

## REGIONAL RESEARCH ADMINISTRATORS AND GRANT WRITERS

### MINUTES September 30, 2004

The first semi-annual meeting was held on the campus of Southwestern Oklahoma State University in Room 201 of the Thomas P. Stafford Building. The meeting was called to order at 10:00 a.m. by C. J. Vires (ECU), Acting Chair. The following members were present: Anita Blankenship (SWOSU), Leah Anne Brooks (SOSU), Lloyd Dawe (Cameron), Kate Felzien (NSU), Cynthia Foust (SWOSU), Linda Garrett (UCO), and Linda Mason (OSRHE).

1. Dr. Cynthia Foust, Assistant Vice President for Academic Affairs and Research Administration at Southwestern Oklahoma State University welcomed the members.
2. Old Business:
  - a) Regents Matching Grant: Mason informed the members that she has recommended to the Chancellor that the Match Program to the Regionals be reinstated. The organization was in agreement that a letter should be sent to the Chancellor from the organization endorsing reinstatement of the Match Program to the Regionals and calling to his attention that the organization has officially been formed.
  - b) Grant Writing Expertise: Brooks addressed the members. She pointed out that there are more avenues to follow than foundations, such as collaborations through private fundraising. A company or an individual could provide the match support for a proposal. It was suggested that membership as a group to funding resources be considered. Mason has initiated negotiating with resource groups for a flat rate for the state universities.
  - c) Collaboration: The members agreed that they have a common need. Brooks suggested that the organization work on a single project that would impact the private sector. Consequently, get their support. The organization also needs to get their message to foundations. Garrett suggested that the group collaborate on a major funding opportunity. There is a need to build a relationship with private organizations, foundations, and communities. The organization needs to explore a means to obtain seed money. Garrett believes that you have to build a relationship within a few foundations and that will result in match support for a main grant.

Dawe recommended that Dr. Rao, Chairperson, Council on Research for Regional Universities, be contacted as to how this organization will dovetail with the council and it needs to be determined how this group can work with the council. Dawe will be the organization's contact since he serves as a member of the council.

3. New Business:

- a) Determination of Officers: It was determined that the officers should consist of a chair and a secretary. The officers will serve a one-year term running October through September. For this term, C. J. Vires was elected to serve as chair and Anita Blankenship was elected to serve as secretary.
- b) Organization Name: Dawe asked that the members send him suggestions in order to come up with a name for the organization.
- c) Web Site: It was the consensus of the group that a web site should to be developed for the organization. There will probably need to be a log-in system to access the site. Mason will provide the web services through the OSRHE web site.
- d) News and Events: The members gave an overview of their individual positions and office operations at their universities. They also reported on activities around their campuses. Mason pointed out that in her position she is there to service the universities.

The Spring 2005 meeting will be held Thursday, March 3, 2005, from 10:00 am until 2:00 pm on the campus of Northeastern Oklahoma State University. Additional details will be provided at a later date. Southeastern Oklahoma State University will host the Fall 2005 meeting.

The members adjourned at noon for lunch and a tour of the General Thomas P. Stafford Air and Space Museum.

*Anita Blankenship*  
Recording Secretary