

Region II
Steering Committee Meeting
Minutes

Tuesday, April 29th, 2008
7:00 – 8:00 a.m.
Pittsburgh Hilton

Attendees: Mary Louise Healy, Jeanne Galvin-Clarke, Alexandra McKeown, Diane Shaw, Chris Schlenker, Cheryl Williams, Ed Herran, Marti Dunne, Gunta Lidars

1) Review/Approval of November 5th, 2007 Meeting Minutes

2) Timing of Announcement & Soliciting Applications for Travel Awards

Mary Louise Healy discussed that our announcement and call for applications should be done in May and the selections be completed by the end of June each year. This will allow sufficient time for recipients to plan and make reservations for the National and especially to get into the Hilton. All agreed.

3) Regional Fund Raiser at National Meeting

Mary Louise Healy provided information about National's 50th Meeting fundraiser plans and their requests to regions to "give back". The National office has asked each region to do a fundraiser activity at the 50th Annual National NCURA Meeting in DC. Our region will conduct a survey at our regional meeting for suggested charities and then we'll plan to formulate a "zoomarang" call to all the members to choose from our suggestions in spring 2008. We've heard the idea of a holding silent auction so far. We will be holding fundraiser in our hospitality suite. The officers will meet to further plan this event sometime after our regional meeting.

4) Candidates for Membership on the Nominating and Leadership Development Committee

Mary Louise & Alex McKeown are working on and have received candidates for this committee. Also as an FYI, the awards at the National meeting this year will be held on Tuesday a.m. rather than at lunch on Monday as has been done in the past.

5) Regional Bylaws Review and Discussion

Officer Job Descriptions Needed - Mary Louise discussed how this would be a good idea to start working on and incorporate into our bylaws. The officers will continue to meet and discuss and will work towards this goal being accomplished over the next year. All agreed.

Election Results at the National Meeting - Mary Louise & Alex McKeown explained that they will be coordinating our officer elections this year to be held during July and August. The announcement of winners will be done at the business meeting at National in November. They will work on revising the bylaws. All agreed.

Communications Committee – Diane Shaw explained that this committee currently has responsibilities assigned to it that have been transferred to the Chair or Chair-Elect positions and the description needs revised. Also there are currently no members active (except Diane as Chair) and she is currently seeking members; Jarod Littman has joined the committee as of this meeting. This too will be worked on by the officers over the next year along with our Bylaws review. All agreed.

6) Review of 2010 Site Suggestions

Sites Suggested – New York City & Niagara Falls

Visit Assignments & Reports – Mary Louise Healy provided information about our suggested sites thus far. A 2010 site committee is currently being formed and an update will be provided at the 2008 National meeting. Marti Dunne has volunteered to provide information to the committee on New York City options. It was suggested that we make a list of all our regional meeting locations and number of attendees at each. The officers with assistance from committee members will work on this. All agreed.

7) Voting of 2010 site selection

Vote by members at the November 2008 National Meeting – Mary Louise Healy explained that our anticipation is to have our 2010 site location voted on during our regional business meeting at the 2008 National Meeting. All agreed.

8) National NLDC Update

Ed Herran provided an update to the committee. Nominations this year will be for 2 At Large Board Members; 1 Vice President; 1 President Elect. They are also planning to have the Distinguished Service Award, Catherine Core Award, and an Outstanding Service Award this year at the 2008 National Meeting. He also mentioned that they are in need of mentors and if you or anyone you know is interested, please contact the chair or vice chair of the PCC. LDI graduates are going to be leading table discussions/case studies at the 2008 National Meeting this year look for additional information in the near future. The regional business meetings will be shortened to 40 minutes at the 2008 National.

9) Open Table for Discussion

10) Meeting adjourned at 8:07 a.m.