

NCURA Region II
Steering Committee Meeting Minutes
November 4th, 2008
7:00 – 8:00 a.m.
Hilton Washington DC

Attendees: Diane Shaw, Erica Kropp, Marti Dunn, Ed Herran, Alexander McKeown, Cheryl Williams, Greg Slack, Mary Louise Healy, Jeanne Galvin Clarke, Ruth Tallman, Dave Richardson, Angela Sgiori, Brenda Kavanaugh, Tammy Custer

1) Revising the Region's Bylaws & Adding Position/Officer Descriptions/Responsibilities

Mary Louise provided information and handouts of proposed revisions to our bylaws to be in alignment with National bylaws. All should review and provide input before our Annapolis meeting where we could possibly announce revisions. Proposed revisions do not require membership voting according to National bylaws. Mary Louise also discussed developing position descriptions for the officers and including yearly responsibilities information. Region III has a model we'll start with and have something more for everyone to review at our Annapolis meeting in April 2009.

2) Announcement of New Officers

Alex announced our 2009 officer elections
Chair Elect - Joseph Sullivan, Carnegie Mellon University
National Board of Directors - Brenda Kavanaugh, University of Rochester
Treasurer Elect - Holly Benze, John Hopkins University

3) Implementation of Regional Officers Conference call in January

Mary Louise suggested the officers hold quarterly conference calls to discuss business yearly; all agreed and we'll work on implementing this in 2009.

4) 2010 Site Selection Committee Update

Jeanne provided an update and handouts of our possible site selection cities for 2010 spring regional meeting. These will be announced during our Business Meeting tomorrow with the announcement to look for a Google survey requesting everyone to vote for one of the cities, Charleston, WV or Buffalo NY. Motion and decision to table the New York City, NY site after review of the meeting space and increase of costs to accommodate our group would be much higher than our historical meetings. This site is tabled with the intent that the region may have more of an allowance in future years to support the increased expenses.

5) National Meeting & 2009 Fund Raiser Information/Details

Diane reported during this meeting we held a sample silent auction fundraiser in the hospitality suite to support our "giving back" goal. The American Cancer Society is our charity of choice and we'll be holding a full auction at our Annapolis meeting in April 2009.

6) Logo Contest Information

Mary Louise reported that a call went out to the list serve and we announced it at our Pittsburgh 2009 spring meeting for members to submit "bridge" logos to be considered for our Regional logo. We've only received two (2) ideas to date. Motion and decision made to continue through 2009 and solicit members for more ideas.

7) Review of Updated Region Strategic Plan

Alex reported that she would like to form a Strategic Plan Task Force to finish our "draft" Strategic plan. We should have this completed in 2009. All agreed.

8) Steering Committee Minutes from 2008 Pittsburgh Regional Meeting Review

Diane provided copies of the minutes for review and approval. Motion made by Dave and a 2nd by Ruth to accept minutes. None opposed. Minutes accepted.

9) Region II Business Meeting at National 2008 Information

Mary Louise has the following items planned for discussion today via discussion or slides: 2010 Site Selections, Logo update, Prizes for fundraiser and information of Annapolis fundraiser plans, and 2009 Annapolis meeting update.

10) National Nomination Leadership and Development Committee Report

Ed discussed the survey results that each region were asked to provide input regarding how many members volunteered in the past year for regional and national volunteer opportunities. 34 Region II volunteers served in 51 Region II volunteer positions. 31 Region II volunteers filled National volunteer positions. Our region provided good input for the survey. Region II membership on October 1, 2008 was 1,447. Next year NLDC will be increasing LDI applicants and reviewing expectations for possible updates and revisions. Congratulations to Tammy Custer who is a 2008 LDI graduate. Dave provided some additional information regarding LDI plans for 2009 to include mentors located in the same region as student and assuring "right match ups". Some of the plans are to increase LDI graduates volunteerism in their region. Alex commented that our region has a lot of volunteers for and mentor candidates willing to get involved. Marti also added that mentoring should be encouraged as it is a good experience. Marti also provided information about the National PRA conference being planned for summer of 2009. Marti is Chair and Brian Squilla is Co-Chair and both are from our region. The location is still to be determined, look for upcoming details early in 2009.

Meeting was adjourned at 7:50 a.m.

Respectfully submitted,

Diane J. Shaw, Secretary
NCURA Region II