



AGENDA

Regional Business Meeting – Annual Meeting Tuesday, November 5, 2024 – 12:15PM Corpus A – Omni Corpus Christi

- I. Welcome and Introductions Sheleza Mohamed, Chair
- II. Review and Approval of MinutesMarilyn Rosales, Secretary
From Region V Business Meeting, August 2024
- III. Review and Accept Region V Financial ReportSusan Hurley, Treasurer
- IV. Regional Committee Reports
 - a. Volunteer CommitteeMichelle German
 - b. Publications and Communications Committee Marilyn Rosales
 - c. Membership and Hospitality Committee Marilyn Rosales
 - d. Awards/Travel Scholarship Committee Jennifer Husmo, Immediate Past Chair
 - e. Nominations Committee Jennifer Husmo, Immediate Past Chair
 - f. Mustang Mentorship Program CommitteeRobyn Remotigue
 - g. Inclusion and Accessibility Initiative Robyn Cooper
- V. National Committee Reports
 - a. Education Scholarship FundThomas Spencer
 - b. Report from Board of DirectorsThomas Spencer
 - c. Nominating and Leadership Development Committee (NLDC) Katie Plum
 - d. Select Committee on Diversity, Equity, and Inclusion (SCDEI) Robyn Cooper
- VI. Future Region V Meetings:
 - a. Fall 2025 Meeting Liz Kogan, Chair-Elect
- VII. Other Business
 - a. Recognition of Outgoing Officers Sheleza Mohamed, Chair
 - b. Door Prizes Liz Kogan, Chair-Elect
 - c. Closing Remarks Sheleza Mohamed, Chair



MINUTES

Regional Business Meeting – National Meeting Monday, August 5, 2024 – 2:45 PM Washington Hilton, Washington DC

The Regional Business Meeting of NCURA Region V was held at the NCURA National Meeting at the Washington Hilton in Washington, DC on Monday, August 5, 2024. The meeting was called to order by Sheleza Mohamed at 2:45 PM.

Welcome and Introductions. Chair Sheleza Mohamed welcomed everyone and introduced the current officers and executive committee members in attendance.

Review and Approval of Minutes. Chair-Elect Liz Kogan presented the minutes from the Region V Meeting that was held in-person in Oklahoma City, Oklahoma in October 2023. Motion by Robyn Remotigue to accept minutes as presented. Seconded by Scott Davis. The minutes from the October 24, 2023 Regional Business Meeting were accepted as presented.

Review and Accept Region V Financial Report. Treasurer Susan Hurley presented the region's financial report reflecting 2023 and the first six months of 2024 (please see attached).

- Region V hosted our annual regional meeting in Oklahoma City, and it was very successful. The region had a total revenue of \$ 104,023.38 with expenses totaling \$85,193,08 for a net income of \$18,640.20. The net income was due to some very hard work from our sponsorship committee. They raised \$27,000 in sponsorships for the Region, and we had over 200 attendees at our Region V annual meeting.
- For the first six months of 2024, the total income was \$ 4,301.00 and total expenses were \$1,340.85 for a net income of \$ 2960.15. This is typical when an annual meeting is not held until the latter part of the year. Revenue will not be generated until fall 2024 when the region hosts its annual meeting in Corpus Christi, Texas.
- A final report for 2024 will be submitted to NCURA National by January 31, 2025.
- As an update on our savings account, we have earned approximately \$1500 interest over the last three months and on our CD account, we have earned approximately \$1000 since the account was opened. So our money is definitely working for us.

Regional Committee Reports.

- 1. Volunteer Committee – Michelle German, Volunteer Coordinator**
 - a. Michelle thanked all current and past volunteers for helping with the annual and regional meetings. She also reported that the Region had 33 volunteer spots filled by attendees at AM66 including at the connection table, netzone, dinner group leaders, and carnival game volunteers.
- 2. Publications and Communications Committee – Liz Kogan**
 - a. Liz reported that the Publications and Communications Committee has been working on getting more elements added to the Fall 2024 meeting website, and encouraged the members to continue checking back to see what's new.
- 3. Membership and Hospitality Committee – Marilyn Bobbitt**

- a. Liz reported that the Membership and Hospitality Committee is successfully hosting new member sessions every quarter and thanked the team for getting the dinner groups setup for AM66, as well as all the work they have been doing with new member sessions.

4. Awards/Travel Scholarship Committee – Sheleza Mohamed, Chair

- a. Chair Sheleza Mohamed reported the following in place of Immediate Past Chair, Jennifer Husmo:
 - i. The Region is currently accepting nominations for our 2025 Executive Committee. Positions available are Chair-Elect, Secretary, and an At-Large member. Information on each position can be found on our website, along with nomination information. Nominations will close on August 12th, with elections following shortly after. These are great ways to get more involved in Region V operations.
 - ii. The National Travel Award was named after Joan Howeth in 2011. As a member of NCURA since 1995, she served as Chair-Elect, Chair and Immediate Past Chair in 2001, 2002 and 2003, respectively. Joan moderated and presented many sessions at the regional and national meeting, worked as a registration volunteer at the National meeting and has served as the Region V Representative to the National Membership Committee for two years. She has served as the Hospitality Chair for two years at the Regional and National Meeting, the Regional Financial Committee, National Select Committee on Communications and Member Services (COM Committee), plus on a national taskforce for Institutional Profit. More than anything, she was the person who always tried to get everyone involved and is the reason so many others have held leadership roles because she would drag anyone and everyone into the business of the Region. She was always around and made sure that everyone felt welcome and connected. Since she was the reason so many of us got involved in NCURA, it was right that her name was attached to the Region V Travel Award for the National meeting. She was awarded the Region V Distinguished Service Award in 2005. The Joan Howeth National Travel Award was awarded to John Nguyen from Texas A&M University.
 - iii. Regional travel awards will open on August 13th. These travel awards include the Quinten S. Mathews, Susan Wyatt Sedwick Experienced Member, and MMP. Watch your email and our social media platforms for more information.
 - iv. In September, we will open nominations for the Distinguished Service Award. This award to given to a member of Region V who have made significant contributions to our region. Again, watch your email and our social media platforms for more information.

5. Mustang Mentoring Program Committee – Robyn Remotigue

- a. Robyn shared that the Mustang Mentoring Program (MMP) is adapted from the NCURA Leadership Development Institute (LDI) and is designed to create a leadership pipeline of individuals to serve at the regional level while providing educational and professional development for the mentee. The program pairs mentors and mentees based on areas of common interest and expertise. The overall approach is to increase volunteer involvement and participation from NCURA Region V members.
- b. Robyn recognized the 2024 Cohort:
 - i. Amy Jones – University of Houston
 - a. Mentor: Rebekah Craig – The University of Texas Southwestern Medical Center
 - ii. Roxanna Lopez – The University of Texas Rio Grande Valley
 - a. Mentor: Mickey Stevenson – Rice University
 - iii. Sanaa Waqif – Baylor College of Medicine
 - a. Mentor: Scott Davis – University of Oklahoma Health Sciences Center
 - iv. Maria Machuca – The University of Texas Rio Grande Valley
 - a. Mentor: Raquel Rust – University of Tennessee
- c. Robyn reported that for anyone interested in being a mentee or mentor in the program, the application process will open for Cohort 2025 the week of October 28th and will close on November 27th. Look for eblasts to go out from the Region making this announcement.
- d. Robyn also recognized members of the Mustang Mentoring Program Committee:
 - i. Robyn Remotigue – University of North Texas Health Science Center

- ii. Liz Garcia – University of Texas Health Science Center at San Antonio
 - iii. Courtney Swaney – Attain Partners
 - iv. Katherine Kissmann – Texas A&M University
 - v. Cheryl Anderson – University of Texas Southwestern Medical Center
 - vi. LeAnn Forsberg – Texas Christian University
 - vii. Amanda Lindeman – Texas A&M University
- e. Robyn then recognized all graduates of previous cohorts of the MMP, whether mentee or mentor.

National Committee Reports.

6. Education Scholarship Fund – Thomas Spencer

- a. Thomas reported that the Education Scholarship Fund was established in 2011 to provide support to members who are pursuing a master's degree in research administration.
- b. The ESF is awarding \$2,500 scholarship(s) to research administrators who are current NCURA members and who are currently enrolled in a master's degree program in research administration.
- c. Members were invited to seek out the scholarship if they were seeking or exploring a master's degree in RA.
- d. Thomas noted that Region V has donated a YETI bad in support of the ESF.

7. Report from the Board of Directors – Thomas Spencer

- a. Thomas presented general NCURA updates from the National Office:
 - i. Membership update
 - a. NCURA membership continues to grow with more than 9,500 members across the globe!
 - b. 1,800+ people at the AM66 meeting
 - ii. NCURA Business Meeting
 - a. The annual NCURA Business Meeting will be held Wednesday morning at AM66. All are encouraged to attend to learn more about NCURA and provide feedback. Thomas noted that if members were uncomfortable speaking publicly, they could seek out regional leadership to share their information back to National.
 - iii. Next NCURA Board of Directors Meeting
 - a. The NCURA Board will meet next in October 2024 in new York City, at the host hotel of the NCURA Annual Meeting in 2026 and 2029. The focus of the meeting is continued strategic planning and assessment.
 - iv. Upcoming Traveling Workshops
 - a. There are many upcoming opportunities to participate in traveling workshops that focus on specific areas of research management.
 - v. 2024 In-Person Workshop Dates
 - a. Level I: Fundamentals of Sponsored Projects Administration Financial Research Administration Contract Negotiation and Administration (Fort Lauderdale, FL – September 30 – October 2, 2024).
 - b. Additional dates coming soon – registration for any of these workshops can be found on the NCURA website by clicking on the Event Calendar.
 - vi. NCURA Magazine
 - a. The magazine is published six times a year with cutting edge pieces on management and perspectives on federal policy written by members and non-members. Members receive the magazine as a part of their membership, so it is sent to them electronically.
 - b. For updates from the Board of Directors, there is a feature included in every NCURA magazine issue that is written by the Executive Committee to provide transparency to the membership.
 - vii. FRA/PRA 2025 Annual Conference
 - a. FRA/PRA 2025 will be held in San Diego, CA and planning is underway. The call for session proposals remains open through August 16, 2024.
 - viii. Thank you to the volunteers

- a. Thomas thanked the volunteers at AM66 and reminded everyone that NCURA is a volunteer organization.
- ix. NCURA App Tips
 - a. Thomas shared tips for the NCURA app, including how to download presentations and follow favorite presenters to build your network once you have returned home from AM66.

8. Nominating and Leadership Development Committee (NLDC) – Katie Plum

- a. Katie provided an overview of the purpose of the NLDC, a standing committee of the National organization:
 - i. Primary responsibility for soliciting, vetting, and recommending nominees for national officer positions.
 - ii. Additional responsibility for leadership succession planning and development activities.
 - iii. Finally, oversight of the recognition and awards programs.
- b. Katie then provided some general updates and information:
 - i. Reminders and updates about leadership opportunities
 - a. Elections/nominations: last year, one of our regional members was an officer (Robyn Remotigue – Secretary); last time a national president came from Region V: 2006. It would be so nice to see more representation of our region among the officers. Opportunities for leadership development to prepare for these opportunities include the following:
 - i. Executive Leadership Program (ELP) – on hold since the pandemic (2020), but we are looking to update and relaunch the program soon.
 - ii. EMERGE Program: not currently accepting applications, but will open soon; please be on the lookout for the announcement from national.
 - iii. Reminder to members about the volunteer pathway: this is not a formula, but it provides ideas for growing in your NCURA volunteering and leadership path.
 - ii. Reminder about awards:
 - a. New Emerging Excellence Award – great response from Region V – thank you!
 - b. Check out the awards webpage to see the breadth of opportunities available for recognizing our peers, as well as federal agency staff.
 - iii. If you have any feedback on nominations and leadership development opportunities, please email Katie Plum with suggestions.

9. Select Committee on Diversity, Equity, and Inclusion (SCDEI) – Robyn Cooper

- a. Robyn reported the following from the SCDEI:
 - i. As part of the SCDEI Committee, we have established and submitted a list of five Guiding Principles to NCURA’s Board of Directors. These principles provide a framework for upholding our commitments and demonstrating our core values, fostering diversity, increasing equity, and creating a culture of inclusion. The Board has accepted our five Guiding Principles which are:
 - a. Integrity in Diversity and Inclusion
 - b. Excellence through Diversity and collaboration
 - c. Service with Inclusivity and Transparency
 - d. Education on Structural Oppression and Historical Context
 - e. Integration of Equity Education into Policies, Procedures, and Programs
 - ii. In alignment with National and its SCDEI Committee, Region V has established its own DEI committee, and we kicked off our first meeting this year in April. Our Chair, Sheleza, has charged us with creating an environment of inclusivity and accessibility. With this charge, our Region V DEI Committee has taken significant steps to ensure inclusivity and accessibility at the regional level, which you will see more of at our Region V annual meeting in November. With our Inclusion and Accessibility Initiative, we are implementing measures such as:
 - a. Providing a quiet room – demonstrating a commitment to accommodating individuals with sensory sensitivities and fostering a more inclusive environment.
 - b. Offering menus with dietary information – reflecting a dedication to meeting diverse dietary needs and promoting a considerate meal experience for all attendees.

- c. Using microphones for speakers – promoting accessibility and ensuring equitable participation, while fostering an inclusive and engaging experience.
- d. Providing alternative seating options – promoting physical inclusivity and enhancing the comfort and accessibility of attendees.
- e. Reserving seating for individuals with specific needs (e.g. hearing disabilities, neurodivergent conditions) – ensures that these individuals have access to seating that supports their unique requirements, facilitating their full participation and engagement in all activities.

Future Region V Meetings.

10. Fall Meeting 2024 – Sheleza Mohamed

- a. Sheleza reported that this year's meeting will be held in Corpus Christi, Texas at the beautiful Omni Corpus Christi. The meeting will take place November 3-6, 2024 (Sunday through Wednesday).
- b. The Region will be offering a robust and comprehensive program for our 2024 meeting, and registration is open! The program offers include basic, immediate and discussion groups. This includes workshops on both Sunday and Wednesday.
- c. Sunday's workshops (November 3) include six options. To register for the RACC CRA body of knowledge review session, please visit their website directly.
- d. Our meeting kicks off with our keynote speaker, Dr. Stacy Pritt on Monday morning on November 4. Dr. Pritt serves as vice chancellor of compliance for A&M system and brings a wealth of research administration and compliance experience to our meeting. Our region is grateful to have someone of Dr. Pritt's caliber as our 2024 keynote speaker.
- e. A draft of our program offering is available on our region v website. Vanessa Lopez is the chair of our program committee and is doing an extraordinary job at launching us forward and organizing a pretty spectacular program.
- f. I am pleased to announce that this year's meeting will also have a special guest speaker to close the meeting, Gil Tran. As you all know, Uniform Guidance changes will go into effect in October, and I cannot think of a most superb way to prepare than to have access to Gil at our regional meeting.
- g. Additionally, on Wednesday, we have added 3 workshops that national is working on adding to registration.
- h. We are looking forward to integrating the rich culture of Corpus Christi into our meeting. Live on our website are things to do in Corpus.
- i. Rooms are going fast. You may need 2 separate hotel registrations one with the rooms that are available on the block and one without. Be sure to contact the hotel to let them know.
- j. **Call to Action.** Our volunteer coordinator, Michelle German, will be sending out information regarding opportunities to volunteer at the regional meeting be on the lookout. We are looking forward to a highly engaged volunteer base for this meeting.

11. Fall Meeting 2025 – Liz Kogan

- a. Liz provided an update that a contract has been signed for a hotel and the location is going to be announced at the Regional 2024 meeting in Corpus Christi, TX.
- b. Liz then called for speakers for the lunch and learn series and thanked everyone for participating.

Other Business.

12. Door Prizes – Sheleza Mohamed

- a. Lanyard (\$25 Amazon Gift Card) – Greg Chu, University of Houston
- b. Attendance (\$25 Amazon Gift Card) – Ashley Siverand, University of Houston

13. Closing Remarks

- a. Robyn Remotigue made motion to adjourn meeting at 3:40 PM, and the motion was seconded by Scott Davis. The membership voted aye and the meeting was adjourned.

**National Council of University Research Administrators
Statement of Activities
Region V
06/30/24**

Prepared By: Susan D. Hurley
Submitted: 07/31/2023

* Do not include Prepaid Expenses and Deferred Revenues on the Statement of Activities (Please record them on the "Additional Questions" tab.)

REVENUES	Actual YTD 2024	Approved Budget 2024	Previous YTD 2023
Regional Meetings			
Spring Meeting Registrations	\$ -	\$ -	\$ -
Fall Meeting Registrations		\$ 137,625.00	\$ 68,015.00
Cancellation Fees		\$ -	\$ 50.00
Event Guest payments		\$ -	\$ -
Traveling Workshops		\$ -	\$ -
Meeting Sponsorships / Vendor Support		\$ 25,000.00	\$ 27,000.00
RACC Reimbursement		\$ -	\$ -
Joint Regional Meeting (Please list below, if any)			
Meeting Registrations		\$ -	\$ -
Sponsorship / Vendor Support		\$ -	\$ -
Pass Through <u>To</u> Other Region (Please note which region) - Negative Amount		\$ -	\$ -
Pass Through From Other Region (Region XX)		\$ -	\$ -
Regional Allocations to/from National			
Assistance Received from National Organization	\$ 4,301.00	\$ 3,500.00	\$ 4,097.50
Other		\$ -	\$ -
Other Income:			
Promotional Sales		\$ -	\$ -
Misc. Other		\$ -	\$ 3,554.62
Keynote Speaker Reimbursement		\$ 500.00	\$ 500.00
Investment and Bank Interest			
Investment Portfolio gain/(loss) - Realized		\$ -	\$ -
Investment Portfolio gain/(loss) - Unrealized		\$ -	\$ -
Investment Interest/Dividends		\$ -	\$ -
Bank Interest		\$ -	\$ 816.16
TOTAL REVENUES	\$ 4,301.00	\$ 166,625.00	\$ 104,033.28
Refunds (If anv. please list below with descriptions)			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
TOTAL REFUND(S)	\$ -	\$ -	\$ -
TOTAL REVENUES (NET REFUNDS)	\$ 4,301.00	\$ 166,625.00	\$ 104,033.28
EXPENSES			
Regional Meeting			
Supplies	\$ -	\$ 2,000.00	\$ 2,369.95
Services (AV and other)	\$ -	\$ 15,000.00	\$ 6,079.49
Postage	\$ -	\$ 25.00	\$ 41.95
Printing	\$ -	\$ 1,000.00	\$ 330.00
Travel - Pre-meeting visit to hotel	\$ -	\$ 2,500.00	\$ 955.67
Off Site Event (with F&B)	\$ -	\$ 5,000.00	\$ 3,745.00
Keynote Speaker	\$ -	\$ 500.00	\$ 1,000.00
Hotel Arrangements	\$ -	\$ 75,000.00	\$ 55,511.50
Meeting App	\$ -	\$ -	\$ 172.75
Credit Card Fees	\$ -	\$ 2,500.00	\$ 2,156.45
Tranquility Room Supplies	\$ -	\$ 1,000.00	\$ 842.28
Poster Session	\$ -	\$ -	\$ -
Insurance (cancellation)	\$ -	\$ -	\$ -
Sponsorship Refunds	\$ -	\$ -	\$ -
RACC Charge for CRA Review	\$ -	\$ -	\$ -
Joint Regional Meeting (Please list below):			
Credit Card Fees	\$ -	\$ -	\$ -
Credit Card Fees Pass Through to Other Region (Negative Amount)	\$ -	\$ -	\$ -
Program Committee Gifts	\$ -	\$ -	\$ -
Vendor Tables	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -
Meeting Expenses Pass Through to Other Region (Negative Amount)	\$ -	\$ -	\$ -
Regional Allocations to/from National			
Payment to National Organization	\$ -	\$ -	\$ -
Regional Committee Operating:			

Board Meetings	\$ -	\$ -	\$ -
Regional Leadership Conference	\$ -	\$ -	\$ -
Awards Committee	\$ -	\$ -	\$ -
Deposit for Future Hotel Site	\$ -	\$ 3,000.00	\$ -
Swag for Future Meeting - distributed at meeting 1 year prior to event	\$ -	\$ 400.00	\$ 369.82
Communication Committee	\$ -	\$ -	\$ -
Membership Committee	\$ -	\$ -	\$ -
Professional Development Committee	\$ -	\$ -	\$ -
Mustang Mentoring Committee	\$ -	\$ 1,500.00	\$ 1,017.77
Program Committee	\$ -	\$ -	\$ -
Sales & Promotion Committee	\$ -	\$ -	\$ -
Travel - Regional Meeting Site ID (aka Site Selection Committee)	\$ 313.28	\$ 1,500.00	\$ 658.87
Officers (Leadership Committee)	\$ -	\$ -	\$ -
Advisory Committee	\$ -	\$ -	\$ -
Officers - attend Regional Meeting	\$ -	\$ -	\$ -
Officers - attend National Retreat	\$ -	\$ 2,500.00	\$ 2,800.61
Officers - attend Regional Retreat	\$ 419.29	\$ 2,000.00	\$ 1,897.86
Annual Meeting Expenses:			
Hotel Arrangements (Hospitality Suite)	\$ -	\$ 2,000.00	\$ 1,460.38
Printing	\$ -	\$ -	\$ -
Supplies	\$ -	\$ 75.00	\$ 148.00
Awards:			
Travel Awards	\$ -	\$ -	\$ -
Regional Travel Awards (\$1000/award)	\$ -	\$ 2,000.00	\$ -
Regional Experienced Travel Scholarship (\$500/award)	\$ -	\$ 500.00	\$ 500.00
National Travel Awards (\$1,500/award)	\$ -	\$ 1,500.00	\$ 1,500.00
Other Regional Awards (DSA, Chair Recognition)	\$ -	\$ 120.00	\$ -
Other Expenses:			
Technology related costs (Zoom/web domain, Smartsheets, Norton AntiVirus, etc.)	\$ 533.28	\$ 295.00	\$ 227.51
Misc. Website Domain (Bluehost) & maintenance	\$ -	\$ -	\$ -
American Express Credit Card annual membership fee	\$ 75.00	\$ 75.00	\$ 68.75
Postage and Shipping	\$ -	\$ 75.00	\$ -
Supplies General (i.e. computer, software, lanyard, etc.)	\$ -	\$ 200.00	\$ -
Promotional Sales Merchandise:	\$ -	\$ -	\$ -
Education and Scholarship Fund (25% of shirt sales)	\$ -	\$ -	\$ -
Mistaken ACH paid to National	\$ -	\$ -	\$ -
Mistaken ACH paid to Region II	\$ -	\$ -	\$ -
Gifts for Departing Board / Committee Chairs	\$ -	\$ -	\$ 120.00
Accounting Software	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ 1,218.47
Special Initiatives (Please note)			
Services (Please note)	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 1,340.85	\$ 122,265.00	\$ 85,193.08
NET INCOME	\$ 2,960.15	\$ 44,360.00	\$ 18,840.20