

Region II
Steering Committee Meeting Minutes
November 6, 2006
Washington Hilton, DC

Attendees: Marjorie Zack, Cheryl Williams, Helena Moynahan, Wayne Brown, Bob DeMartino, Marti Dunne, Diane Shaw, Dean Drake, Ruth Tullman, Betty Farbman

1. Cheryl Williams, Chair called the meeting to order at 7:30 a.m. and asked for review and approval of our spring 2006 Steering Committee Meeting minutes. All approved.
2. Report from National – Marti Dunne, National Board Member
 - 6000 member organization and about 2000 attend National Meeting
 - Currently updating the “Research Management Review”; they’ve asked authors of each chapter to review and update.
 - Adding a new member breakfast to our annual meeting. This is to engage our new members and encourage their involvement as well as answer any questions they may have. Tables of new members will have a few existing and seasoned members at each.
 - Planning for more on-line and video conferences as well as fundamental course in upcoming year.
3. Treasurer’s report – Marjorie Zack, Treasurer
 - First year for submission of proposed budget to National Office.
 - Our proposed 2007 budget is \$65k.
 - We have almost the amount needed to cover a meeting without income.
 - We hope to have 180 registrants for our spring meeting in Rochester that will include local institutions one day registrants.
4. Communications Committee Report – Diane Shaw, Secretary
 - Region II Website domain purchased from godaddy.com and is www.ncuraregionii.org
 - Region II Webmaster to be paid honorarium and serve for two years.
 - Anthony Capobianco of Rochester Institute of Technology has agreed to be our webmaster.
 - Currently in process of being updated and ready to go by January 2007.
5. Mentoring, volunteering – Betty Farbman and Ruth Tallman, National NLDC
 - May offer speaker training for regional meetings.
 - Discussing a mentoring program.
 - Creating new opportunities for new members.
 - Survey done in July at annual “Leadership Conference” of regional officers that resulted in everyone encouraging more leadership training for the NCURA leadership roles.
 - LDI is being evaluated this year as well as review being conducted of how you apply and are accepted to LDI.
 - Concerns were raised by the steering committee that the LDI graduates need to be asked to participate or encouraged to be more involved in their regions and at the national level.
6. Upcoming Regional Elections: Ruth Tallman, Chair-Elect
 - Chair Elect
 - Treasurer Elect
 - National Board Member

7. Proposed by-law changes – Ruth Tallman, Chair-Elect
 - Region by-laws are being reviewed and updated with some “clean-up” changes. Also adding that Board nominees meet minimum experience requirements.
 - Once completed, they will be posted to our website and announcement made to membership.

8. Region II Meeting – Rochester, New York, program committee report, Cheryl Williams, Chair
 - May 6-8, 2007 at Hyatt Regency in Rochester, NY
 - Expect many local registrants
 - Plenary session will be hosted by Mayor of Rochester and include local University Presidents as panel.
 - Offering a core competency workshop.
 - Expect a successful meeting

9. Vendors and sponsors at the spring meeting – discussion
 - We will seek vendors.
 - Martin Williams and Brenda Cavanaugh will work on this.

10. Upcoming sites for future meetings, Helena Moynahan, Treasurer-Elect
 - 2008 - Pittsburgh, Pennsylvania (confirmed)
 - 2009 – Annapolis, Maryland (undecided to date)

11. Regional Goals for 2007 and beyond – Providing core knowledge of research administration principles and practices, Cheryl Williams, Chair
 - Planning core knowledge course for our spring meeting and will work on details through conference calls with the board this upcoming year.

Meeting adjourned at 8:30 a.m. by Cheryl Williams, Chair.