

**REGION II**  
**Business Meeting Minutes**  
**NCURA National Meeting**  
**November 7, 2006**

1. Cheryl Williams, Chair, called the meeting to order and welcomed everyone at 1:25 p.m.
2. National Update - Neighborhoods - Holly Benz
  - Informed the members of upcoming events and online education programs.
  - Tammy Custer reminded the members to update their NCURA online profiles.
3. NCURA Board of Directors Report – Marti Dunne
  - National Board and Regional Board members all attended the “Leadership Convention” held at the Washington, DC Hilton in July that provided valuable interactions and involvement to all. Focus was on each region creating strategic plans for goals focused on 2-5 years out.
  - National Board and Regional Board members to conduct quarterly conference calls during the year.
  - Recommended our senior leaders and LDI members be more involved and volunteer back in their regions as much as possible.
4. Nominating and Leadership Development Committee Report – Betty Farbman
  - It was recommended to the National Board to develop a mentor program. The committee agrees but noted we need mentors to begin developing the program. They will continue with ideas and planning over the next year.
  - They also have received a proposal to conduct speaker training at regional levels that they will be discussing and planning in the next year.
5. Region II Spring Meeting – Rochester, New York – Report from Program Chair, Martin Williams
  - Meeting titled, “Research Administrators Meeting the Challenge of Change in our Community”
  - Mayor of Rochester and panel of local Rochester University Presidents planned for our plenary session on Monday morning.
  - Brenda Kavanaugh is co-chair and they are already working on the program and events for the meeting.
  - Please contact Martin if you are interested in being on the program committee.
  - Visit the Region II hospitality suite for additional information.

6. Site Committee Report – 2008 – Pittsburgh, Pennsylvania 2009?
  - 2008 – Pittsburgh, Pennsylvania at the Pittsburgh Hilton
  - 2009 - Undecided
  
7. Goals for the Region – 2007 and beyond – Cheryl Williams,
  - Provide core knowledge of research administration principles and practices
  - Slide show presentation shown (attached)
  
8. Treasurer’s Report – Marjorie Zack, Region II Treasurer
  - Review of 2006 budget to date
  - Presented and reviewed 2007 proposed budget
  - Asked for motion to accept 2007 proposed budget and motion was accepted by the members.
  
9. Communication Committee Report & Region II Website Update, Diane Shaw, Secretary
  - Website purchased from godaddy.com and is [www.ncuraregionii.org](http://www.ncuraregionii.org) for three years.
  - Decision was made by regional board to secure webmaster for at least two years and provide an honorarium each year.
  - Anthony Capobianco, Rochester Institute of Technology agreed to be our webmaster and has done a wonderful job and we are fortunate to have found him.
  - There will be many features added such as general email address link, updated job postings, upcoming events, and historical data.
  - The Communications Committee goal is to assure communication among the region’s members and we’re making great progress.
  
10. Region II Elections and by-law changes – Ruth Tallman, Chair Elect
  - The Chair Elect, Treasurer Elect, and National Board Members are all up for elections this year and we’ve received a great slate of candidates. Please watch for the results early next year.
  - Our region’s by-laws have been updated and will be posted on our website in January.
  
11. Introduction of Chair Elect and Adjournment
  - Ruth Tullman, Chair Elect
  - Meeting Adjourned by Ruth at 2:30 p.m.