

**NCURA Region II Spring Meeting
Hyatt Regency, Rochester, NY**

**Steering Committee Meeting Minutes
May 8, 2007
7-8 a.m.**

Attendees: Erica Kropp, Dave Richardson, Marti Dunne, Ken Forstmeier, Mary Louise Healy, Cheryl Williams, Helena Moynahan, Diane Shaw, Ruth Tallman, Martin Williams, Brenda Kavanaugh

1. Review and approval of minutes from November 2006 National Meeting – Diane Shaw

Diane asked members to review minutes. Helena Moynahan made first motion to accept the minutes; Erica Kropp made the second motion to accept. Minutes accepted by committee.

2. Report from National – Erica Kropp

Erica commented and provided details on the National Board activities:

- NCURA TV PDC proposal
- Reviewed strategic plan
- First post-award fundamentals conference to be held in July 2007
- Clinical trials tutorials being completed
- Clinical trials conference/TV being planned
- Federal contracting course being developed for 2007
- Training the trainers being planned for September 2007
- Peer reviews being planned and worked on at National level

The Steering Committee members also had a brief discussion about the possibilities of National supporting an on-line searchable member directory for the regions to utilize in their search for presenters, trainers, mentors etc.

3. Treasurer's Report/Budget – Helena Moynahan

Helena reported that our regional budget is good notating the following points to keep in mind:

- Regional Spring Meeting/Conferences cost increasing
- Need to sustain (reserve) money to cover an entire spring meeting conference

4. Volunteers – Mary Louise Healy

- Need to create volunteer action plan and submit to National by June 1st
- Need some input from the committee
- Elections and nominations also needed this year
- Chair Elect, Treasurer Elect, and Secretary all will be needed

5. Upcoming sites for future meetings – Helena Moynahan

These are the suggested meeting sites we've received for 2009 and beyond:

- Annapolis
- Baltimore
- Williamsburg (possibly with Region II – Dave Richardson will look into)
- Boston

6. 2008 Program Chair and Committee – Ruth Tallman

Ruth spoke to and has preliminary commitments from two (2) volunteers to chair our 2008 Pittsburgh regional meeting:

- Jared Littman, St. John's University
- Joe Sullivan, Carnegie Mellon University

Meeting adjourned at 8:00 a.m.