



NCURA Region VI Business Meeting
59th Annual Meeting, Washington, DC
August 7, 2017
3:00pm EDT

Meeting Minutes

- I. Call to Order: Sinnamon Tierney – call to order at 3:01 pm
- II. Chair’s Report: Sinnamon Tierney
 - a. The RVI meeting will be 11/5-11/8 in Portland, Oregon. The preliminary program has been posted to the website. Group rates are available for groups of 10 or more.
 - b. Next year’s officers were announced.
- III. Secretary’s Report: Heather Kubinec
 - a. Amanda Snyder motioned to approve Minutes of Region VI Business Meeting from Maui; Rosie seconds and all approved.
- IV. Treasurer’s Report: Caroline Jones
 - a. The region has a balance of about \$157K and the budget has been reconciled as of July.
 - b. UCI held a data security workshop, which generated \$7700 in revenue and about \$3588 in profit. There were some lessons learned with respect to planning and positive feedback was received.
 - c. The budget for the Portland meeting is complete.
- V. Regional Standing Committee Reports
 - a. Awards and Recognition: Billy Gellepis
 - i. The travel recipients for this meeting were announced: Tiffany Takei and Edward Wiedemann.
 - ii. Six travel awards at \$600 each are available for the Portland meeting. An e-blast has been released for all awards.
 - b. Education and Professional Development: Nancy Lewis
 - i. Thank you to all committee members. Committee members include: Melissa Mullen, Matthew Kirk, Sam Westcott, David Lynch, Amanda Snyder and Csilla Csaplár
 - ii. Roles and Responsibilities of Committee Members have been drafted
 - iii. Drafted a Committee Charge. The purpose is to provide an organized mechanism to support the education and professional development opportunities of the region’s members. The committee serves at the direction of the RVI Chair to provide oversight and advisory support for the development and education programs and initiatives of the region. Some aspects of the committee will include oversight and support to LeadMe, which is a sub-committee of the E&PDC. The Committee will support programs and initiatives that develop or improve the education and professional offerings for

members. The Committee will serve Region VI by providing advisory support to the Chair or relevant sub-committee Chairs in matters related to education programming and or subcommittees

- iv. First regional one-day workshop was offered. This initiative was started under the prior Chair, Derick Jones. The first workshop: "Hot Topic: Managing Data Security" was hosted at UC Irvine on June 6, 2017 and was a success. There was an expert panel of speakers and over 20 participants. Single day, \$250 registration, included lunch and refreshments. There is interest to continue the subject matter discussion as the subject area evolves.
- v. Second one-day workshop tentatively targeted in the first part of 2018 with a focus on practical guidance: pre-award basics.
- vi. LeadMe is a part of the professional development series and the mentees will be presenting their projects in Portland. Please contact Nancy if you are interested and a call for applications will be sent later in the year.
- vii. The committee is interested in your individual professional needs and institution needs for professional development.
- viii. Future plans:
 - 1. Continue to build topic area workshops to be offered throughout the region;
 - 2. Identify and make easy methods for community feedback on needs for professional development feedback
 - 3. For now, send communication to Melissa and/or Matt (names listed on RVI website)
 - 4. Exposure of the offerings and development guidance the committee develops for members
- c. Membership and Volunteer: Michiko Pane:
 - i. Thank you to all who volunteered their time and the regional connection desk and to prepare for the meeting.
 - ii. There are volunteer opportunities for the regional meeting in Portland. Please contact any of the officers or me.
 - iii. There are 70 new members as of 8/1/17 in our region. The new member reception is tonight. Please join us.
 - iv. Thank you to the committee members. Thank you to Derick Jones, vendor coordinator, Melissa Mullin, outreach coordinator, Sam Alshire, fundraising coordinator, Joanna, events coordinator.
 - v. Please contribute to the educational scholarship fund.
 - vi. We also have communications and social media coordinators now to emphasize consistency. Megan Deitrich is the twitter coordinator and Laura Register handles Facebook.
 - vii. A social media charter is in the works and is currently being reviewed by the regional advisory committee.
- d. Nominating and Elections: Rosemary Madnick

- i. Thank you to the committee members. It has been a busy year because we needed to hold a special election for Secretary. Thank you to everyone who was on the ballot.
- ii. New officers were announced.

VI. National Reports

- a. Board of Directors: Julie Guggino
 - i. The PRA/FRA will be held in Puerto Rico.
 - ii. You should have received an email to highlight research at your institution with a 90 second clip.
 - iii. There is an INSIGHT leadership development group (new initiative); will be a monthly conference call and coaching. The focus is on personal leadership.
- b. Nominating and Leadership Development Committee: Sam Westcott for Nancy Lewis
 - i. Review of executive leadership program, ways to assess the new election process and how to develop new board members.
 - ii. Part of Presidential task force is to develop diversity.
- c. Professional Development Committee: Csilla Csaplár
 - i. Developing new traveling workshop focusing on contract negotiation. This will be piloted next summer.
 - ii. Publications are being reviewed and updated.
 - 1. Two new publications and two new best practices documents.
 - iii. Ten webinars in 2017.
 - iv. Working on an easier way to find resources; they already are creating a usable library.
 - v. Recorded two new train the trainer webinars to guide presentation skill improvement.
 - vi. A call for new members of the PDC will be sent. This is a working committee and an exciting place to be.

VII. Chair-Elect's Report: Kevin Stewart

- a. It is a pleasure to serve as your chair-elect.
- b. Contract for hotel is typically signed in the elect-elect year.
- c. 2018 meeting will take place in Montana, as it is a RVII year. While airfare may be a bit more expensive, active negotiations are taking place with the hotel to provide competitive rates.

VIII. Other Business: Sinnamon Tierney – N/A

IX. Adjournment: Sinnamon Tierney at 3:35 pm.