

**NCURA Region II
Steering Committee Minutes
Sunday, May 1, 2011
7:00pm-8:30 pm**

Attendees: Martin Williams, Mary Holleran, Erin Bailey, Anne Albinak, Jared Littman, Alexandra McKeown, Cheryl Williams, Pamela Wheat, Toni Lawson, Holly Benze, Brian Squilla, Denise Moody,
Absent: Christine Katsapis

1. Welcome, introductions of those present and on conference call 7:12 PM
2. Minutes: Review and acceptance of February 22, 2011 Steering Committee meeting minutes
(Anne) minutes were accepted
3. Financial Report (Mary)
 - a. Review of Financial Report for Business Meeting
 - b. Review of conference expenses vs. conference revenues.
4. Review and discussion of recent activities, February through April:
 - a. Website Migration
all done
 - b. Regional Officer's Leadership Conference Call
Social media was discussed, standards were emailed out after the call.
 - c. Facebook set-up; Twitter pending
Facebook done, twitter is set up but not being used.
 - d. National Update
Things are going fine will update everyone tomorrow (Toni)

2013 august national meeting aug 4-7; will be an issue for our spring meetings
(Martin)

Jared needs set up an ad hoc committee to decide if we need to move our meeting. But weather? Alex pointed out that a lot of people only go to one, not both. Alex: we really need to market ourselves and try to get more people to decide to come to our meetings.
5. 2011 Spring Meeting:
 - a. Registrations before walk-ins: 238. But.....
Didn't receive final numbers from national (May 24th last list we received). 8 people have checked in today so that puts us up at 246. Doesn't include speakers that didn't register. It's way beyond anything we've done before.
 - b. Report/Update from Cheryl, Jill and/or Mary
Cheryl- hasn't had any negative comments, workshops were well- received according to a quick glance at the evals.

c. Monday Event

Good turnout so far on choices, still plenty of room left on the busses. 120 initial guarantees; we will call tomorrow with final. Plenty of room at the restaurant.

d. Business Meeting

1. Volunteer, Service and Travel Award recognition

Jared will have names of volunteers and thank them; Cheryl will recognize the committee.

2. Reports: Minutes, Financials, National: Board, NLDC, PDC

All ready to go.

3. Pitch for 2012 Spring Meeting and announcement of possible locations for 2013

Jill will pitch the meeting.

e. Lunch will include Dave Richardson's greetings from National

6. Old Business:

a. Spring Meeting 2012, Gettysburg PA

1. Chair: Jill Frankenfield

2. Dates and site selection

Eisenhower looks like more fun April 22-25 looks great, will probably go for that for sure. (Mary)

3. Potential keynote speaker

Erin's brother-in-law is a congressman from Pennsylvania (Tim Murphy).

Or could do Steve Hansen doing Lincoln talk. Or, if we're expanded, could do one each day.

b. Future Spring Meetings

1. 2013 Martin pelted Anne for suggesting for an alternative to Buffalo. Alex suggested we procedurally need to bring it to the membership. Buffalo Wilmington and Erie will be on the ballot. (Mary)

2. 2014:

1. INORMS will be meeting in Washington DC in April 2014. Should we have a presence on the planning committee? Should we consider piggy-backing our meeting with this one?

Will be at the Hilton in Washington. We really need to be engaged in the committee by having someone involved.

Might think about approaching them but really it seems like most people that would be interested in presenting or going there wouldn't be the same people that would be attending our meeting. Or...we could combine w/south. Martin will approach them and see what the scoop might be.

2. National meeting moving to first week of August. Is this too close to the Spring Meeting to provide us with sufficient time to prepare? Would members choose National over the Spring Meeting because they are so close together? If we changed the date of the Spring Meeting (Regional Meeting) so that the “about” six month between meetings is maintained, when and where in the winter would we go?
See above
3. Is this a good year to consider a joint meeting with Region III to insure that we are in a warmer location? Martin will approach them.

7. New Business:

- a. Upcoming Region II activities: Election of officers, travel awards, volunteer report
Volunteer report is due this summer, Jared is aware of that. Alex pointed out that the volunteer committee is very good, need to keep them engaged.

Nominations for office so chair-elect, treasurer elect, secretary. People are on the radar. Call goes out around May for nominations.

- b. AM53 Planning: Request from Dan Nordquist, AM53 Talent Search
We’ll tell membership then let it drop, no pushing.

c. Proposals:

1. Length and Structure of the Spring Meeting

Toni asked if we had problems having people submit sessions. It is difficult to plan for a longer meeting. Maybe do additional workshops on the last ½ day . Alex: Probably should check to see if people are interested in actually staying longer, and what type of format they might like for that additional time. Maybe use Gettysburg as the testbed. Motion to do 3-1/2 day program, with the set-up to be decided by the program committee. Seconded. All in favor: all. Motion passed.

Reorganization of the leadership of the program committee – two co-chairs report to the chair of the meeting. One program; one organizational/ logistics. Change the name of the committee from the Program committee to the Spring Meeting committee. Martin will start writing up job descriptions.

2. Creation of a Regional Workshop Series to offer professional development that is separate from the Spring Meeting.

Will hopefully be a money-maker for the region and make different settings for learning experiences. Do a test case at the first year, maybe two or three locations & see what the response is. Maybe test out after Gettysburg to see who would be willing to stay. Brian: this was created in response to what people have commented on in workshops. Want case studies, stories. As long as we stay away from National’s subjects it should be okay.

3. Creation of a Professional Development Committee and Professional Development Coordinator

Martin is suggesting splitting out the development of the leadership & development and making a new committee. Cheryl: Come up with new standards. Would probably need a program/coordination split that answers to the PDC to organize the development activities (workshops etc). Brian Volunteered to be the first Chair, steering committee agreed.

4. Creation of a third Spring Meeting Travel Award for Region II members who reside or work in the Washington DC area who, because their institutions support their attendance only at the National Meeting, are unable to attend the Region II Spring Meeting.

Suggestion was tabled due to uncertainty in what would constitute the "Washington DC area."

8. Next Meetings:

- a. Late Summer, second week of August (Conference Call)
- b. National Meeting (In-Person)
- c. Winter, date to be determined (Conference Call)
- d. Spring Meeting, 2012 (In-Person)

Meeting Adjourned at 8:34pm.

Respectfully Submitted,

Anne Albinak, Secretary
Region II