



NCURA Region VI Business Meeting

Portland, OR

November 7, 2017

11:45 am

Minutes

I. Call to Order:

1. Sinnamon Tierney called the meeting to order at 11:49 am. The region VI 2018 Officers were acknowledged:

Chair: Sinnamon Tierney, Portland State University

Treasurer: Caroline Jones, Stanford University

Secretary: Heather Kubinec, University of California, Irvine

II. Chair's Report: Sinnamon Tierney

1. New Website Domain - ncuraregionvi.org
2. Announcement: New Regional Webmaster Volunteer position
3. Social Media Charter – approved by RAC 9/26

III. Julie Guggino: National report

Acknowledged National officers from Region VI:

Officer (Vice President/President-Elect) – Georgette Sakumoto, University of Hawaii

Board Member – Julie Guggino, Central Washington University

PDC Chair – Csilla Csaplár, Stanford University

Board Member Updates

● PRA/FRA

Given the damage caused to Puerto Rico by Hurricane Maria, the NCURA Office has been working diligently to identify a location for the 2018 PRA/FRA conferences. I am pleased to share that the meetings will take place at the Hilton Orlando Lake Buena Vista. This hotel is located within walking distance to Disney Springs which boasts unique boutiques, culinary surprises and lively entertainment.

FRA Conference: Monday, March 5 – Tuesday, March 6

Combined Workshop Day: Wednesday, March 7

PRA Conference: Thursday, Mar 8 - Friday, March 9

Conference programs and registration are slated for release in the next two weeks.

- **NCURA Education Scholarship Fund**
During its October 17th conference call the NCURA Board of Directors approved the establishment of an Education Scholarship Fund Select Committee and position descriptions for chair, vice chair and committee member. On October 23rd, a call for nominations was issued seeking nominations for each of these positions (chair – 1; vice chair – 1; member – up to 8). Nominations are due on or before November 17th. 2017 NCURA Education Scholarship Fund Committee Members by Region. Region VI is represented by Erika Blossom, University of California - Irvine
- **The \$5 Drive**
On October 20th, the NCURA membership was invited to stand together in supporting those areas that have been hit by recent natural disasters (Texas, Florida, California, Puerto Rico and neighboring territories) by donating at least \$5 each. The opportunity to give is open through November 21st and the total raised will be shared on November 22nd.
- **Cuba Workshop Update**
NCURA anticipated hosting a number of workshops in Cuba in October of this year. On September 29th Cuba was placed on the State Department's Travel Warning List. While it would not be anticipated that anyone would be in danger, while there, our U.S. Embassy is now staffed with only emergency personnel and should anyone become ill or encounter other problems, it might not be possible for them to receive timely assistance. While we remain committed to our Cuban partners, our first priority is the safety of our volunteers.

Following the addition of Cuba to the Travel Warning List, NCURA staff spoke with our contact at the Cuban Embassy in Washington, and notified him of our decision. While disappointed, he understands the situation. We spoke about looking at other ways to bring NCURA's training to Cuba, possibly virtual, or taping the workshop and downloading it to discs. In addition, there will be an international conference "Universidad 2018" in February that, if the travel advisory is lifted, we might consider using as a location to teach.

- **Nominating and Leadership Development Committee Call for Volunteers**
On November 3rd, a call for volunteers for N&LDC Vice Chair and At-large member was released to the membership. Individuals interested Applications are due on or before November 24, 2017. Individuals interested in representing their region on N&LDC should express their interest to regional leadership.
- **NCURA 2018 Election**
On October 18th, a call for nominations was released for the office of Vice President/President-elect and two (2) At-large Member of the Board of Directors positions. The call is open through November 10th.

As an update, the assessment report on the revised election process requested by the president has been received from the N&LDC and the Board is deferring discussion of recommendations until their face-to-face meeting in February. In the meantime, we have begun the nomination process for 2019 board members with a call for vice president/president elect and at large member nominations.

- Watch for a call for applications for NCURA's Executive Leadership Program (ELP), which is due out in just a few days. The ELP prepares individuals for leadership positions in NCURA, with a focus on officer and Board positions.
- IV. Approval of Minutes: Region VI Business Meeting, August 7, 2017- Washington, DC
Nancy motions
Derick seconds
- V. Treasurer's Report: Caroline Jones
1. We have 348 registrants at this meeting, which is huge for a regional meeting. So, we expect to continue to do well financially. The workshop held at UC Irvine brought in funds and we are hopeful that continued programming will benefit the region.
- VI. Regional Standing Committee Reports
1. Awards and Recognition: Sinnamon Tierney
 - i. The Travel awardees were recognized:
Melissa Campbell, Grants & Contracts Analyst, University of Alaska Fairbanks
Kendra Dinh, Sr. Grant and Contract Analyst, UC Irvine
Kurt Durlless, Contract and Grant Specialist, UCLA
Laurie Kara, Research Services Coordinator, UCSF
Stephanie Gray, Sponsored Projects Administrator, Pre-Award, University of Oregon
 2. Education and Professional Development: Melissa Mullen & Matt Kirk
 - i. Discussed the formation of the committee – nearly one year ago.
 - ii. Formation included understanding the charge of the committee, it's purpose, intended value, what ed & pd is the membership interested in
 - iii. Workshops have been developed.
 - iv. First workshop hosted at UCI on Data Security. Successful meeting; more than 30 attendees. Participants interested in continuing the dialog.
 - v. Second workshop is in process. The interest is to offer something on pre-award basics in the norther California region early next year – pending approvals.
 - vi. Third workshop to follow, to is likely to be on the subject of post award basics. Development work underway soon.
 - vii. The committee is interested in providing information on professional development pathways (I was vague on this because it is really at it's birthing stage)
 - viii. Finally, I announced the committee, me, Matt, Nancy, Amanda, Sam and Dave.

- ix. Asked community to reach out to any representative if they would like to identify any topics of interest or if there campus is interested in hosting an event.
- 3. Membership and Volunteer: Michiko Pane
 - i. Thank you to everyone on the volunteer committee. Their hard work made the meeting possible. Please contact me if you want to help out with the committee.
- 4. Nominating and Elections: Julie Guggino
 - Region VI 2018 Officers
 - Chair: Kevin Stewart, University of California, Santa Barbara
 - Treasurer: Randi Wasik, Washington State University
 - Secretary: Angie Karchmer, University of California, Irvine
 - Elected RAC Member: Erika Blossom, University of California, Irvine
 - Region VI – Elect 2019 Officers
 - Chair: Amanda Synder, University of Washington
 - Treasurer: Randi Wasik, Washington State University
 - Secretary: Erika Blossom, University of California, Irvine
 - Elected RAC Member: Noam Pines, University of California, Berkeley

VII. National Reports

- 1. Nominating and Leadership Development Committee: Nancy Lewis
 - Region VI Members:
 - Sam Westcott, Caltech (At Large)
 - Nancy Lewis, UCI

Nominations for Vice President/President Elect and two At Large Boards of Director's positions are open until November 10th.

The N&LDC has a number of projects stemming from Presidential Charges currently in process. There are working groups assigned to do the "heavy lifting" for each of these projects but the full N&LDC will be involved in all of these projects.

Some of the work occurring includes:

- A review of the Executive Leadership Program: ELP is in its seventh year and we want to review the program to evaluate the value as well as to identify any possible adjustments to improve the benefits to participants and NCURA..
- A review of additional ways to recognize early career (five years or less) members for their contributions to the profession at large.
- A review the of the new election process.

-What's Next subcommittee is charged with developing a best practices manual and orientation material for Regions to develop its leaders for positions at the National level (Officer, Board of Directors etc.) to ensure that they have all of the knowledge needed to be highly successful and productive during their term of service.

1. Professional Development Committee: Csilla Csaplár

11 webinars presented or scheduled for 2017. Upcoming: Communication Strategies for international collaborations 11/7, Public Access, Rigor and Reproducibility – January. Recent: Policies and Procedures Development, Data Transfer and Use Agreements, Managing Subrecipient Risk in International Environment. Previously presented webinars are available in the library for download.

- Two “Train the trainer” webinars were recorded the week of the annual meeting, and will be posted on the presenter microsite as soon as they are ready.
- We are in the process of developing the framework and content for a new Contract Negotiation travelling workshop – thanks to content developers who are hard at work, including two from R6 – David Mayo (Caltech), Jennifer Cory (Stanford)! We are tentatively planning to pilot the workshop in June 2018.
- New publications in the works for post-award financial management and international research collaborations.
- We are in the process of developing two guidance documents for regional and national program use: incorporation of case studies and hands on activities, and best practices for conference development (including logistics and program development guidance). We hope to have these documents finalized by early next year.
- Thank you to Region VI members of the PDC:
 - Sinnamon Tierney, Portland State University
 - Katherine Ho, Stanford University
 - Derick Jones, LABioMed
 - Georgette Sakumoto, University of Hawaii
 - Randi Wasik, Washington State University

VIII. Chair-Elect’s Report: Kevin Stewart

We are excited to host the next regional meeting in Billings, Montana, a Region VII location, on October 7-10, 2018 and planning is underway. The weather should be good at that time of year; even warmer than Portland. There are direct flights from Portland, Seattle, Denver and Salt Lake City. We acknowledge that the flights may be a bit more costly, and that many locations do not have direct flights. However, the hotel and meeting fees will be affordable, which will help offset the cost of flights. We will essentially take over the entire hotel, which will be nice. We plan on Monday evening activities (e.g. dinner groups) in addition to the program offerings. Please contact me if you are interested in volunteering.

IX. LeadMe Graduation: Matt Kirk

The graduates of the 2017 LeadMe class were presented with their certificates. They presented their final projects yesterday and everyone is impressed with their accomplishments. The next class will be selected soon.

- X. Other Business: Sinnamon Tierney
Helen Carrier Distinguished Service Award, Nancy Lewis, UCI

Meritorious Contribution Award to Washington State University Dan Nordquist and his team including Darren Bystrom, Derek Brown, Shawn Clabough, Monte Sutton, for 20+ years of supporting Region VI activities.

We received no nominations for the Barry Dorfman Outstanding Region VI Member Award, or the Linda W. Patton Emeritus Award. We will formally present these awards at the AM in August.

- XI. Adjournment: Sinnamon Tierney at 1:10 pm