

**APPROVED MINUTES
NCURA Region VI Business Meeting
November 11, 1997**

Call to Order and Introductions

The Region VI business meeting was called to order by Chair Joyce Freedman. There were approximately 60 members of Region VI present.

Approval of Minutes and Treasurer's Report

The minutes of the previous meeting in Tucson, Arizona on May 20, 1997 were posted on the regional web site and printed for those in attendance at this meeting. There were no questions or corrections to the minutes.

Georgette noted that the balance on the Treasurer's report included the estimated revenue from the Spring meeting. Region VII is waiting for two documents to clear before the official transfer will be done. The expenditures did not include the costs for the Helen Carrier workshop held at Cal Tech and the costs for our two travel award winners. There were no questions or comments and Dick Seligman made a motion to approve which was seconded by Patricia Hawk.

Travel Awards

Terry Manns chaired the Travel Awards committee and thanked the twenty-three members who volunteered to serve on the committee. A six member committee (including the chair) was chosen to review the applications for the national meeting and another six member committee has been chosen to review the applications for the Spring Meeting in Hawaii. Terry thanked Kathy Basich, UC Irvine; Alice Martini Doyle, Loyola Marymount University; Michael Fish, Cal Poly San Luis Obispo; and Patti Yano, Western Consortium for Public Health for serving on the committee (one member had to drop out at the last minute).

Thirteen applications were received by the committee and the two recipients were Candice Jessie, Director of Sponsored Programs at Golden Gate University and Julie Guggino, Administrative Assistant in the Grants & Sponsored Research Office at Central Washington University.

Reports from the National Committees

Georgette reported that each Region has now been given their own separate checking accounts with Prudential. This will allow each region to manage their funds independent of the National Office account and can now invest regional funds in short term CD's etc. The regional treasurer's are in the process of meeting with Rob Olcott at Prudential for more information.

The Finance & Budget committee has been looking at fringe benefit plans and leave plans for the National Office staff. Gary Chaffins provided background information on why they were charged with this task. When Natalie Kirkman retired this year, it was noted that some of the benefits provided to the National Office staff may not be consistent with national standards. Therefore the F& B committee was charged with making a comparison and any recommendations for changes.

The F & B committee was also reviewing the proposed 1998 NCURA budget.

Bettye Albritton (Nominating Committee) and Gayle Yamasaki (Membership Committee) were not able to attend this meeting. Joyce noted that the nomination committee had successfully recommended four candidates. Cheryl Lee Howard has been elected as Vice-President and Tommy Coggins was elected as Secretary. Joyce also reminded everyone that her term as Chair and Georgette's term as Secretary/Treasurer would be over after the 1998 Spring meeting. Joyce encouraged everyone to consider running for a regional office.

It was also reported that there was a new member's reception held which was followed by an open invitation to the regional hospitality room. This reception was well attended and the general feeling that it was a success.

Susan Tank Lesser (Publications Committee) introduced John Bees who will be succeeding her on the publication committee. She noted that the Research Management Review has been successful in getting articles but is always in need of more articles. She encouraged our region to submit articles. Other things in the works is the establishment of a bibliography probably on the NCURA home page which would probably be divided into pre- and post-award then provide a listing of topics under each. This is still being discussed and in the process of being established.

Susan thanked everyone for their support and said the experience has been wonderful. She encouraged others in our region to consider helping and doing national committee work.

Luis Guin reported that Chris Hansen will be the new chair of the Professional Development Committee. Don Allen reported that PDC has now added an ERA traveling show for conferences.

Pat Byers requested a clarification on the traveling road show. If we request their services all profits from their workshop will go to the national office. It was suggested that we have enough resources and expertise in our region to provide our own ERA sessions without using the national road show.

New Member Mentor/Buddy Program

Hal Gollos thanked everyone who volunteered to be a buddy at this meeting. He apologized if he missed any new members in his initial contact because he had to request the list of attendees about three weeks before the meeting. If anyone registered late, he was not given their names. Hal introduced all the new members and reported that the program has been well received and will be continued at the regional meeting.

Web Committee Report

Pam Webb introduced Dave Dungan, our regional web master. She reported that everything is running in production mode at this time. We are the only region with an active regional list server and we have found it to be a very effective method of timely communication. We are also going to try to put meeting information up on the web page as soon as possible. Pam requested the membership to keep them up to date on any new addresses or moves the membership may have. They have been having a slight problem deleting names so she asked for everyone's patience.

Pam also noted that ERA is fast becoming a permanent way of doing business. She requested that the region consider making the ERA committee a permanent rather than ad hoc committee. It was noted that this action will require a modification to our regional by-laws. The membership was asked to consider amending the by-laws to include a ERA representative on the RAC committee. A motion by Pat Hawk was seconded by Pat Byers to start this process. Joyce and Georgette will begin the process. We must also consider how to rotate members on and off the committee.

Helen Carrier Seminar at Cal Tech

Dick Seligman introduced Helen to reassure everyone that Helen is still alive and kicking! He provided a report and pictures of the workshop which was held at Cal Tech. They had about sixty-five people attend and he reported that it was a very successful workshop. Both Helen and Dick encouraged everyone to take the time to write up a proposal and submit it.

Spring Meeting 1998

Georgette reported that we have signed a contract with the Kauai Outrigger Beach in Lihue, Kauai. The dates are confirmed from April 19- 21, 1998. The rates will be offered for three days prior and after the conference. The room rate is \$110.00 plus taxes for single/double and \$136.50 for a room and car deal. Hal will be planning a golf tournament on Saturday and we are checking into various tours. We will be having a luau at the hotel as well. We will keep everyone posted on the status of the meeting on the web site so you can start planning to come to HAWAII!!!!

Elections of Regional Officer and RAC Members 1998

Joyce advised everyone that we will need to elect new regional officers to take over after the spring meeting. We will also need a new RAC member as well. Moheb Ghali has been selected to chair the nominating committee and will be accepting nominations. Please submit any nominations as soon as possible.

New Business

Joyce informed everyone that the 1999 Regional Meeting will be held in Coeur d'Alene, Idaho.

Joyce wanted to revitalize the idea of acknowledging a Regional Outstanding Member. This has been something that was approved by the region but never follow up on. She proposed forming an ad hoc committee to start the process. This was moved by Moheb Ghali and seconded by Chris Hansen. She then asked for volunteers for an ad hoc committee. Samantha Westcott, John Case and Mary Nunn volunteered for the committee.

A new issue that has been discussed by the Executive committee is liability in the hospitality suites at meetings. The Executive committee voted to approve new rules. We must buy all liquor from the respective hotels and we must hire hotel bartenders. Some regions did not agree with this and Joyce believes that it is still up for further discussion.

Joyce acknowledged Pam Webb who will be co-chairing the ERA III workshop which will be held in August, 1998. She also acknowledged Terry Mann for his involvement with the Teleconference Workshop being offered in July.

There being no other new business the meeting was adjourned by Joyce Freedman.

Respectfully submitted,

Georgette Sakumoto
Secretary-Treasurer Region VI

Treasurer's Report NCURA REGION VI October 1, 1997

- February

28, 1998

Income Actual Cash Balance as of 9/30/97 \$ 27,627.61

Income 1997 Spring Meeting 5,344.00 Interest Earned 10/1/97 - 2/28/98
Anticipated
472.86 **Total**

Income \$ 33,444.47 Expenses 1997

Seminar at Cal Tech \$ 500.00 Travel Awards National Meeting 1,200.00
Helen Carrier
1997 National
Hospitality Room Costs 727.45 **Total Expenses \$ 2,427.45**

Balance as of February 28, 1998 \$ 31,017.02

Account