



AGENDA

Region V Fall 2026 Business Meeting Monday, November 2, 2026 – 12:30 PM - 1:45 PM, Salon EF, Dallas/Fort Worth Airport Marriott, Irving, TX

- I. Welcome and Introductions - Vanessa Lopez, Region V Chair
- II. Review and Approval of Minutes from Region V Business Meeting, August 2026- Michelle German, Region V Secretary
- III. Review and Accept Region V Financial Report - Laura Rosales, Region V Treasurer
- IV. Chair Report – Vanessa Lopez, Region V Chair
- V. National Committee Reports
 - a. Report from Board of Directors - Katherine Kissmann, Board Representative
 - b. Nominating & Leadership Development Committee (N&LDC) – No Updates
 - c. Education Scholarship Fund – Mona Bisase, Representative
- VI. Regional Committee Reports
 - a. Program Committee for Fall 2026 Meeting - Vanessa Lopez, Region V Chair
 - b. Awards/Travel Scholarship Committee - Liz Kogan, Region V Immediate Past Chair
 - c. Nominations Committee and Election Results - Liz Kogan, Region V Immediate Past Chair
 - d. Site Selection Committee - Lizette Gonzales, Region V Chair-Elect
 - e. Other Committees - Greg Chu, Region V Chair-Elect Pro-Tem
 - f. Volunteer Committee - Maegan McKerrow, Volunteer Coordinator
 - g. Accessibility and Belonging Committee - Sandra Morriesette, Committee Chair
 - h. Membership and Hospitality Committee - Calan Welder, Committee Chair
 - i. Mustang Mentoring Program - LeAnn Forsberg, Committee Chair
 - j. Professional Development Committee – Robyn Remotigue, Committee Chair
 - k. Publications and Communications Committee - Courtney Hoover, Committee Chair
- VII. Other Business - Vanessa Lopez, Region V Chair
 - a. Recognition of Volunteers
 - b. Closing Remarks



MINUTES

Regional Business Meeting – Annual Meeting Sunday, August 2, 2026 – 2:30 PM New York City, NY

The Regional Business Meeting of NCURA Region V was held at the NCURA National Meeting at the New York Hilton Midtown in New York City on Sunday, August 2, 2026. The meeting was called to order by Vanessa Lopez at 2:30 PM.

Welcome and Introductions. Chair Vanessa Lopez welcomed everyone and discussed ways the Region is meeting the goals of elevating educational opportunities and engaging membership. She also thanked all of Region V's Volunteers.

Review and Approval of Minutes. Secretary Michelle German presented the minutes from the Region V Meeting that was held in San Marcos, Texas in October 2025. There was a Motion by Scott Davis to accept the minutes as presented. The motion was seconded by Thomas Spencer. The minutes from the October 20, 2025, Regional Business Meeting were accepted as presented.

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

- Financial Report reflecting 2025 (please see attached)
- For 2025, the Region had a total revenue of \$98,222.61, with expenses totaling \$163,641.44, for a net loss of \$65,418.83. The net loss was due to increased hotel costs and the officers purposefully giving back to the membership in terms of travel funds, meeting registrations and other educational opportunities to ensure we weren't making a profit. The region brought in \$23,500 in sponsorships, and we had approximately 200 attendees at the regional meeting in San Marcos.
- A final financial report for 2026 will be submitted to the National office by January 31, 2027.
- As of April 10, 2026, the Region had a CD balance of \$50,000, with an interest rate of 3.39%, that matured and was closed out into our savings account.
- Our Capital One bank account balance as of 6/30/2026 are as follows: checking account \$25,873.48, savings account \$111,834.41. Total funds are \$137,707.89.
- Over this year and the next few years, we will continue looking at ways to give back to 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 registration and other educational opportunities for our region members.

National Committee Reports.

Education Scholarship Fund – Thomas Spencer

- NCURA offers scholarships through the Scholarship Fund that was established in 2011 to honor Jerry Fife and his commitment to education and professional development in the research administration community.
- The fund was originally established to support members of the research administration community interested in pursuing a master's degree in research administration.
- Thanks to the generosity of NCURA's membership, the fund passed its original goal of \$100,000 in 2017.

- The NCURA board realized in 2025 that a master's degree is not the only way to develop in research administration and voted to expand beyond the original purpose and now the fund supports 4 educational pathways:
 - Master's degrees
 - CRA Certification
 - Certificate Programs
 - Undergraduate Education in research administration
- For the current funding cycle NCURA is awarding \$5,000 divided into
 - A \$2500 award for master's degree
 - A certificate program for up to \$1,000
 - A CRA scholarship for up to \$1,000
 - One undergrad scholarship for up to \$500
- Be on the lookout for these scholarships.
- NCURA continues to invest in you as much as you are investing in them.

Report from the Board of Directors – Katherine Kissman

- Katherine presented general NCURA updates from the Board:
- NCURA Magazine
 - Bimonthly digital publication is available to all members.
 - Every issue includes a Board of Directors update written by the Executive Committee—keeps members updated and promotes transparency.
 - The new members that were selected for the editorial board for the NCURA magazine will be included in the update in the next magazine.
- Recent Board Updates
 - The lifecycle of the certificate program is being reviewed. 173 participants were welcomed, surpassing the original goal. Learners have given consistently good feedback and said they had a very positive experience. The program committee is looking at additional enhancements for the platform. There is additional information available on the website. NCURA.edu/lifecycle
 - Data from the reimagining survey has been collected and is going through detailed analysis. It will be shared with membership and will serve as a foundational tool for upcoming strategic planning.
 - The Young Professionals program continues to expand and is dedicated to fostering the success and growth of the next generation of research administrators. The program supports apprenticeship memberships and free student affiliate memberships for apprentices and student workers.
- NCURA Business Meeting
 - Katherine encouraged everyone to attend the annual business meeting on Tuesday morning at 7:30. Election results will be provided at that meeting as well as future strategic development and direction.
- Next Board Meeting
 - Scheduled for early October 2026 in Arizona.
 - Topics: member engagement, strategic planning, and organizational assessment.
- FRA/PRA 2027 Annual Conference
 - Set for New Orleans. Conference dates are March 15th through the 16th. FRA workshop day will be March 17 and March 18 through 19 will be PRA.
 - Planning is underway, and the call for session proposals is open until August 12, 2026.
- Professional Development
 - Traveling workshops (in-person & virtual) cover:
 - 10/14/26-10/16/26 in Las Vegas
 - Fundamentals (Level1)

- Sponsored Projects Administration (Level II)
- Research Security and Export Controls
- 9/2/26 -NCURA Webinar on the art of resubmitting proposals
- 9/14/26 NCURA Webinar on Research Security 101
- The NCURA Podcast Series is delivered to your inbox every week. It's designed to fit into your schedule and includes deep dives into complex management issues.

Nominating and Leadership Development Committee (NLDC) – Abby Guillory

- Abby shared the purpose and activities of the NLDC committee
- 2026 Elections cycle – VP, At Large positions
- 2026 Recognition and travel awards were announced including the Distinguished Service Award given to Thomas Spencer of UTRGV in recognition of the years of service he has provided to the region and NCURA as a whole.
- David Schultz from the University of Houston was also recognized with the Distinguished Educator designation
- Executive Leadership Program continues to be one of the premier leadership development experiences – 2026 grads, 2027 cohort applications coming soon!
- 2027 Elections cycle will include elections for all positions!
- Streamlined, standardized, clarified all nomination materials, rubrics
- Operationalization of INORMS award, global fellowships into N&LDC
- NLDC committee was proud to contribute to the development and launch of the Leadership Certificate program

Regional Committee Reports.

Accessibility and Belonging Committee - Sandra Morriesette

- Sandra shared that the ABC committee is focusing on creating a safe space where individuals can feel comfortable about disclosing things that would allow them to fit into the NCURA and region V community and obtain some of the wealth of information that is being presented and given at the conferences.
- Some of the accomplishments of the committee this year have been developing guiding principles behind the scenes, reviewing eye friendly fonts and schemes, and developing tips and tricks for presenters. This helps presenters avoid things they often don't think about as it relates to accommodating accessibility.
- ABC is also working with the dietary and special accommodations groups to support members in the region and ensure that needs are met.
- ABC is finalizing the ASL vendor for the regional meeting.
- The ABC website is in progress and should be up and running soon.
- There are postcards with a QR code with more information about the ABC committee. If you are interested in joining or have questions, reach out to Sandra.

Mustang Mentoring Program Committee – Robyn Remotigue

- Robyn shared that the 6th cohort of the MMP is in full swing with half of our curriculum and guest speakers completed.
- The Mentees and Mentors have been doing a brilliant job understanding and applying the 5 Leadership Practices during our monthly meetings and reflections questions.
- We are working on ensuring the MMP cohort is prepared for their leadership presentation and graduation at the upcoming regional meeting, and we are exploring holding an MMP Alumni gathering at the regional meeting.
- We are working to ensure the rollout and recruitment for the 2027 cohort of mentees, mentors and program committee members is live at the regional meeting. There is an outstanding website with all the information you need to join this wonderful program.

Education (Professional Development Initiative) – Vanessa Lopez, Robyn Remotigue

- Vanessa shared that the PDI was voted on last fall and initiated in January to ensure everyone is aware of the educational opportunities at both the national and regional level. There are 4 components.
 - Robyn discussed the advisory panel and reported NCURA Region V's Professional Development Initiative (PDI) advances a comprehensive, member-centered, and sustainable approach to professional development. As Chair of the Professional Development Initiative, I have had the privilege of working with an outstanding Advisory Panel and dedicated volunteers to provide strategic leadership for professional development across Region V. Our focus continues to be on identifying emerging educational needs, recruiting outstanding speakers, and delivering high-quality, member-centered programming through both our virtual education series and the annual Region V meeting. We are also committed to engaging newer research administrators, encouraging first-time presenters, and building a sustainable pipeline of educational opportunities that supports members at every stage of their careers while advancing the mission of Region V and NCURA.
 - Vanessa discussed virtual education
 - Region V has hosted 6 virtual education opportunities to date
 - The next one is September 9th with Courtney Swaney
 - We also hosted a free workshop in June that was a big success.
 - The know before you go presentation was well received as well preparing members for the trip to NYC.
 - Angel Mazzolini is the chair of the education program this is part of the fall meeting
 - The meeting app coordinator is also part of the PDI led by Ketty Eppersmith who is doing a wonderful job getting things ready for the regional meeting.

Travel/Awards Committee – Liz Kogan, Immediate Past Chair

- Liz shared that the committee helps to support all the travel award applications and selection from the region as well as the Distinguished Service Award.
- The National Travel Award was named in honor of Joan Howeth in 2011. A devoted NCURA member since 1995, she served in key leadership roles including Chair and was the recipient of the Distinguished Service Award in 2005. Joan was known for her tireless volunteerism, welcoming spirit and ability to bring people together. She played a pivotal role in building our community and inspiring others to get involved in her memory. This award supports Region V members in pursuing the same script, engagement and service that Joan Championed.
- This year's award winner is Miss Cynthia Xin Yu from UTRGV
- Laura Valdez also from UTRGV won the national NCURA Catherine Taylor-Core Travel award
- The Regional awards will be released after the National meeting to reduce confusion with the national travel awards.
 - The Quinton S Matthews Regional travel award is for newer research administrators traveling in Irving, TX in November
 - The Susan W. Sedgwick Experienced Administrator award will also be for more experienced administrators to travel to the regional meeting in Irving.

Nomination Committee – Liz Kogan, Immediate Past Chair

- Liz mentioned that the Nomination Committee will be opening announced elections soon. Please put your nominees in for those roles.
 - Chair Elect
 - At Large member
 - Secretary

Publications and Communications Committee – Courtney Hoover

- Courtney discussed all the available social media pages including the new internal Facebook group, the public Facebook page, the new LinkedIn page and the Instagram page.
- She thanked the committee for their work this year and invited the region to follow and interact in a way that works for them.
- Courtney reminded the membership to take Mustang Sally on their NYC adventures and post them in the internal group. We can't wait to see your posts!

Membership and Hospitality Committee – Michelle German. Secretary

- In 2026, the Region V Membership and Hospitality Committee increased member engagement through strategic outreach initiatives.
 - There have been over 122 new members this year so far.
- The Committee has coordinated and produced 2 new member welcome orientations to familiarize new members with their NCURA benefits and opportunities at the regional and national levels, and to encourage new member participation in volunteer opportunities.
- There will be another New Member Welcome in September.
- Our new members will also be celebrated at a new member breakfast at the Region V fall meeting 2026, coordinated by the fall meeting programming committee and facilitated by the Membership and Hospitality Committee.
- The Committee also helped coordinate a Region V know before you go discussion that was well received.

Volunteer Committee – Greg Chu, Chair-Elect Pro-Tem

- Greg thanked everyone who volunteered in any capacity and reminded everyone that we are an organization of volunteers. He shared some of the duties that the volunteer coordinator, currently Maegan McKerrow, performs. Greg mentioned that we are looking for a new volunteer coordinator for next year and Maegan has offered to help the next coordinator.
- Greg also mentioned the history document that is being worked on by Greg Chu, Thomas Spencer, and James Hayward and will eventually be put on the website documenting volunteers and award winners from years past.

Region V Fall Meeting.

- **Fall Meeting 2026 – Vanessa Lopez, Chair**
 - Vanessa reminded everyone that the Region V Fall meeting will take place November 1st through November 3rd in Irving, Texas at the Dallas Fort Worth Airport, Marriott Hotel. Membership is not required to attend the meeting.
 - The sponsorship committee, led by Aubrey Vinklarek, has worked very hard and already secured sponsorships totaling \$19,000.
 - We are very grateful and appreciative to our sponsors who support us including Attain partners, Texas Christian University, Texas A & M university VPR, Texas Tech University, University of Texas at Dallas, University of Houston, University of North Texas Health, UNT health College of Nursing, University of Texas at Austin, UT Rio Grande Valley.
 - There are more opportunities to sponsor and if you know of anyone who is interested, please reach out to NCURARegionV@gmail.com.
 - Our education program, the committee has been working tirelessly to put the schedule together. The call for proposals closed in early May and we have already been finalizing the program.
 - We're very excited to welcome as our opening keynote, Dr Rachel Mercy of SMU.
 - Our closing keynote is Dr Rashonda Harris of Purple Sheep Consulting.
 - We are also fortunate to have a distinguished speaker, Gil Tran, of Attain partners.
 - The Entertainment Committee, led by Sarah Romack, has been working hard to put together some fun entertainment options, so stay tuned for more details about that.

- Vanessa reminded everyone that Registration is open for the Fall Meeting and hotel reservations can be made. She also mentioned there would be seven workshops.

Other Business.

- **Recognition of Outgoing Officers – Vanessa Lopez, Chair**
 - Vanessa thanked outgoing officers for all their contributions to the region.
 - Liz Kogan, Immediate Past Chair
 - Michelle German, Secretary
 - Laura Rosales, Treasurer
 - Vanessa also thanked Greg Chu for his additional work as chair elect, pro-tem while Lizette Gonzalez, Chair Elect was on leave.
- **Monday August 3rd Event – Phantom of the Opera**
 - Liz reminded everyone to attend the Monday night event and wear their masks.
- **Door Prizes**
 - Amazon Gift Card Winners
 - Jerod Kersey – OU Health Sciences Center
 - Haley Perko Salinas – University of Texas
 - Polaroid Winner
 - Courtney Hoover – Midwestern State University
- **Closing Remarks - Vanessa Lopez, Chair**
 - Vanessa reminded everyone to attend the regional meeting in Irving and that there are details available on the website.

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)	\$ -	