

**REGION II
(NCURA)
Spring Meeting**

**Business Meeting
Minutes
Seaview Marriott
Galloway, New Jersey
April 24, 2006**

1. Welcome from Chair

Cheryl Williams welcomed and thanked everyone for attending and especially Jeanne Galvin-Clarke, Program Chair, for planning a terrific meeting. Cheryl also presented Shane Crouse with an award of appreciation for stepping in and assisting with our Region II spring meeting registrations for the last two years.

2. Review and Approval of Previous Meeting's Minutes

Copies of the Region II 2005 Business Meeting that was held November 1, 2005 at the Washington Hilton, Washington DC, were provided to all in attendance. Cheryl asked the members for any questions or concerns from the membership and received none. Cheryl recommended approval of the minutes and majority of membership approval was received.

3. Presentation of the First Annual Region II Distinguished Service Awards:
Betty Farbman, St. John's University and Ann Holmes, University of Maryland, College Park

Cheryl Williams announced the recipients of Region II Distinguished Service Awards and introduced Marti Dunne, New York University, who presented the award to Betty. Betty Farbman thanked everyone and spoke to the membership about the rewards and wonderful friends and colleagues that are gained by being a member of Region II. She especially thanked Cornell University for their dedication and support for many years in assisting in many of the improvements to Region II.

Cheryl introduced Janet Simons, University of Maryland, and she presented the award to Anne. Anne Holmes thanked everyone and spoke to the members about what an incredible field to be involved in (research administration) and how they are the backbone of research. She thanked all the 1st time meeting attendees and encouraged them to get involved with NCURA. She noted it was 10 years ago when she attended her very 1st meeting.

4. National Updates: NCURA Treasurer, F. Edward Herran, Memorial Sloan-Kettering Cancer Center

Ed Herran addressed the members and thanked Jeanne for planning a successful meeting. He announced upcoming NCURA programs and especially the Financial Research Administration Traveling Workshop planning that Anne Holmes was working on. He also announced the mentoring program plans and the links they hope to establish between Committee Chairs across NCURA. On the national financial

report topic, Ed informed the membership that there was an audit conducted and the results were good and he'll be posting the results soon. Each region is now required to completed Form 990 and submit quarterly and annual budget and financial statements.

He closed with encouraging the members to get involved by volunteering or nominating others for awards and to look at the NCURA website often for upcoming programs and opportunities. He thanked everyone.

5. **NCURA Board of Directors Report – Marti Dunne, New York University**
Marti Dunne addressed the members by giving an update on the 1st annual regional officers training, “Leadership Conference” in Villanova”. The meeting was sponsored by NCURA National and was helpful and a success. Everyone is looking forward to next year’s meeting.

Marti spoke to the members of the importance of the Leadership Development Institute (LDI). She encouraged the idea of regional involvement in the program and then being able to take that back to the regional level. If interested or need additional details and information about LDI, please feel free to contact any of the National Board members. She also encouraged that when we are involved in planning sessions for our regional meetings to ask our senior level members to be presenters at our regional meetings to maintain their involvement in the region. She thanked everyone.

6. **Nominating and Leadership Development Committee Report – Betty Farbman, St. Johns University**

Betty Farbman addressed the members with an update on the NLDC. She explained the importance of expanding opportunities, new opportunities, getting involved and communicating with the committee. She also strongly encouraged everyone to go to the website at www.ncura.edu and nominate colleagues to be considered for appointment on the committee. She thanked everyone. She informed the members that the committee has been asked to have regions implement mentor programs at the regional level and she'd like to hear any thoughts, concerns, or suggestions from the members. The idea is to have an LDI graduate take the lead on the mentoring program and how it would keep the LDI graduates involved at the regional level. She will keep us informed of further clarifications she receives from the National Board.

7. **Introduction of NCURA Volunteer and Regional Assistance Coordinator, Myrta Stager**

Myrta Stager addressed and thanked the members for inviting her to the meeting. She informed the members that she has 30 years in research administration experience and knows the struggles of juggling volunteer responsibilities and job responsibilities of research administrators.

Her plans for assisting all regions this year are:

- 1) *Emailing the regional officers to communicate upcoming events.*
- 2) *Will handle requests for assistance from all regions that are received at National and will help anywhere they may need it.*
- 3) *Encouraging new members to volunteer or get involved.*

4) *Plans to create a regional officers website to include resources of planning spring meetings, storage of historical regional data, and links to each region's website.*

She thanked everyone.

8. **Regional Treasurer's Report – Marjorie Zack, Region II Treasurer, Rochester Institute of Technology**

Marjorie Zack addressed the members and provided the following report:

- 1) *We've met our 150 goal for the meeting.*
- 2) *Our balance is great.*
- 3) *Discussions are ongoing on possible investments and will keep the membership posted on the progress and decisions.*
- 4) *Provided copies of the current budget and the 990 that was recently submitted to National as required.*

Marjorie asked the members to let her know what our ideal balance goal should be and informed we would continue awarding donations to various organizations. Please let her know your thoughts, concerns, or suggestions.

Marjorie thanked Shane Crouse for his assistance with the meetings and for especially helping her with her tasks as Treasurer. She also thanked Jeanne for planning a terrific meeting this year.

9. **Introduction of Region II Officers and 2006 Program Chair and Committee**

Cheryl Williams addressed the membership by introducing Jeanne Galvin-Clark, program chair for the meeting. Jeanne thanked the entire program committee and presented each with a gift of thanks for their help and commitment to making a successful meeting happen.

Cheryl informed the members that Martin Williams, William Patterson University, is the program chair for our meeting in spring 2007. It will be held at the Hyatt in Rochester, NY on May 6-8.

10. **Adjournment**

The meeting was adjourned at 1:30 p.m.

Respectfully submitted by:

Diane J. Shaw

NCURA Region II Secretary 2006-2007