

**NCURA Region II
Steering Committee Minutes
Tuesday, February 22, 2011
1:00-2:30pm**

Attendees: Martin Williams, Mary Holleran, Erin Bailey, Anne Albinak, Jared Littman, Alexandra McKeown, Holly Benze, Cheryl Williams, Brian Squilla, Pamela Wheat, Denise Moody. Absent: Christine Katsapis, Toni Lawson.

1. Martin welcomed everyone and introduced new Steering Committee member Denise Moody from Princeton.
Current Membership is at 1,332 - Region III is now ahead of Region II by 150 people
2. Anne presented the minutes for the Oct. 31, 2010 Steering Committee for approval. A motion was made to accept minutes (Cheryl), seconded (Holly), motion carried, none opposed. Minutes were accepted for October 31.
3. Finances
Mary and Holly reviewed financial status report and 2011 budget

Mary: Current balance: \$104,487.01 outstanding: hospitality suite from national, web stuff, conference call bills.

Holly: Did 2011 budget, used last year's figures for some figures, knew the fees for some of the spring meeting 2011 costs already so some are actual not estimated. Don't need application fee of \$1800 in spring 2011 meeting so that can be used for the buses for dinner.

Website Migration

Anne: work was completed; the total hours needed by Anthony were 7 so the final cost was \$420.

Charges by National for Regional activities

Holly:

\$\$ OUT:

For any printing e.g. name tags or flyers to be handed out at spring meeting

Any extra conference or workshops except the spring meeting: \$1k for first 50 registrants then \$10 per person over 50.

Credit card fees for registrations, etc. (~3%)

\$\$ IN:

We get \$5.50/person from membership dues

Also get \$500 for spring meeting speaker fee, if needed

Nothing else comes in from National

4. 2011 Spring Meeting:

Martin:

Wireless Cost

One workshop wanted internet access, it was agreed by the Committee that it was too expensive and we would not pick up the cost unless Mary could get a large discount.

Cheryl:

Workshops and Sessions, Keynote

all set, prelim program up on the website

Have at least two vendors, maybe more. Will let us know who they are.

Mary:

No registration numbers from National yet.

Hotel rooms: 31 Sat, 46 Sunday, and 46 Monday already reserved

More than ½ way to our guarantee for Sunday & Monday, close to guarantee for Saturday

Government vendors do not get charged a fee per Tara – nobody has heard of that policy, but have never had one so don't need to worry about it.

Martin:

Dave Richardson will be our national representative this year, Judy's going somewhere else.

5. Review and discussion of recent activities, November - January:

Executive Leadership Program

Martin:

nominations: 5 submitted, Dennis Paffrath and Mary Louise Healy selected

Thanks to Alex for her work on the process, she said she's learned some to-dos for next year. One thing, people nominated needed to be involved on national level or officers on regional level.

Volunteer Committee:

Meeting Mentor Program review

Alex:

-There was a lot of feedback, some good suggestions for next year. Extremely beneficial, maybe should expand to regional meeting too.

Everyone agreed so we'll do that. Will also do the new member reception before the regular reception on Sunday at regional meeting.

-Maybe this should be under the membership development committee?

Martin:

Can fold the mentor announcement into the volunteer announcement too.

Martin: using last strategic plan's guide sections for this new iteration. Anyone on steering committee can request access from Martin if you want to see it. Anticipating output of recommendation report to Steering Committee in August and if there are things that are more urgent, they'll send it earlier.

Region II Officers Conference Call

Martin:

-He put together a calendar of due dates and then did a list of responsibilities.

-He's going to check with the Planning committee to study whether the committee structure should be updated.

NCURA Regional Leadership Conference Call

Martin: Thanks to Erin for calling in and taking notes for the rest of the officers who couldn't/didn't make it.

Erin: They talked about FRA, PRA V – Leadership conference might be before, as in years past. No final decision.

Nominations for Region II Distinguished Service Award

Jared: No nominations yet, will send a reminder out at end of week.

Nominations for Spring Meeting Travel Awards

Jared: Have received one nomination so far.

6. Old Business:

Spring Meeting 2012, Gettysburg PA

Martin: Mary and Erin should put together a small group to start. Anne volunteered to be on committee. Martin suggested asking Dennis Paffrath.

Spring Meeting, 2013:

Wilmington and Buffalo? Things have been concentrated on the East Coast so probably should go West. Erin and Cheryl have both volunteered to be on site selection for Buffalo. Mary and Erin should start putting together a group to research these before putting up to vote.

CPUs & CEUs for Spring Meeting

Martin: Thanks to Christine for researching this. Long and arduous process if we do it, expensive if we contract out. Probably not worth the time and/or expense. We all agree it should be put on the back burner for now since we have neither the man power or the \$\$ to implement it.

7. New Business:

AM53 Planning

Martin: "Region II and Region III Metro Lounge" to be provided by National, will be looking for volunteers from the region to staff.

Erin just sent the proof for the padfolio and bag for regional meeting, everyone approved the design and color. Erin will send Anne text (and possibly logo) for the thank-you in the program.

8. Next Meetings:

Spring Meeting - business meeting is first thing in the morning on Monday, so we should probably meet on Sunday – can't do before the reception so maybe do a dinner group w/the steering committee? Maybe Saturday afternoon would work too. Martin will poll everyone.

August, date to be determined but sometime the week of August the 8th Martin will Doodle everyone.

Meeting Adjourned at 2:37pm.

Respectfully Submitted,

Anne Albinak, Secretary
Region II