ann Arbor for a non-Chicago conference. We had a couple people who attended this year from other regions. Roger went over the hotel checkout procedures. He thanked the hotel and hotel staff. The Hotel covered the cost of the hospitality suite to compensate for some glitches. Roger gave a shout out to the meeting sponsors.

Bowling awards from the Tuesday night event were presented by Beth Woods. Randy Lauren 181; most strikes Bill Courtney (6); low score – Shanshan (26); most accurate predicted score Emily Bacon(87);

Please fill out survey when it is emailed out.

Shout out for DC After Dark. Might have extra bus if needed. Take advantage of what we have in the Region and the volunteer/leadership opportunities. Remember to take care of yourselves.

IX. Adjournment

Motion to adjourn, seconded. Unanimous; adjourned 9:08 am EDT (8:08 am CDT)

NCURA Region IV Treasurer Report Annual

August 5th Business Meeting 2024

Attachments for Information

2024 Financial Snapshot through June 30, 2024 Region IV
Travel Expense Voucher form

Financial Overview

Current Balances (as of 6/30/2024):

Cash *	Capital One	\$ 84,530.46
Investments	Trade PMR	<u>\$156,513.62</u>
Total		\$241,044.08

Outstanding commitments:

Hotel Contract:		
2025 Swissotel Chicago		\$141,569.50

Summary Report

- All financial reports have been submitted to National Office and are up to date.
- Region IV was not selected for audit for 2024.
- The Region’s membership has increased nominally (from 1,249 in 2023 to 1,537 in 2024) and we received \$5.50 per member from National (1,537 members = \$8,453.50). All other sources of revenue are related to the Regional Meeting (see below).
- The current financial status of the region is very solid.

Investments are back on the rise. In 2023 the investment account began with an opening value of \$128,977 and ended with a closing value of \$147,689.79, which was solely due to market corrections. With a current balance of \$156,513.62, the investment account has earned \$8,823.83 in the first six months of 2024.

The 2024 Region IV Spring Meeting in Ann Arbor, MI, April 28-May 1, was financially successful. With 308 paid registrants and seven vendors/sponsors, total income from the conference was \$149,150.00. Expenses for the meeting totaled \$91,021.43. The balance for the meeting was \$58,128.57, which will help set off losses from 2020-2022 due to the pandemic and market corrections.

- Attached for the Board Meeting is the Region IV Travel Expense Voucher Form. The form should be used for all requests for reimbursement. Whenever feasible, please coordinate with Suzanne prior to incurring expenses so it can be determined if it makes more sense for Suzanne to make purchases with the Region credit care or via check.

Respectfully submitted –

Suzanne Reinke
Region IV Treasurer

National Council of University Research Administrators
Statement of Activities
Region IV
6/30/2024

Prepared By: Suzanne Reinke
Submitted: 07/19/2024

	Actual YTD 06/24	Approved Budget 2024	Previous YTD 12/23	Notes
<u>REVENUES</u>				
Regional Meetings				
Spring Meeting Registrations	\$ 136,150.00	\$ 98,900.00	\$ 89,900.00	
Traveling Workshops	\$ -	\$ 5,000.00	\$ -	
Sponsorship / Vendor Support	\$ 12,500.00	\$ 5,500.00	\$ 6,750.00	
Regional Allocations to/from National				
Assistance Received from National Organization	\$ 500.00	\$ 500.00	\$ 500.00	
National Dues collected	\$ 8,453.50	\$ 8,453.50	\$ 6,869.50	
Investment and Bank Interest				
Investment Portfolio gain/(loss) - Realized	\$ -	\$ -	\$ -	
Investment Portfolio gain/(loss) - Unrealized	\$ 29,439.85	\$ -	\$ -	
Investment Interest/Dividends	\$ -	\$ -	\$ -	
Bank Interest	\$ -	\$ -	\$ -	
TOTAL REVENUES	\$ 187,043.35	\$ 118,353.50	\$ 104,019.50	
Refunds (If any, please list below with descriptions)				
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL REFUND(S)	\$ -	\$ -	\$ -	
TOTAL REVENUES (NET REFUNDS)	\$ 187,043.35	\$ 118,353.50	\$ 104,019.50	
<u>EXPENSES</u>				
Regional Meeting				
Supplies	\$ 2,070.96	\$ -	\$ 1,325.99	
Services (AV and other)	\$ -	\$ 9,283.00	\$ 1,797.00	
Postage	\$ 7.94	\$ -	\$ -	
Printing	\$ 571.68	\$ -	\$ -	
Off Site Event (with F&B)	\$ 17,966.12	\$ 17,000.00	\$ 11,391.12	
Keynote Speaker	\$ -	\$ 2,000.00	\$ 1,500.00	
Hotel Arrangements	\$ 59,507.06	\$ -	\$ 36,271.06	
Food & Beverage	\$ 302.19	\$ 41,710.00	\$ -	
Gratuities	\$ -	\$ 12,238.00	\$ -	
Taxes	\$ -	\$ 3,060.00	\$ -	
Transportation	\$ 6,350.00	\$ 4,000.00	\$ -	
Guidebook Meeting App	\$ -	\$ -	\$ -	
Credit Card Fees	\$ 4,245.48	\$ 2,732.00	\$ 2,186.21	
Cancellation Fees	\$ -	\$ 1,400.00	\$ -	
Poster Session	\$ -	\$ -	\$ 297.55	
Regional Allocations to/from National				
Payment to National Organization	\$ 570.00	\$ -	\$ -	3 check payments with Dues
Regional Committee Operating:				
Board Meetings	\$ 900.13	\$ 2,000.00	\$ 310.49	
Regional Leadership Conference	\$ -	\$ -	\$ -	
Awards Committee	\$ -	\$ 250.00	\$ -	
Travel Awards	\$ 2,636.11	\$ 10,000.00	\$ -	
Communication Committee	\$ 1,203.59	\$ 1,500.00	\$ 1,904.58	
Membership Committee	\$ -	\$ 200.00	\$ -	
Professional Development Committee	\$ -	\$ 5,750.00	\$ 216.33	
Program Committee	\$ -	\$ 3,000.00	\$ 2,152.03	
Site Selection Committee	\$ 1,147.64	\$ 4,500.00	\$ 2,297.96	

Annual Meeting Expenses:			
Hotel Arrangements (Hospitality Suite)	\$ -	\$ 3,000.00	\$ 3,843.44
Raffle Prize	\$ 150.00	\$ -	\$ 150.00
Printing	\$ -	\$ -	\$ -
Supplies	\$ 105.68	\$ -	\$ -
DC After Dark	\$ -	\$ 3,000.00	\$ 2,400.00
Other Expenses:			
Bank fees (incl Investment Account)	\$ -	\$ 1,000.00	\$ 1,902.12
Checks & Supplies	\$ -	\$ -	\$ 161.14
Regional AV Supplies	\$ -	\$ -	\$ -
AMEX annual fee	\$ 150.00	\$ 150.00	\$ 87.50
Pins & Lanyards - General Use	\$ 1,291.44	\$ -	\$ -
Gifts for Departing Board / Committee Chairs	\$ 325.60	\$ -	\$ -
Accounting Software	\$ 210.00	\$ 360.00	\$ 330.00
Special Initiatives (Please note)			
Services (Please note)	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 99,711.62	\$ 128,133.00	\$ 70,524.52
NET INCOME	\$ 87,331.73	\$ (9,779.50)	\$ 33,494.98