



NCURA Region I Spring Meeting

**Business Meeting
Portsmouth, NH**

Wednesday, April 28, 2010

Agenda

- I. Call To Order
- II. Welcoming Remarks
- III. Minutes of the Previous Meeting
- IV. Reports of the Officers
 - a. Chair Elect Report
 - b. Treasurer's Report
- V. Committee Updates
 - a. Awards Committee – Joyce Ferland, Chair
 - b. Site Committee – Stacy Riseman, Chair
 - c. Website Committee – Denise Rouleau, Chair
 - d. Sponsorship Committee – Nuala McGowan, Chair
 - e. Curriculum Committee – Karen Woodward Massey, Chair
 - f. Nominating Committee – Gary Smith, Chair
 - g. Volunteer & Membership Committee – Kris Monahan, Chair
- VI. Unfinished Business
- VII. New Business
- VIII. Adjournment

Awards Committee Update April 19, 2010

Awards Committee Members:

- Joyce Ferland – Brown University – Chair
- Kris Monahan – Wellesley College – (Chair of the Volunteer and Member Committee)
- Eva Faling - Partners Healthcare – (past member)
- Roseann Luongo – Harvard University
- Heather Dominey – Brown University

Please find below a summary of the status of the activities for the Awards Committee:

The awards committee is proud to announce that we have selected two travel award winners for the Spring Meeting in Portsmouth, New Hampshire:

- Lisa Benson – Connecticut Children’s Medical Center
- Anne Faria – Bridgewater State College

We updated the website and send out an email blast announcing the winners.

We revised the rating sheet so it was more in line with the award criteria and eligibility – see below:

Nominee			Position			
Institution			Years in Position / New Position			
Have all the required documents been submitted?		Yes / No	If no - disqualified			
Is the nominee a member of NCURA?		Yes / No	National Awards membership is required / Regional not required			
Has the nominee applied for an award in the past?		Yes / No	If no, continue below. If yes and within 3 years - disqualified			
Items to consider when rating nominations						
Question	Guide	No Score	Low Rating	Med. Rating	High Rating	Score
Financial Need	Is the case made?	0	1	2	3	
Years in Research Administration and/or new position	6 to 18 mos ideal	0	1	2	3	
Benefit to Individual	Is the case made?	0	1	2	3	
Benefit to Institution	Is the case made?	0	1	2	3	
Strength of Letter of Support	Supervisor? Other?	0	1	2	3	
TOTAL						0

We revised the Travel Awards website page to include PRA, FRA and revised the criteria for all National Awards to include that NCURA membership is required. This information has been posted on our website.

A call for nominations for the Pre-Award Research Administration (PRA) Conference, which will be held on July 19-21 in Providence, RI, will go out on April 26th.

Kris Monahan from the Awards Committee will be the Master of Ceremonies at the Recognition Luncheon since Joyce Ferland, Chair of Awards Committee, will not be able to attend the conference. Recognition award winners are as follows:

Distinguished Service Award 2010

- Norman Hebert, Director of International Research Administration – Brown University

Merit Award 2010

- Patrick Fitzgerald, Associate Dean for Research Administration - Harvard University

Outstanding Volunteer Award 2010

- Denise Rouleau, Research Administration Specialist - New England School of Acupuncture

Outstanding New Professional Award 2010

- Estelle Lang, Financial Coordinator – Brown University

Future Tasks for the committee:

- Devise a plan of action to entice people to nominate their colleagues
- Rewriting the Recognition awards
 - o Reconsider asking nominees for curriculum vitae (CV) – Recognition awards
 - o Outstanding New Professional – Rename and revise the criteria
 - o Winners do not need to be at meeting – make clear in the criteria

Joyce H. Ferland
Awards Committee Chair
Brown University



Website Committee Update April 28, 2010

The website committee has been working hard this spring on improvements/additions to the region's website.

We are currently in the process of creating a regional listserv for our members to use to ask questions of other members within Region I. This feature should be available before June, 2010.

Another area we are working on is the creation of an email system to reach non-members with news and information from the region. Many non-members attend RADG meetings as well as the Spring Meeting and we are looking into ways to keep these individuals updated since they currently do not receive the email blasts that members do.

Other areas we are currently working on are:

- Updating historical data on the website
- Adding a sponsorship page to the website – our regional sponsors will have their logo posted on this page which will link to their website
- The addition of an "Achievements" page which will highlight the milestones of our members. A form will be created for members to submit their promotions and other milestones for posting
- The website committee will be working closely with the Volunteer & Membership Committee in the creation of a Volunteer Spotlight page.

If anyone has any suggestions for the website, they are encouraged to contact any of the members of the website committee.

Respectfully Submitted
Denise Rouleau, Chair
Ben Garvin
Estelle Lang
Stacy Riseman
David Waldron

NCURA Region 1 - Sponsorship Committee Update -
Business Meeting April 28th, 2010

#	Company	Type of Sponsorship	Details of Sponsorship	Amount	Method of Payment	Payment Status
1)	Attain	Bronze sponsor	1/2 page add w/ Brochures	\$ 1,000	Cheque	Paid
2)	Baker Tilly	Bronze sponsor	Regional Bus. Meeting Sponsor	\$ 1,000	Amex	Paid
3)	Cayuse Inc.	Bronze sponsor	Bronze Sponsor w/ brochures	\$ 1,300	Cheque	Paid
4)	Click Commerce	Bronze sponsor	Regional Bus. Meeting Sponsor	\$ 1,000	Cheque	Paid
5)	Dana-Farber Cancer Inst.	Bronze sponsor	Regional Bus. Meeting Sponsor	\$ 1,000	MasterCard	Paid
6)	Elservier	Gold Sponsor	Gold Sponsor w/ brochures	\$ 2,000	MasterCard	Paid
7)	Emmanuel College	Website & Event advertising	Website & Event advertising	\$ 1,000	Visa	Paid
8)	Huron Consulting	Platinum - Networking event, Website & brochures.	Promotional Item/ Sunday evening pub entertainment - Website & brochures	\$ 3,000	Cheque	Paid
9)	InfoEd Int'l	Bronze sponsor	Regional Bus. Meeting Sponsor	\$ 1,000	Amex	Paid
10)	Solis Palmyra Resort & Spa	3 - Night getaway Montego Bay, Jamaica	Website Partner	\$ 2,000	Gift Certificate	Certificate received

Total Sponsorship \$\$'s : \$12,300

Curriculum Committee Report

Accomplishments:

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Essentials went off excellently on March 25th. 70 people (final list attached). Sold out. Great evaluations. From the evals (attached) I can tell that we should tweak the slides, removing some of the activities and adding in case studies. Roseann, Eileen, and Estelle were also there helping out and I would love to hear their take on the whole day.

Current Topics-- we're down to about 115 slides. Mary and Pat and I are doing some final tweaking and then we'll be copying and prepping for Sunday April 25. We've also got some case studies we're adding in.

RADGs-- Pat did a great job of securing Huron and the HHS for the first 2 RADGs. The third will be June 2nd-- Pearl O'Rourke/Human Subjects. The fourth will be COGR on September 30th. December is TBD as we get closer. We'll probably send out an eblast 3 weeks before, then 1 week before for each of these.

Suggested Work plan for 2010

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Tweak Essentials and Current Topics

Add new "Boot Camp" workshop?

Come up with generic checklists/timelines for anyone coordinating workshops going forward

Figure out how many more workshops to do...Essentials in August, Current Topics in September?

Create online web evaluation template.

CPE/CPU's?

Web calendar for the Region's activities?

Karen Woodward Massey

Volunteer Membership Committee Report for Spring Meeting

The VMC is in full swing. Below is a summary of the status of the activities we are working on and who on the committee is responsible for each of the activities:

Registration Table at Regional Meeting-Patty Dolan is once again the registration table coordinator for this year's meeting. She had a fairly good group of returning and new volunteers who have volunteered for shifts.

Moderator Coordination Andrea Gordon and Kris Monahan worked to fill slots for moderators for the meeting. There was a strong and enthusiastic volunteer base who volunteered to moderate the sessions. Moderators received *Tips for Moderators* prior to the meeting and are playing an important role at facilitating the sessions.

Newcomer orientation This year we invited a representative from NCURA national office, Myrta Stager, to participate in the Newcomer orientation. Joining Myrta were Kris Monahan, Chair of the VMC and Susan Zipkin, Chair of Region I. Also available for questions were at least one mentor-mentee pair to discuss their experiences in this flagship program. The orientation covers membership benefits for NCURA members, volunteer opportunities, and tips for navigating the meeting.

Newcomer Dinner More experienced members from the NCURA Region I advisory board were mixed at tables with newcomers to facilitate an icebreaker to encourage each person to introduce themselves.

Volunteer Recognition Reception- Will be held on Tuesday April 27th at 4:45-5:45--this is open to all members. All volunteers (reg table, officers, committee members etc) over the past year will receive a "Volunteers Make a Difference Pin" in their welcome package and be asked to wear them at the reception.

Mentor/Mentee Program: Tina Devries, WPI, and Mia Enright, Bridgewater State College, are working on all the details of the mentor/mentee program. They have updated the mentor/mentee application packages which are available at the registration table and redesigning the mentor/mentee end of year survey. The program runs July-April 30th of each year. The regional meeting is the kick off to our application process for the next cohort. Application materials and details regarding the program and its benefits are posted on the NCURA Region I website. The committee will begin actively recruiting mentors and mentees immediately following the Spring meeting and plan to put matches in place by July 1, 2010. The committee will then check in with the matches approximately 6 weeks after pairing to ensure the fit is good.

Mentor/Mentee Reception: A reception for the existing cohort of mentor-mentees is occurring during the meeting. Mentors will receive a small gift of appreciation. Mentees will receive a Certificate of Completion.

Welcome Wagon-Randi Wasik, University of Massachusetts Medical School, is officially serving as the welcome wagon. She has already begun by contacting last month's new and reinstated members and alerting them of upcoming NCURA activities. The chair forwards her the monthly lists of new and reinstated members and she contacts them alerting of the website resources, upcoming activities, and volunteer opportunities.

Dinner Groups-Joyce Niejako of University of Conn. is taking the lead, with support from Randi Wasik, on coordinating the dinner group event on Monday night at the regional meeting.

Upcoming Activities:

Volunteer Lists-Meredith Beard has begun developing the regional list of volunteers of the year. We will have discussions about how best to manage the list and create a list which can be carried forward

from year to year. The committee is also working on developing a timeline by documenting activities the committee completes throughout the year to hand to the incoming committee as a roadmap for the future.

Kris participated in a conference call with VMC coordinators from all 6 NCURA regions to discuss ideas for motivating, recruiting and maintaining volunteers. The national office is soliciting individual or group volunteers who might be featured on the national website. The committee will explore what process will be used to vet potential volunteers at the regional level. The committee will also explore in the coming months the development of a rotating "Volunteer Spotlight" to be featured on the website.

Respectfully submitted,
Kris A. Monahan, Chair of VMC
Meredith Beard, Children's Hospital
Christina Devries, Worcester Polytechnic Institute
Patricia Dolan, University of Massachusetts Medical School
Mia Enright, Bridgewater State College
Andrea Gordon, Wellesley College
Joyce Niejako, University of Connecticut
Randi Wasik, University of Massachusetts Medical School