



AGENDA

Regional Business Meeting – National Meeting Sunday, August 2, 2026 – 2:30PM New York Hilton Midtown, New York, NY

- I. Welcome and Introductions Vanessa Lopez, Chair
- II. Review and Approval of Minutes Michelle German, Secretary
From Region V Business Meeting, October 2025
- III. Review Region V Financial Report Laura Rosales, Treasurer
- IV. National Committee Reports
 - a. Education Scholarship Fund Thomas Spencer
 - b. Report from Board of Directors Katherine Kissmann
 - c. Nominating and Leadership Development Committee (NLDC) Abby Guillory
- V. Poll and Lanyard door prize drawing Sandra Morriesette
- VI. Regional Committee Reports
 - a. Accessibility and Belonging Committee Sandra Morriesette
 - b. Mustang Mentorship Program Committee Leanne Forsberg
 - c. Education (Professional Development Initiative) Vanessa Lopez, Chair
 - d. Awards/Travel Scholarship Committee Liz Kogan, Immediate Past Chair
 - e. Nominations Committee Liz Kogan, Immediate Past Chair
 - f. Publications and Communications Committee Courtney Hoover
 - g. Membership and Hospitality Committee Michelle German
 - h. Volunteer Committee Greg Chu, Chair-Elect Pro-Tem
- VII. Region V Fall 2026 Meeting Vanessa Lopez, Chair
- VIII. Other Business
 - a. Recognition of Outgoing Officers Vanessa Lopez, Chair
 - b. Monday Night Event (August 3rd at 7:00 pm) Liz Kogan, Immediate Past Chair
 - c. Door Prizes Vanessa Lopez, Chair
 - d. Closing Remarks Vanessa Lopez, Chair



MINUTES

Regional Business Meeting – Fall 2025 Meeting

Monday, October 20, 2025 – 11:45AM

Spring Lake Ballroom, San Marcos Conference Center, San Marcos, TX

The Regional Business Meeting of NCURA Region V was held at the Regional Meeting at the Embassy Suites in San Marcos, TX on Monday, October 20, 2025. The meeting was called to order by Liz Kogan at 12:00 PM.

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

Review and Approval of Minutes. Secretary Michelle German presented the minutes from the Region V Meeting that was held in-person in Washington, D.C. in August 2025. Motion by Katherine Kissman to accept minutes as presented. Motion was Seconded by Scott Davis. The minutes from the August 11, 2025 Regional Business Meeting were accepted as presented. There were no objections or people choosing to abstain.

Review and Accept Region V Financial Report. Treasurer Laura Rosales presented the region's financial report reflecting 2024 and the first six months of 2025 (please see attached).

- Financial Report reflecting 2024 and the first six months of 2025 (please see attached)
- Region V hosted our 2024 annual regional meeting at the Omni Hotel, Corpus Christi, TX, on 9/29/2024-10/2/2024, and it was very successful.
- For 2024, the Region had a total revenue of \$122,370.09, with expenses totaling \$113,220.99, for a net income of \$9,149.10. The net income was due to some very hard work from our sponsorship committee. They brought in \$25,000 in sponsorships for the Region, and we had 229 attendees, including presenters at the annual meeting.
- For the first six months of 2025, total income was \$4,647.50, and total expenses were 3,891.39, for a net income of \$756.11. This is typical during the first half of the year as we don't hold our annual meeting until the second half of the year. The majority of our annual revenue and expenses will not be incurred until Fall 2025 when the region will host its annual meeting in San Marcos, TX.
- A final financial report for 2025 will be submitted to the National office by January 31, 2026.
- In April 2025, the Region purchased a six-month, CD in the amount of \$50,000, with an interest rate of 3.39%, to mature on 10/6/2025.
- Our Capital One bank account balances as of 6/30/2025 are as follows: checking account \$46,583.32, savings account \$107,849.39, and certificate of deposit account \$50,284.06. Total funds are \$204,716.77.
- Over this year and the next few years, we are looking at ways to give back to the Region V membership. We are considered a non-profit organization, and National is aware of these large balances. Some of the ways we are looking to give back to the region are in free registrations and other opportunities for our region members.

Regional Committee Reports.

1. Volunteer Committee – Maegan McKerrow, Volunteer Coordinator

- a. Maegan said: As the volunteer coordinator, I've been coordinating with the Region's Executive Committee to organize quite a few volunteer activities for Region V recently. We assembled a fantastic Program Committee to lead the charge in planning and orchestrating the Region Fall 2025 Meeting. Thank you to all of you serving on the Fall 2025 Program Committee. Additionally, you may have signed up for or have already participated in volunteer opportunities at the AM67 meeting and now the regional meeting. We are deeply appreciative of our members' support and the time they spend volunteering for these conferences. Between the two events, we have had approximately 75 individuals fill over 100 volunteer slots. We could not do it without you.

2. Publications and Communications Committee – Courtney Hoover

- a. Courtney thanked the publications, communications and social media committee for all they have done with furthering our social media presence and getting important information out to the membership. Courtney also reminded everyone to make sure they are following Region V on Facebook, Instagram and LinkedIn to stay up-to-date on all the happenings throughout the year.

3. Membership and Hospitality Committee – Michelle German

- a. Michelle thanked the membership and hospitality committee for hosting 3 quarterly new member sessions throughout the year where 129 new members were invited, as well as working to set up dinner groups for everyone at the Regional meeting. Michelle thanked Calan Welder for his help and hard work on the membership and hospitality committee. She noted that if anyone hadn't done so already, to please sign up for a dinner group following the meeting so that reservations could be made.

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

- a. Immediate Past Chair Sheleza Mohamed reported the following:
 - i. In 1983, NCURA Region V honored Quinten S. Mathews by naming the regional travel award after him. Mr. Mathews was a founding member of Region V in the mid-1970s and served as Chair of Region V from 1978-1979. He was employed by The University of Texas at Arlington as the first VP for Research. Mr. Mathews passed away in March 1982 unexpectedly. His legacy in the formation of Region V is still remembered today. Quinten S Mathews Award winner- Lexi King, Program Manager from The University of Texas Medical Branch & Kenzalia Linen, Ph.D., Senior Research Administration Associate, Baylor College of Medicine.
 - ii. NCURA Region V is excited to announce the naming of the Experienced Travel Award, which provides experienced research administrators with an opportunity to travel to the Regional meeting, to the Susan Wyatt Sedwick Travel Award. Dr. Susie Sedwick has served NCURA in many capacities since 1995, including both Regional and National positions. She served on the national board from 2008-2009, and as Region V Chair in 2007. Her service to research administration includes FDP chair, COGR Board of Directors, NSF Advisory Committee, and she has written more than 20 articles and 3 book chapters related to research administration. Dr. Sedwick has faculty appointments to John Hopkins Research Administration Program, The University of Texas at Austin Department of Educational Administration, Rush University, and the University of Oklahoma. Considered a subject matter expert on research security, export controls, human capital development, and strategic planning, she is frequently asked to speak at national meetings for many organizations. Her passion to educate the next generation of research administration is evident by her long list of lectures, presentations, workshop presentations, and service to both NCURA and SRAI. Dr. Sedwick received the NCURA DSA award in 2012 and Region V DSA in 2014. We are pleased to name this award after an individual who has made it such a mission to continue the field's advancement. 2025 Susan Wyatt Sedwick Travel recipient - Jamie Westmoreland, CRA, Associate Director, Sponsored Programs CEAT Oklahoma State University

- iii. The winner of the 2024 Mustang Mentoring Program Alumni Travel Award is Maria Machuca.
- iv. 2025 Distinguished Service Award will be presented at the awards ceremony tomorrow by NCURA Region V Leadership.

5. Nominations Committee and Election Results - Sheleza Mohamed

- a. Earlier this summer my nominations committee was formed. This year we filled 4 spots: Chair Elect, Treasure Elect, At Large Member, and National Board
My committee is co-chaired by my esteemed colleague Scott Davis of Oklahoma University Health Science Center with members include:
 - Katherine Kissmann, Texas A&M
 - Susan Hurley, Sam Houston State University
 - Ali Ibarhimov Texas A&M University-Corpus ChristiFinal election announcement will be made by Liz and Vanessa.

6. Mustang Mentoring Program Committee –Katherine Kissman

- a. The Mustang Mentoring Program (MMP) is adapted from the NCURA Leadership Development Institute (LDI) and is designed to provide educational and professional leadership development skills of the MMP participant and to create a pipeline of individuals to serve as volunteers and to grow into leadership positions within Region V. 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. This year we had 5 pairs of mentors and mentees who participated in the program. The 2025 MMP mentees will complete the requirements of their year-long program this afternoon with the presentation of their Leadership Projects. We invite you to attend these presentations in support of their hard work and dedication. Each participant will summarize a project they developed and implemented – guided by their mentors – to drive change within their institutions. These projects aim to positively impact their organizations and contribute to their professional growth within the field of research administration. Please join us in recognizing and celebrating their accomplishments by attending the MMP presentation sessions.
- c. If you are interested in applying as a mentee for the 2026 Cohort, be on the lookout for an eblast announcing the applications which will open at the end of October. We will also be announcing applications for mentor opportunities and for new MMP Committee members, as well. We welcome you to stop by the MMP table for additional information about the program throughout the meeting.

7. Accessibility and Belonging Committee - Mona Bisase

- a. Mona reported that over the past year, our group has experienced remarkable growth—transitioning from an initiative into a fully established committee. This transformation is more than a name change; it reflects an expansion of our scope, accountability, and ability to serve Region V members more effectively.
- b. With this evolution, we’ve reaffirmed and strengthened our commitment to accessibility for all Region V members. Our focus is on removing barriers—physical, technological, and informational—to ensure equitable participation in our programs, resources, and events. This includes continuous evaluation of conference venues, materials, and communications, along with proactive outreach to members whose needs may have previously gone unaddressed.
- c. The move from an initiative to a standing committee underscores Region V’s recognition that accessibility is not a temporary endeavor but a core organizational priority. We’re excited to build on this momentum, collaborate across committees, and continue making Region V a more inclusive and welcoming community for every member.

- i. **Special thanks to Greg Chu for assisting with dietary requests and to Patricia Foster for coordinating accessibility for this meeting.**
- d. If you're interested in joining or supporting the committee's efforts, please reach out—I'd love to connect.

National Committee Reports.

8. Report from the Board of Directors – Thomas Spencer

a. Membership Update:

As of the 2025 Annual Meeting in Washington, D.C., NCURA membership has surpassed **9,500 members worldwide** — a milestone worth celebrating

b. NCURA's 3rd AI Symposium (Fall 2025, Washington, D.C.)

took place the day before AM and focused on how AI is transforming the research award lifecycle — from proposal development through post-award administration — and featured panels on governance, ethics, institutional AI adoption, prompt engineering, and separating hype from reality.

c. Reimagining Community Summit (Sept. 8–10, 2025)

NCURA continues to evolve with intention in a rapidly changing world. The Reimagining Community Summit brought together regional and national leaders to shape what community means for the future of NCURA. The conversation centered on one truth: our strength lies in connection, relevance, and shared purpose. Together, we're designing a more inclusive, responsive, and forward-looking organization — one that meets members where they are and moves us forward, together.

d. Key Focus Areas Emerging from the Summit:

- I. **Membership:** Expand engagement earlier in the career pipeline, especially with students. Review dues structures, strengthen mentoring, volunteer recognition, and the campus liaison network.
- II. **Regional Structure:** Reimagine regional roles to focus on programming and mentorship, while consolidating administration, sponsorship, and policy functions nationally for greater efficiency.
- III. **Communication:** Modernize our platforms and strengthen storytelling — through social media, clearer value messaging, and potential faculty/PI advisory input.
- IV. **Resources:** Build centralized AI-driven tools and repositories for templates, policies, and guidance accessible across the research administration community.
- V. **Education:** Grow learning pathways through "NCURA University," offering interactive virtual courses, zone events, executive roundtables, and new skills-based opportunities.

e. NCURA Magazine

- I. Published six times a year, *NCURA Magazine* continues to set the bar with timely insights on management, leadership, and federal policy — written by members and external thought leaders alike. Every issue now includes updates from the Executive Committee to ensure transparency and open communication with our membership.

f. Highlights from Recent Board Updates:

- I. **Bridge Fund Initiative:** Thanks to a generous gift from Dr. Andrea Hollingsworth — our 2025 Pre-Award Compassionate Leadership keynote — and a matching contribution from NCURA, the *Bridge Fund* now provides direct support to research administrators navigating job transitions amid federal funding cuts.
- II. **Open Access Webinars:** Free webinars addressing federal budget challenges are now available monthly to the full research community.
- III. **Career Center Access:** The NCURA Career Center opens to all research professionals during the first week of each month.
- IV. **Collaborate Community Expansion:** A new open forum has launched for discussions on the shifting federal research landscape.

g. Upcoming Conferences

- I. **FRA/PRA 2026 – San Juan, Puerto Rico**
Mark your calendars!

- a. **FRA:** March 19–20, 2026
- b. **Workshops:** March 21
- c. **PRA:** March 22–23
- h. **Annual Meeting 68 (AM68)**
For the first time, NCURA's Annual Meeting will be held outside Washington, D.C.
 - I. **When:** August 1–4, 2026 (Saturday–Tuesday)
 - II. **Where:** **New York Hilton Midtown, New York City**
Proposal calls will open soon — whether you're a returning presenter or thinking about your first session, your voice and experience matter.
- i. **Professional Development**
NCURA's Education Scholarship Fund, established in 2011 to support members pursuing a master's in research administration, was expanded in 2025 to include scholarships for undergraduate degrees, certificate programs, and CRA certification.
- I. **AM 67 Update**
Raffle Donations - \$1,290
Donations - \$785
Silent Art Auction - \$265

Total fundraised = \$2,340

- j. **Traveling Workshops & Webinars**
NCURA continues to deliver rich professional learning through in-person and virtual formats.
Topics include:
 - I. Fundamentals of Sponsored Projects Administration
 - II. Advanced/Financial Research Administration
 - III. Departmental Research Administration
 - IV. Contract Negotiation & Administration
 - V. Visit **NCURA's Education tab** for details and registration.
- k. **Collaborate NCURA**
Our online networking hub continues to strengthen community ties and professional collaboration. Members can connect, share resources, and exchange ideas seamlessly across the platform.
- l. **Publications**
Explore NCURA's expanding library — from the *Uniform Guidance Desk Reference* and *Sponsored Research Administration Guide* to the beloved children's book, *The Best Job of All*.
- m. **Recognition and Gratitude**
We extend our appreciation to the **Board of Directors, Standing Committees**, and all members who dedicate their time and expertise to NCURA's mission.
Please also recognize your **regional representatives** and the **NCURA National staff** attending your meeting — they embody our commitment to connection and collaboration.

9. Nominating and Leadership Development Committee (NLDC) – Thomas Spencer

- a. Thomas Spencer on behalf of Katie Plum mentioned that Katie was rolling off and we would know more information soon.

10. Select Committee on Diversity, Equity, and Inclusion (SCDEI) –

- a. No updates

Future Region V Meetings.

11. Fall Meeting 2026 – Vanessa Lopez, Chair Elect

- a. Vanessa invited the membership to join her for a transformative experience at the **Region V Fall Meeting**, happening **November 1–4, 2026**, at the Dallas/Fort Worth Airport Marriott Hotel in Irving, Texas.

- b. Thanks to *the Power of Y'all*, we're **Soaring to New Heights** — by investing in what matters most: *you*, our members. Next year, we will double down on **professional development**, creating a dynamic space where you will grow your skills, gain fresh insights, and return to your organization with tools that make a meaningful impact.
- c. Whether you aim to expand your leadership potential, explore innovative practices, or simply recharge alongside colleagues who understand your journey, Region V will be your launchpad. Our professional development opportunities will be intentionally designed to support **every stage** of your career — from emerging professionals to seasoned leaders.
- d. Just as importantly, we will strengthen our **sense of community**. Region V has always been rooted in relationships — and when we fully engage as members, we don't just elevate ourselves, we help shape the future of our profession.
- e. There will be plenty of ways to get involved with the 2026 meeting. Visit the website, book your hotel room—the reservation link is now live! Sign-up to volunteer with the many opportunities available in 2026 and submit your ideas for presentation topics.
- f. So come connect, learn, and lead with us. Join the movement. Be part of the momentum. And let's soar — together — into an inspiring future.
- g. Together, we'll elevate Region V to new heights — one connection, one conversation, one breakthrough at a time.
- h. **A special thank you to Sheleza Mohamad, Region V Immediate Past Chair and the Hotel Site Selection Committee!**
- i. **We can't wait to soar to new heights with you next November 2026 in Irving Texas!**

Other Business.

- a. **Recognition of Program Committee and Outgoing Officers – Liz Kogan**
 - i. Liz recognized and thanked both the Program Committee and Sheleza Mohamed as the outgoing Immediate Past Chair.
- b. **Door Prizes – Vanessa Lopez**
 - i. (\$25 Amazon Gift Card) – Erin Shenkir, Texas A&M Research Foundation
 - ii. (\$25 Amazon Gift Card) – Jill Coronado, Texas Tech University
 - iii. (\$25 Amazon Gift Card) – Shawna Lemon, Texas Women's University
 - iv. (\$25 Amazon Gift Card) –Kassaundra Nesbitt, Texas State University
- c. **Closing Remarks –Liz Kogan**
 - i. The meeting was adjourned at 12:52 AM by Liz Kogan.

National Council of University Research Administrators

Statement of Activities

NCURA

6/30/2026

Prepared By: Laura Rosales

Submitted: 7/10/2026

****ONLY REVENUE IS TO BE MANUALLY ENTERED ON THIS STATEMENT****

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

Examples of Deferred Revenues: sponsorships for following year meeting, any registrations received for future events, etc.

	Actual	Approved	Previous	Notes
	YTD	Budget	YTD	
	6/30/2026	2026	2025	
REVENUES				
Regional Meetings				
Spring/Fall Meeting Registrations		\$ 89,250.00		
Spring/Fall Meeting Registration Memberships to Natl		\$ -		
Spring/Fall Meeting Offsite Event Guest Fees		\$ (18,445.00)		
Traveling Workshops		\$ 4,025.00		
Sponsorship / Vendor Support	\$ 2,000.00	\$ 12,000.00		
Joint Regional Meeting (Please list below, if any)				
Meeting Registrations		\$ -		
Sponsorship / Vendor Support		\$ -		
Pass Through To 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	\$ 4,510.00	\$ 4,500.00		
Membership Dues Regional Allocation		\$ -		
Membership dues sent to region		\$ 500.00		
Investment and Bank Interest				
Investment Portfolio gain/(loss) - Realized		\$ -		
Investment Portfolio gain/(loss) - Unrealized		\$ -		
Investment Interest/Dividends		\$ -		
Bank Interest/Earnings Credit		\$ -		
Other Bank Deposit (Fee Reversal)		\$ -		
TOTAL REVENUES	\$ 6,510.00	\$ 91,830.00	\$ -	
Refunds (If any, please list below with descriptions)				
Spring/Fall Meeting Refunds		\$ -		
Workshops Refunds		\$ -		
TOTAL REFUND(S)	\$ -	\$ -	\$ -	
TOTAL REVENUES (NET REFUNDS)	\$ 6,510.00	\$ 91,830.00	\$ -	
EXPENSES				
Regional Meeting				
Supplies		\$ 1,500.00		
Services (AV and other)		\$ 30,000.00		
Postage		\$ 150.00		
Printing		\$ 300.00		
Off Site Event (with F&B)		\$ 4,000.00		
Keynote Speaker		\$ 2,000.00		
Hotel Arrangements		\$ 60,000.00		
NCURA App		\$ 1,500.00		
Credit Card Fees		\$ 3,000.00		
Cancellation Fees		\$ 200.00		
Additional Exp. #1 - Accessibility Services		\$ 4,000.00		

National Council of University Research Administrators

Statement of Activities

NCURA

6/30/2026

Prepared By: Laura Rosales

Submitted: 7/10/2026

****ONLY REVENUE IS TO BE MANUALLY ENTERED ON THIS STATEMENT****

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

Examples of Deferred Revenues: sponsorships for following year meeting, any registrations received for future events, etc.

	Actual YTD 6/30/2026	Approved Budget 2026	Previous YTD 2025	Notes
Additional Exp. #2 - Travel-Pre-meeting visit to hotel (Pre-con Meeting)	\$ 925.72	\$ 1,500.00		
Additional Exp. #3 - Tranquility Room/Co-Working Space		\$ 1,000.00		
Additional Exp. #4 - Change to Exp. Name		\$ -		
Additional Exp. #5 - Change to Exp. Name		\$ -		
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 Retreat	\$ 2,930.53	\$ 2,858.00		
Awards Committee		\$ -		
Communication Committee		\$ -		
Volunteer & Membership Committee		\$ -		
Professional Development Committee-MMP	\$ 166.05	\$ 1,800.00		
Program Committee		\$ -		
Site Selection Committee		\$ 2,000.00		
Ending Term - Board and Committees Gifts		\$ 2,000.00		
Postage Committees		\$ -		
Deposit for Future Meeting		\$ 3,000.00		
Swag for Future Meeting		\$ 600.00		
Officers attend regional retreat		\$ -		
Annual Meeting Expenses:				
Hotel Arrangements (Hospitality Suite)		\$ 5,000.00		
Printing		\$ 100.00		
Supplies		\$ 100.00		
Business Meeting - Event		\$ -		
Annual Meeting Get Together		\$ -		
Services (shipping/postage)		\$ 100.00		
Additional Event at AM #2		\$ -		
Additional Event at AM #3		\$ -		
Awards:				
Regional Travel Awards		\$ 5,000.00		
Annual Meeting Travel Awards		\$ 2,000.00		
Plaques and Awards (supplies)		\$ 400.00		
Other Expenses:				
Bank fees (incl Investment Account)		\$ -		
Regional AV Supplies		\$ -		

National Council of University Research Administrators

Statement of Activities

NCURA

6/30/2026

Prepared By: Laura Rosales

Submitted: 7/10/2026

****ONLY REVENUE IS TO BE MANUALLY ENTERED ON THIS STATEMENT****

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

Examples of Deferred Revenues: sponsorships for following year meeting, any registrations received for future events, etc.

	Actual	Approved	Previous	Notes
	YTD	Budget	YTD	
	6/30/2026	2026	2025	
AMEX annual fee	\$ 55.00	\$ 75.00		
Pins & Lanyards - Supplies		\$ -		
Accounting Softwares	\$ 1,784.50	\$ 8,000.00		
Supplies		\$ 200.00		
Printing & Promotional		\$ -		
NCURA National and Regional Leadership Convention		\$ -		
Miscellaneous (must be less than \$100.00)		\$ -		
Additonal - postage and shipping		\$ -		
Additonal - educational scholarship fund		\$ 200.00		
Additonal - gifts for departing board/committee chairs/keynote speaker and professional development honorarium		\$ 1,500.00		
Special Initiatives (Please note)				
Special Initiative #1 Unexpected costs (summit, app charges, lanyards, AM exps, etc.)	\$ 313.99	\$ 3,000.00		
Special Initiative #2 (Please note)		\$ -		
Special Initiative #3 (Please note)		\$ -		
TOTAL EXPENSES	\$ 6,175.79	\$ 147,083.00	\$ -	
NET INCOME	\$ 334.21	\$ (55,253.00)	\$ -	