

NCURA Region II
Steering Committee Meeting Minutes
October 22, 2009
5-6 p.m.
Marriott Wardham, Washington DC

Attendees: Diane Shaw, Alexandra McKeown, Cheryl Williams, Jared Littman, Holly Benze, Martin Williams, Anne Albinak, Mary Holleran, Jeanne Galvin-Clarke, Brenda Kavanaugh

Alex called meeting to order at 5:10 p.m.

1) Review and Approval of Steering Committee Meeting Minutes from Annapolis, Maryland Region II Meeting held April 27th, 2009

Diane provided all in attendance with the meeting minutes for review and comment. One comment was received regarding that National NCURA may start to monitor and mandate each region's website, more information to be announced at a later time if any changes are made. Also, discussion was had regarding Region II webmaster and possibly implementing a "contract" rather than a per year stipend, more discussion will take place among the Board in the future to make a determination and possibly create official procedures. Motion to accept minutes made and seconded, motion carries.

2) 2010 Spring Meeting Update

Jared and Cheryl provided updates on planning of the 2010 Region II Spring Meeting to be held in Princeton, NJ April 25-27. They will be handing out flyers and informational booklets during this National meeting to promote. The Google groups, subcommittees and session ideas e-blast will be going out in the next few weeks. Overall, planning is going well and more information and details will be going out as the date gets closer.

3) Site Selection Committee Update

Holly and Jeanne provide updates on the site selection suggestions for 2011 and 2012 that they will be announcing at the Business Meeting the following choices:

- Buffalo, NY
- Manhattan, NY
- Gettysburg, PA
- Wilmington, DE

A "Zoomerang" email will be sent to all members in the early part of 2010 that explains/requests voting for the two (2) top favorite sites. The city with the most votes will be our 2011 site. The city with the second most votes will be our 2012 site. Also, in 2011 the normal dates we'd be planning our spring meeting are April 24-26 which is Easter, therefore suggestion is to discuss and possibly change the date to be earlier or later for 2011. This will be discussed by the Board at a later time to make the decision.

4) National's Board Update

Brenda provided us with some updates from the National NCURA level. PRA (Preaward Research Administration) will be held in July 2010; FRA (Financial Research Administration) will be held in January 2010 in Florida. The travelling workshops and faculty have been selected for 2010, more details to come soon. There was an audit done and the auditors are making suggestions regarding approval of travel within the National Office. LDI students have been chosen for next year, there is discussion on an Executive Leadership Institute being developed. Finally, the NSF, NIH, and Grants.Gov workshops being presented at this National meeting will be available after the meeting via web broadcast.

5) National's Professional Development Committee Update

Holly shared that there are ten (10) charges from the National Board to the committee this upcoming year. Move toward "threading" topics from conference into podcasts and webcasts is one area they are to look into. National is forming an "Evaluation Committee" to review the speakers and presenters from the annual National meeting to encourage their participation back in their Regional meetings as well.

6) Proposed Updates to Region II Bylaws

Alex provided everyone with a draft revision of the bylaws for consideration and comment. She is planning to have a conference call with the board in the next few months to discuss, decide, and implement agreed to revisions to our bylaws. Also she is suggesting that we incorporate as an additional document for guidance to the regional officers an "Administrative Policies and Procedures" Guide for implementation and provided copies for review and comment. This will also be discussed during an upcoming Board conference call to be scheduled by Alex. All agreed to review and participate and that this is in line with our goals from last year of revising the bylaws and implementing a guide for incoming officers.

7) Annual Spring Meeting Travel Awards

Alex proposed that we add two (2) \$500 travel awards for members to attend our annual regional spring meetings each year in addition to the two (2) travel awards awarded to members to attend the National meeting each year. All agreed to implement the two (2) \$500 travel awards for spring meeting travel. Alex will outline the call for nominations and provide to Joe the new incoming Chair for 2010 so that he can initiate. This is already included in the draft revisions to the bylaws and the change will be incorporated once all changes have been voted and decided.

8) CPUs and CEUs

Alex briefly discussed that she'd like to see that the process for receiving CPU's (continuing professional unit) and CEU's (continuing educational unit) be reviewed and improved at the regional level. All agreed that this process needs further review and discussion how to improve and that will be a goal for 2010.

Meeting was adjourned by Alex at 5:57 p.m.

Respectfully submitted,

Diane J. Shaw, Secretary
NCURA Region II