NCURA Region II
Steering Committee Minutes
Sunday, October 31, 2010
5:00-6:30pm

Attendees: Martin Williams, Holly Benze, Anne Albinak, Alexandra McKeown, Mary Holleran, Brenda Kavanaugh, Cheryl Williams, Antoinette Lawson, Brian Squilla, Pamela Wheat, Christine Katsapis, Jared Littman, Erin Bailey.

Martin called the meeting to order at 5pm

1. Welcome and introductions - Martin

2. Regional Reunion / Business Meeting Preparation and Agenda

   The agenda for the meeting was reviewed; Martin, Anne, Holly and Cheryl briefly went over what they would discuss.

3. National Meeting - Martin

   Briefly discussed the new member reception, hospitality suite and spring meeting committee breakfast, went over details for each.

   Went over details of the cheer and mascot for the tailgate party.

4. Minutes: Review April 26 and September 2 Steering Committee meetings and the April 26 Business Meeting for distribution at National, November 1. - Anne

   Anne presented the minutes for the April 26 Steering Committee for approval. A motion was made to accept minutes, seconded, motion carried, none opposed. Minutes were accepted for April 26.

   Anne presented the minutes for the September 2 Steering Committee for approval. A motion was made to accept minutes, seconded, motion carried, none opposed, Erin abstained as she hadn't been appointed to the committee at that point. Minutes were accepted for September 2.

   Anne said she had made 100 copies of the minutes to put on chairs at the Business Meeting.

5. Finances: Review financial reports for distribution at National, November 1 - Holly

   Holly made copies of the financial reports to put on chairs at the Business Meeting.

6. 2011 Spring Meeting:

a. Hotel update -Holly

It was noted that the registration fee would have to be increased to cover the higher cost of food, rooms, etc in NYC. The committee agreed that the Region would put in an extra $10,000 if needed to fund the meeting.

b. Review of activity to date and plans for sessions, keynote, events -Cheryl

One more call for sessions is going out; Dennis Paffrath is working on getting a keynote speaker.

7. Review of recent activities, September – October - Martin

a. Nominations/elections

Jared and Erin were elected as the Chair-Elect and Treasurer-Elect for 2011.

b. Regional Planning

It was noted that there was a low turnout for the election – that seems to be normal, but we need to think of ways to encourage people to vote, maybe have a session at Regional "How to be a Region II elected official."

8. Other / Old Business:

a. Volunteer Committee

Maybe we should do something similar to National's Volunteer of the Month Program; feature a profile on our website every two months.

Strategic Planning

Martin is getting together an ad-hoc committee for strategic planning. They'll discuss such ideas as developing a regional LDI program, other professional development ideas, re-consider the spring meeting (e.g. how long it is, etc). If anyone has other ideas, email Martin.

Other ideas: agency/university mentorship program similar to UMCP's "a day in the life of a research administrator."

9. Next Meetings - Martin

    a. In-Person will be at the Spring Meeting, May 2 and there will be conference call meetings in January and Summer with dates to be determined.

Meeting adjourned at 6:31 pm

Respectfully Submitted,

Anne Albinak, Secretary
Region II