

NCURA National 2009
Region II Business Meeting Minutes
Marriott Wardham, Washington DC
October 23, 2009
3:15 p.m. – 4:00 p.m.

- 1. Opening of the Meeting – Alexandra McKeown**
Alex thanked all for attending extended a special thanks and welcome to all the new members. Due to the time constraints we've provided everyone with the treasurer's report and the Annapolis spring 2009 Regional Business Meeting Minutes for review. Correction of Marjorie Forster and Ann Holmes names made to minutes. Motion made to accept minutes, motion carried, none opposed. Minutes accepted.
- 2. Introduction of Officers – Alexandra McKeown**
Alex introduced the 2009 Regional Officers – See attached PowerPoint slide.
- 3. 2010 Election Results – Alexandra McKeown**
Alex announced the results of the election of officers for Chair-Elect, Treasurer-Elect, and Secretary and introduced each – See attached PowerPoint slide.
- 4. Region II National Representatives – Alexandra McKeown**
Alex recognized the Region II representatives serving on the National level and introduced those present – See attached PowerPoint slide.
- 5. National Nominating and Leadership Development Committee Report – Ann Holmes**
Ann provided information about 2009 activities. New Chair is Pam Whitlock and Vice Chair is Vivian Holmes. Leadership Development Institute started in 2004. 62% have become active volunteers. Each region asked to recommend active leaders within each region for selections of students. Region II selections for 2009 were Erin Bailey, Margarita Cardona, Amanda Snyder, and Mary-Louise Healy.
- 6. National NCURA Board of Directors Report – Brenda Kavanaugh**
Brenda provided an update on 2009 National Board activities. This year was the first time the National meeting had an "International" theme; This year was the first time the National meeting was held from a Wednesday to a Saturday; and This year was the first time they will offer webcast and podcast of some of the workshops. The Board has also implemented that three (3) new Board members be appointed in 2010 and they are Robert Andresen, University of Wisconsin – Madison; Bruce Morgan, University of California, Irvine; and Michelle Vazin, Vanderbilt University. They've also approved of having "travelling workshops" next year and the faculty for those travelling workshops has been selected and met on Tuesday for training. There is also a Senior Summit being planned for 2010, more details to be forthcoming.
- 7. National Professional Development Committee – Holly Benze**
Holly provided an update on the initiatives set for 2010. They will be focusing on evaluations closer. They are also looking to implement two (2) new conferences, Managing Financial Requirements of Awards and Critical Issues of Departmental Administration. Their intent is to focus on broad areas of one topic in many ways.
- 8. National Neighborhood Update – Holly Benze**
Holly provided information on what the neighborhoods are useful for. You can send a question in the neighborhood to have others respond to help you with issues; there are useful chat dialogues, monthly focus points and webinar topic suggestions are some things that are accomplished through the neighborhoods. There are currently seven (7) neighborhoods, Compliance, Departmental Administration, Electronic Research, Financial Research,

International, Pre-Award, and Predominantly Undergraduate. Everyone is encouraged to visit and participate in these valuable resources National offers.

9. **2010 Region II Spring Meeting Update – Princeton, NJ – Jared Littman**
The meeting will be held at the Nassau Inn Princeton from April 25-27 and is titled, “Reinvestment: Sowing the Seeds of Research Administration”. We have promotional materials available during this National meeting in our hospitality suite and we encourage everyone to stop by. The e-blasts will be going out in early 2010 to request volunteers, session suggestions and presenters.
10. **2011 and 2012 Site Selection Committee – Holly Benze**
Holly announced that we have four (4) cities to select from for our next two Regional meeting locations. An email survey from “Zoomerang” will be sent to all Region II members early next year to request that each of you vote for two (2) favorites. The city with the most votes will host our 2011 meeting and the city with the second most votes will be the site of our 2012 meeting. This will provide the committee with ample time to plan each meeting. We hope to do this each year going forward. Here are the cities that we’ve chosen to select from:
 - Buffalo, NY
 - Manhattan, NY
 - Gettysburg, PA
 - Wilmington, DE
11. **Treasurer’s Report – Jeanne Galvin Clark**
Jeanne asked if there were any questions or comments on the report that was provided to everyone in attendance. She stated that we had a starting balance of \$71,281 and an ending balance of \$89,743. In 2009 we donated \$365 for the American Cancer Society from our silent auction held in Annapolis. There were no comments. Motion made to accept report, motion carried, none opposed. Report accepted.
12. **Region II Bylaws, Website, and Strategic Plan – Alexandra McKeown**
Alex discussed that the Steering Committee is currently reviewing our bylaws. The intent is to not change anything substantial but to outline administrative policies and procedures for each officer. The Board discussed during their Steering Committee Meeting and plan to discuss further via conference calls over the next few months. Once all changes have been decided, the bylaws will be sent to the members for review and comment. We will plan to have all members vote on the changes next year so that we can implement. Along this same subject, we also intend to add more content and tools to our Regional website in the next year. Finally, our strategic plan subcommittee has been working hard and has nearly finalized and we will provide this on our website as well once it’s been completed.
13. **Outgoing Officers – Alexandra McKeown**
Alex thanked our outgoing officers for their contributions. Diane Shaw, Secretary and Jeanne Galvin Clark, Treasurer. They were both presented with a gift from the Board.
14. **Door Prizes – Jared Littman**
Everyone that attended the meeting today received a ticket for a door prize; we randomly selected tickets throughout the meeting and gave away 20+ door prizes. All the door prizes were something from each state represented by Region II and were donated by members.

Meeting Adjourned by Alexandra McKeown 3:50 p.m.

Respectfully submitted,

Diane J. Shaw, Secretary
NCURA Region II