

**NCURA Region VI Business Meeting
Waikoloa, Hawaii
April 17, 2012**

MINUTES

I. Call to Order

Chair Rosemary Madnick, Los Angeles Biomedical Research Institute, called the meeting to order at 12:01 PM.

II. Chair's Report – Rosemary Madnick

A. Announcements

1. Rosemary reminded all attendees and guests to wear their badge to the luau tonight. Anyone still owing money for the luau should see Region VI Treasurer Wanda Bowen after the meeting.
2. Rosemary thanked the sponsors and vendors that made generous donations to the Regional Meeting. There is a list of all the companies in the program folder.
3. Rosemary thanked the Hilton Waikoloa for their wonderful service and support at this meeting.
4. Rosemary announced that there will be additional raffle prizes after the adjournment of our business meeting. She thanked the members from Hawaii Community College and the University of Hawaii-Hilo for securing many donations. Rosemary also announced of the prizes will be a Silver Dollar from IT Works in commemoration of their 25th anniversary.

B. Introduction of Officers

1. Secretary, Gale Yamada, University of Hawaii-Manoa
2. Treasurer, Wanda Bowen, University of Alaska-Fairbanks

C. Introduction of Officers-Elect

1. Chair Elect, Katherine Ho, Stanford University
2. Secretary Elect, Sinnamon Tierney, Portland State University
3. Treasurer Elect, Tim Mildren, Washington State University (was not able to attend)

D. Introduction of Regional Advisory Committee (RAC) Members

1. Georgette Sakumoto, University of Hawaii
2. Steve Lichtenstein, Cedar Sinai Medical Center (was not able to attend)
3. Derick Jones, Cedar Sinai Medical Center
4. Jennifer Teixeira, University of California-Merced (was not able to attend)

E. Introduction of National Officers and Board of Directors from Region VI

1. Dan Nordquist, President, Washington State University
2. Pat Hawk, Vice President/President Elect, Oregon State University
3. Georgette Sakumoto, Secretary, University of Hawaii

F. NCURA Board of Directors from Region VI

1. Csilla Csaplar, Elected Representative, Stanford University (was not able to attend)
2. Samantha Westcott, Appointed, Children's Hospital Los Angeles
3. Ted Modhorst, Appointed, University of Washington (was not able to attend)
4. Bruce Morgan, Appointed, University of California-Irvine

G. NCURA National Committees Members from Region VI

1. Nominating and Leadership Development Committee,
 - a. Virginia Anders, University of California-Santa Barbara (was not able to attend)
2. Professional Development Committee
 - a. Pat Hawk, Oregon State University
 - b. Bruce Morgan, University of California-Irvine
 - c. Rosemary Madnick, Los Angeles Biomedical Research Institute
3. Financial Management Committee
 - a. Christopher Hale, University of California-Davis (was not able to attend)

H. Introduction of Regional Meeting 2012 Program Committee

1. **Track Leaders** - The following Region VI Track Leaders were instrumental in developing a strong program:
 - a. Georgette Sakumoto, University of Hawaii and Keith Andre, University of California-Los Angeles (Workshops)
 - b. Linda Patton, California State University, Fullerton and Allison Weber, Los Angeles Biomedical Research Institute (Professional Development)

- c. Michiko Pane, Stanford University and Csilla Csaplar, Stanford University (Sponsored Program Administration)
- d. Bruce Morgan, University of California-Irvine (Management and Operations)
- e. Deb Chapman, University of Alaska-Fairbanks (Financial Management)
- f. Helene Orescan, University of California-Los Angeles and Adilia Koch, California Institute of Technology (Compliance/Legal)
- g. Sara Judd, University of Southern California and Jeri Muniz, University of Southern California (Sponsors and Agencies)
- h. Steve Shapiro, University of Oregon, Lance Akana, University of Hawaii-Manoa, and Michael Morimoto, University of Hawaii-Manoa (IT)
- i. Julie Guggino, Central Washington University and Sinh Simmons, University of Washington (Sponsorships)
- j. Nettie Nelms, Los Angeles Biomedical Research Institute and Jennifer Texieria, University of California-Merced (Evaluations)
- k. Jan Crane, Los Angeles Biomedical Research Institute and Aiah Sankoh, University of Alaska- Fairbanks (Presentation Coordinators)
- l. Nozomi Kanohe, Hawaii Community College and Toni-Ann Samio, Hawaii Community College (Entertainment/Activities)
- m. Ardi Vesnefski, University of Hawaii at Manoa (Keynote)

2. Presenters

All presenters and panelists were asked to stand and be recognized.

3. Volunteers

All volunteers were asked to stand and be recognized.

I. Acknowledgement of 2011 Chair

Rosemary acknowledged 2011 Region VI Chair Jeri Muniz, University of Southern California. Jeri was presented with a gift for her service.

III. Secretary's Report – Gale Yamada

The minutes of the last regional meeting held on November 8, 2011 in Washington DC was not available and will be presented at the next regional meeting in November 2012.

IV. Treasurer's Report – Wanda Bowen

Copies of the Financial Report as of December 31, 2011 were distributed to the members. Samantha Westcott, Children's Hospital Los Angeles, moved to approve the Financial Report. Alexandra Roosa, Pepperdine University, seconded. The Financial Report was approved.

V. Region VI Committee Reports

A. Regional Awards and Recognition Committee - Chair Michiko Pane, Stanford University

Seven applications for travel awards for the Regional Meeting were received and four awards of \$500 were made to Marci Copeland, University of California-Irvine, Charlene Hart, University of Nevada-Reno, Farhat Taqui, University of California-San Diego, and Jennifer Wang, Stanford University. Applications are currently being accepted for the Pre-Award Administration meeting to be held July 18-20, 2012 in Vancouver, British Columbia, Canada, the first international meeting. Committee members are Maren Boyack, University of Alaska-Fairbanks, Csilla Csaplar, Stanford University, Kim Eudy, University of San Diego, and Ann Pollack, University of California-Los Angeles.

B. Membership and Volunteer Committee - Chair Melissa Mullen, California Polytechnic State University-San Luis Obispo

Melissa acknowledged Hawaii's rich history of community involvement and the generous support from Hawaii companies and people. She reported on the New Member Guide brochure with general information on our region and the Regional Meeting. Melissa reported on the volunteer survey which received 74 responses with 53% being new members who chose to volunteer at the Regional Meeting. There are over 160 volunteers working at the registration desk, as room monitors or evaluators, and other areas. Melissa thanked her committee members for their dedicated work: Samantha Goodwin, University of Alaska-Fairbanks, Derick Jones, Cedar Sinai Medical Center, Matthew Kirk, Cedar Sinai Medical Center, Stacy Miller, Cedar Sinai Medical Center, Allison Ramos, University of California-Irvine.

C. Nomination and Leadership Development Committee - Chair Randi Wasik, University of Washington

There was no report.

D. Education and Professional Development Committee - Chair Cece Manoochehti, California Institute of Technology was not able to attend so report was presented by Rosemary Madnick. There was a session held today on the LEADMe Program. The four LEADMe Mentees presented the results of their projects. The LEADMe teams and projects were:

1. Mentee - Ludmila Budilo, Los Angeles Biomedical Research Institute
Mentor - Lana Tomitch, University of California-San Francisco
Project - "Going Paperless"
2. Mentee - Lesa DeVance-Mitchell, Cedars Sinai Medical Center
Mentor - Julie Guggino, Central Washington University
Project - "Renovating the Sponsored Research and Funds Administration Website (SRFA): Stepping Into Our Tomorrow"
3. Mentee - Billy Gellepis, Cedars Sinai Medical Center
Mentor - Chris Hale, University of California-Davis and Brenda Lacy-Roberts, Cedars Sinai Medical Center
Project - "In-Person Open House Collaborations"
4. Mentee - Ray Robles, Cedars Sinai Medical Center
Mentor - Felicia Beanum, Cedars Sinai Medical Center
Project - "Clinical Trial Patient/Financial Tracking Tool"

Rosemary acknowledged and thanked Linda Patton, California State University-Fullerton, who stepped down as LEADMe Coordinator on December 31, 2011. Linda helped develop a training program that is a model for all of NCURA.

VI. National Report – Samantha Westcott, Children's Hospital Los Angeles

- A. The NCURA Board of Directors met in February and will meet again in July, just prior to the Annual PRA Conference in Vancouver.
- B. The Board had a thorough discussion about our organization and some notable items were:
 1. Strengths
 - a. We are professionals with experience and answers for each other
 - b. We develop strong relationships when helping each other solve our problems. Basically we are a community of communities.
 2. Areas to work on
 - a. Growing volunteer opportunities – Our members want to volunteer, so we need to create opportunities, which add value, and ensure we have a solid infrastructure to help our volunteers.
 - b. NCURA President Dan Nordquist created a Task Force to look at this, come up with new opportunities and ensure we build a solid foundation for sustainability.
 3. Challenges
 - a. The economy – impacting travel budgets, etc.
 - b. For-profit companies that provide training
 - c. Other professional organization commitments – PRIMR, COGR, FDP, SRA, etc.
 - 1). But the bottom line is competition makes us better!
 4. The challenge to maintain and sustain our current leadership – How do we grow new leadership.
 - a. A Task Force was created to clarify the pathways of volunteering as presenters, volunteers in general and leadership.
- C. We are working with the newly approved International Region, the Ambassador Corp., and the International Neighborhood to develop a strategic plan for the globalization of research administration and partnerships for collaboration to ensure sustainability and continue the work of creating the International Region under Judy Fredenberg.
- D. We are starting to rollout the NCURA Community website where the Neighborhoods will have the first crack at using it. The next site to launch will be micro site for the regional officers to support them in their efforts as they lead and plan for the regional activities and initiatives. Also an update on the new NCURA website – lots of work has gone into this where the National staff was required to analyze each page with the new content management system to ensure that data is being used. The vendor also made tremendous headway with all of the member input pages created at AM53 to assist with development and will be reaching out with a survey to the membership for those last items they need feedback on. Roll-out is scheduled for July/August. Updating our Logo a bit too – so look for that as well as adding our Tagline – supporting research...*together*.

- E. Currently NCURA works in partnership with Atlantic Information Systems (AIS) to publish the:
1. Report on Research Compliance
 2. Sponsored Research Administration: A Guide to Effective Strategies and Recommended Practices
 3. A Guide to Managing Federal Grants for Colleges and Universities, and
 4. Regulation and Compliance: A Compendium of Regulations and Certifications Applicable to Sponsored Programs.

AIS handles all the subscriptions and NCURA members contribute to the written materials and publicizing the publications. AIS has approached NCURA about buying out the AIS share on these four publications and take over the management of these items. The Board felt that these are excellent publications that are important to our members. The Board approved moving forward with valuation of the purchase of the four publications currently co-authored with Atlantic Information Services. All of this is still in the preliminary stages.

F. Other Board Approvals:

1. The Board authorized the Executive Director to hire temporary staff as needed to maintain operations due to increase in programming changes in 2013.
2. The Board approved that each Region must ensure the inclusion of the opportunity/process for new members to join or current members to renew their membership on the registration forms for regional meetings/workshops.
3. The Board approved Judy Fredenberg appointment to the Ambassador Corp
4. The Board approved the appointment of Dave Richardson and Kathy Young to the Peer Review faculty.

- G. Main Discussion for Summer Board meeting: The 2007 Officers and Board created a three to five-year planning horizon document that provided NCURA a picture of what we wanted to be in 2012. We will continue this process at our Vancouver B.C. meeting to start laying out the vision for the next five years.

- H. Don't forget to look at the NCURA website for all the latest meetings, activities, calls for volunteers, NCURA products, our sponsors, and lots more. All at ncura.edu.

VII. Regional Meetings

The next Regional Meeting will be held in Phoenix, Arizona on April 7 to April 10, 2013. The location will be the Renaissance Hotel Downtown Phoenix. Chair-elect Katherine Ho and Region VII Chair Tony Onofrietti will be the co-chairs of the meeting.

VIII. Old Business

There was no old business.

IX. New Business

The Regional Meeting In 2014 will be in a Region VI location. Suggestions for location were Hawaii, Alaska, Palm Springs, CA, Las Vegas, NV, Portland, OR, Napa Valley, CA.

X. Adjournment

David Mayo, California Institute of Technology moved to adjourn the meeting. Deb Chapman, University of Alaska-Fairbanks seconded the motion. The meeting was adjourned by Rosemary Madnick at 12:40 PM.

Respectfully submitted.

Gale Yamada, 2012 Region VI Secretary