

**DRAFT**  
**NCURA Region VI Business Meeting**  
**November 7, 2006**  
**Washington, D.C.**

**I. Call to Order**

Chair Ann Pollack (UC Los Angeles) called the meeting to order. Ann introduced the Region VI officers, the members of the Regional Advisory Committee, and the Regional representatives on National committees. Ann then thanked all of the volunteers that assisted the Region throughout the past year.

Ann introduced the 2006 National Meeting Travel Award Recipients: Ms. Csilla Csaplár (Stanford University) and Ms. Susan Pfeifer ( Washington State University). She thanked Dan Nordquist for serving as Chair of the travel award committee.

**II. Approval of the Minutes**

Pamela Webb (Stanford University) moved to approve the minutes from the Spring 2006 meeting. Linda Patton (California State University – Fullerton) seconded the motion. Subject to the correction of one typographical error (“CalTech” instead of “Caltech”), the minutes were approved.

**III. Treasurer’s Report**

Because Katherine Ho (Stanford University), the current Secretary/Treasurer, was not able to attend the meeting, Sherylle Mills Englander (UC Santa Barbara), the Secretary/Treasurer-Elect, presented the Treasurer’s Report.

Sherylle reviewed the final statistics from the Regional meeting in April, 2006. Region VI enjoyed strong attendance, with 222 of the 278 attendees hailing from Region VI. One new Region VI member joined at the meeting. Region VI institutions with the most attendees included the University of Hawaii system (36), Stanford University (34) and the University of California system (34).

Sherylle reported that the 2006 Regional Meeting was the first time that the region accepted credit cards for registration fees . The response was favorable with 80.2% of attendees opting to pay by credit card. Sherylle indicated that the region intends to continue to offering this service.

Draft copies of the Treasurer’s Report were distributed to attendees of the business meeting for review. Sherylle reported that the Region was in good financial shape. While the Region still needs to close out expenses from the National meeting and transfer \$7,751 to Region VII as its share of the Regional Meeting registration revenue, it appears the region will end the year with a surplus.

Sherylle announced that the 2007 Regional Advisory Committee will be reviewing the long-term and short-term financial strategy of the Region.

#### **IV. National Committee Reports**

##### ***Pam Webb/Nominating and Leadership Development Committee (NLDC)***

Pamela Webb explained that the NLDC has two tasks: (1) to set the slate of officers for national elections; and, (2) to select recipients for National awards..

Pamela announced that the NLDC had completed an in-depth analysis of whether to establish a formal mentorship program. The committee concluded that the membership was being served well through informal mentoring and the benefits of establishing a formal mentorship program would not necessarily outweigh the costs.

Pamela also announced that the NLDC will be evaluating the Leadership Development Institute (LDI), with a goal of completing the evaluation in time to make any recommended modifications for the 2008 program. She encouraged Region VI members to provide feedback on LDI.

Finally, Pamela advised that the NLDC is looking at ways to continue to cultivate new volunteers for NCURA and to expand the opportunities to volunteer in the organization.

#### **V. Regional Committee Reports**

##### ***Dan Nordquist – Award and Recognition Committee***

Dan Nordquist (Washington State University), is the Chair of the standing Award and Recognition Committee. Dan announced that the Regional Advisory Committee has decided to offer two (2) travel awards for the 2007 Regional Meeting in Park City, Utah. He also announced that the committee is seeking nominations for the Distinguished Service Award (renamed this year as the Helen Carrier Distinguished Service Award), the Barry Dorfman Outstanding New Professional Award and the Award for Meritorious Contribution.. The deadline for nominations for all three of these awards is January 15, 2007. Dan reminded members that they must nominate individuals to if the awards are to be given.

Dan then introduced and thanked the members of the Award and Recognition Committee.

##### ***Dan Nordquist – Vendor/Sponsor Committee for 2007 Regional Meeting***

Dan Nordquist announced he was recently asked to Chair the *ad hoc* Vendor/Sponsor Committee for the 2007 Regional Meeting. The committee was charged with designing a sponsorship/vendors program for the 2007 Regional Meeting. This will be the first time that Region VI/VII have offered a sponsorship/vendor program. The committee has established a three tier benefit structure, with fees ranging from \$1,000 to \$2,000. Modest exhibit space was secured in the Park City Utah hotel where the 2007 Regional Meeting will be held. Sponsors/Vendors will be recognized at key Regional Meeting events and be allowed to have a booth in the exhibit space. Dan encouraged the members to engage the sponsors and vendors when at the Regional meeting.

##### ***Nancy Daneau – Volunteer/Leadership Committee***

Nancy Daneau (Caltech) introduced and thanked the 2006 members of the *ad hoc* Volunteer/Leadership Committee. She then announced that Kimberlie Small (Washington State University) had been invited to join the 2007 Leadership Development Institute.

The goal of the Volunteer/Leadership Committee is to outreach to new members and introduce them to Region VI's training and volunteer opportunities. In 2006, outreach activities included a welcome e-mail that the Chair sent out about once a month to all new and returning members who had joined in the previous months, and the development and distribution of new member packets that were given to new members who attended the spring regional meeting. Additionally, on Monday night, Nancy and Ann Pollack organized a dutch treat dinner group for new Region VI members who were attending the 2006 National meeting. Nancy reported that 15 new members attended the dinner.

Finally, Nancy advised that she was leaving Region VI due to family relocation. Ann Pollack thanked Nancy for her dedicated and valuable contributions to the Region.

### ***Linda Patton – Nominating Committee***

Linda Patton introduced and thanked the members of the Nominating Committee, as well as past chairs Dan Nordquist (Washington State University), Chris Hansen (UC Irvine) and Dick Seligman (Caltech) for their help and support.

Linda emphasized the need for Region VI members to reflect carefully upon volunteer opportunities, as volunteers are critical to maintaining NCURA's excellence.

Linda then announced the results of the 2006 Region VI elections:

Chair-Elect – Bruce Morgan (UC Irvine)

Secretary-Elect – Samantha West (Caltech)

Treasurer-Elect – Cora Diaz (UC Santa Barbara)

RAC member – Victoria Jensen (California State University – East Bay)

Regionally-Elected Member to the National Board of Directors – Ann Pollack (UC Los Angeles)

## **VI. Old Business**

### ***Georgette Sakumoto – 2007 Regional Meeting Update***

Georgette Sakumoto (University of Hawaii), 2006 Chair-Elect who will become Chair on January 1, 2007, and Program Chair for the Region VI/VII spring meeting. The meeting will be held April 22-25 at the Canyons Resort in Park City, Utah. Georgette indicate that she and her committee are hoping to have a preliminary program posted on the Region VI website by December 8, 2006. Georgette asked members for feedback and ideas on program content. She also reminded the members that Region VII is in charge of location and registration logistics for the 2007 combined meeting. Ann Pollack suggested that members make hotel reservations early to avoid disappointment if the room block fills early as it did last year at the Hawaii meeting.

### ***Ann Pollack - Update on Site Selection for 2008 Regional Meeting***

Ann Pollack announced that the 2008 Regional Meeting would be held in Portland, Oregon, and that due to the popularity of the city, hotel arrangements for the meeting had already begun. Georgette and Bruce Morgan, as the incoming Chair and Chair-Elect respectively, are looking at two properties in Portland and requested feedback on the properties from the membership.

***Ann Pollack – Review of Bylaws Updated in April, 2006***

Ann Pollack announced that Region VI had successfully updated its bylaws, as follows:

- (1) The Secretary/Treasurer position was split into two positions. Sherylle Mills Englander will be the last to serve as combined Secretary/Treasurer
- (2) A methodology for breaking ties in Regional elections is now in place
- (3) The Nominating Committee shall be appointed by April 1 of each year
- (4) The Awards Committee is now a standing, rather than *ad hoc* committee.

***Ann Pollack – Regional Strategic Planning***

Ann Pollack announced that National NCURA has established a strategic plan and has asked the Regions to each develop strategic plans to compliment the National NCURA strategic plan. In 2007, Region VI will be working to establish an appropriate strategic plan.

**VII. Other Business**

Georgette Sakumoto thanked Ann Pollack for her valuable contributions and dedication as 2006 Chair.

**VIII. Motion to Adjourn**

Ann Pollack of UCLA moved to adjourn the meeting. Dan Nordquist of Washington State University seconded the motion.

*Minutes taken by Secretary/Treasurer-Elect Sherylle Mills Englander.*