

Region II
Steering Committee Meeting
Minutes

April 24, 2006
Cape May Room
Seaview Marriott
Galloway, New Jersey

Attendees: Marjorie Zach, Treasurer
Cheryl Williams, Chair
Diane Shaw, Secretary
Bob DeMartino, Past Chair
Ed Herran, National Treasurer
Betty Farbman, National NLDC
Stan Jackson

Ruth Tullman, Chair-Elect
Jeanne Galvin-Clark, 2006 Program Chair
Shane Crouse, Site Selection Committee
Marti Dunne, National Board Member
Myrta Stager, National Office Volunteer Coordinator
Helena Moynahan, Treasurer-Elect
Martin Williams, 2007 Program Chair

Cheryl Williams, Chair, called the meeting to order at 7:00 a.m.

1. Review and Approval of Minutes from Meeting in Washington, DC held November 1st 2005

Diane Shaw, Secretary, reported that she would email the minutes to the committee once she received them from the previous Secretary.

2. Reports from National

Marti Dunne, National Board Member, reported that we have fewer volunteers than before. What can we do to be more organized in our call for volunteers? Ask those who have completed 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. 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. Marti also reported that hiring Myrta as coordinator of regional volunteer at the National level has been successful and plans to continue the Governance workshop to be held in July 2006 will include the National Board members and all regional officers this year. Also, there are plans for the regional chairs to meet annually that are being developed by Myrta.

Ed Herran, National Treasurer, reported about the mentoring program plans and the links they hope to establish between committee chairs across NCURA. He would like information on region development planning. National has developed a Sponsorship Development Committee, which will help organize regional development and sponsorships. There will be coordination between regional and national. It will involve planning to ask sponsors to host all receptions at each meeting rather than one. He commented that we've (Region II) had requests from vendors to sponsor events within our region and didn't know what to do about it. His recommendation is to utilize the National model for the regional meetings.

On the national financial report topic, Ed reported 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 statement to the National office.

Myrta Stager, National Office Volunteer Coordinator, thanked all for inviting her to the meeting. She informed us 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 and will help anywhere they may need it.
- 3) Encourage 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
 - Links to each region's website

3. Treasurer's Report

Marjorie Zack, Treasurer, thanked Shane Crouse for his assistance with the meetings, site selections and especially for helping her with her tasks as Treasurer. She also thanked Jeanne for planning a terrific meeting this year. We've met our 150-registration goal for this meeting and actually have 164 registered. Copies of our year end 2005 budget, our current year to date budget ending 3/31/2006, and our Form 990 were distributed for review and comment. These were all new requirements of the National office this year. She has had discussion with Region IV on investing at the regional level (they do and are successful). She will be requesting input and discussion from the membership at our business meeting on possible investments for our region to consider.

4. Mentoring, Volunteering, and Upcoming National Nominations and Leadership Development

Betty Farbman, National NLDC, reported that the National committee has been asked to have regions implement mentor programs at the regional level. They'd like to hear any thoughts, concerns, or suggestions from the regions and Betty will be talking about this to the members at our business meeting. The idea is to have a 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.

5. Upcoming Regional Elections

Ruth Tallman, Chair-Elect, reported we would hold nominations and elections for the following positions this year:

- Chair Elect
- Treasurer Elect
- National Board Member

6. Travel Awards to National Meeting

Cheryl Williams, Chair, reported we would be awarding two (2) travel awards to the National meeting in Washington, DC to be held November 5-8, 2006. The regional Nominating and Membership Development Committee will hold nominations and selections in the fall.

7. Upcoming Sites for Future Meetings

Shane Crouse, Site Selection Committee, reported that the 2007 spring meeting would be held at the Hyatt Regency in Rochester, New York. They are considering two (2) hotels in Pittsburgh, Pennsylvania for the 2008 spring meeting.

8. 2006 Spring Program Chair and Committee Report

Jeanne Galvin-Clarke, 2006 Program Chair, reported that the meeting has been a success and the program committee did a great job. She will be recognizing all their efforts at our business meeting.

9. Discussions

Marti Dunne, National Board Member, offered discussion about her concerns that by developing sponsorships for meetings that we would be promoting the sponsors products and how we must be careful in how we plan for these. Would like to see more discussion on and all agreed the committee should discuss further.

The Committee discussed and agreed that Myrta's position has been very helpful and plans on how to work with Myrta were discussed among the group. We look forward to hearing from her in the future and assisting with implementing her ideas.

10. Adjournment

Cheryl Williams, Chair, adjourned the meeting at 8:30 a.m.

Respectfully submitted by:
Diane J. Shaw
NCURA Region II Secretary 2006-2007