

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
NATIONAL ORGANIZATION OF RESEARCH DEVELOPMENT PROFESSIONALS**

Tuesday, August 28, 2018

President Karen Eck called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:34 pm Central on August 28, 2018.

The following Directors were present at the meeting: Jan Abramson, Jeff Agnoli, Kathy Cataneo, Rachel Dresbeck, Kellie Dyslin, Karen Eck, Kimberly Eck, Karen Fletcher, Jennifer Lyon Gardner, Jerilyn Hansen, Dave Stone, Paul Tuttle, Etta Ward, Kari Whittenberger-Keith. The following Directors were absent: Jill Jividen.

Approval of Draft July 31, 2018 Board Meeting Minutes – Karen Eck

- Cataneo moved (seconded by Fletcher) to approve the minutes as amended. The motion passed with one abstention (Kellie Dyslin).

Discussion: Extending Duration of the 2019 Conference – Whittenberger-Keith/Abramson

- Space constraints at the 2019 conference site (Providence, RI) limit workshop duration to 4 hours, rather than 6 hours
- Last year ~25% of attendees participated in a pre-conference workshop.
- Conference organizers are proposing that workshops will now be included in the conference registration cost - no additional fee. This means that the workshops will no longer be a “pre-conference” activity, which should enable more attendees to participate in workshops (some attendees’ institutions will not pay for “pre-conference” activities).
- The conference registration fee will increase as a result of adding workshops to the conference. Messaging around the marketing needs to emphasize the value that people will receive in exchange for an increase in the conference fee.
- Also proposed is a new presentation format: long-form sessions (90 min - 2 hours). Allows for deeper dives into subject matter.
- Conference organizers propose to offer workshops concurrently with long-form sessions. This means attendees will have to make choices about whether to attend a workshop vs. a long-form session.
- Where RD101 fits into this new schedule is still to be determined. RD101 is not expected to be condensed into a 4-hour workshop time slot. This will be discussed further at the Board retreat in September.
- Some Board members are concerned that Providence is not easy to get to (not many direct flights), meaning that some attendees will have to plan to travel a day earlier than they normally would, which will impact attendance. Therefore, the Board should be careful not to conflate programming decisions with difficulty of access to the conference site. The Board will need to evaluate this new program format for a few conference cycles.
- Agnoli moved (seconded by Cataneo) to adopt the conference organizers’ recommendations. The motion passed unanimously.

Revenue and Finance Investment Policy Draft – Hansen/Agnoli

- Board members reviewed the investment policy draft that the Revenue and Finance Committee presented to the Board last month

- Most Board members prefer that NORDP hire a financial advisor (a person, active investing) and pay them a fee to help us manage the funds, as opposed to passive investing (buying an index fund and letting it fluctuate with the market)
- Investment advisor would advise how to allocate funds (stocks vs bonds, etc.)
- Stone moved (seconded by Tuttle) to move ahead with investment plan, incorporating BOD comments/concerns posted in Basecamp3. The motion passed with one abstention (Agnoli).
- **Action: Agnoli** will update draft incorporating comments, then send to governance committee

FirstPoint Assistance with Financials – Hansen

- NORDP updated its contract with FirstPoint Resources to add financial services
- Both Laura Nakoneczny (existing FirstPoint POC) plus back office accountants at FirstPoint will contribute their time to financial support of NORDP
- Next step is for Hansen, Agnoli to meet with Nakoneczny and delineate roles/responsibilities
- FirstPoint will take over account reconciliation, bookkeeping (currently Ohio State staff are doing this), and conference refunds/adjustments

Basecamp3 Update – Fletcher

- Working group meeting again in 2 weeks (September 10)
- Board members should send their lists of files to be deleted from Basecamp Classic to Fletcher; working group will migrate the BC Classic files to BC3

Safekeeping of Legal and Other Important NORDP Documents - Lyon Gardner

- Goal is to avoid having legal or other important NORDP documents residing exclusively on Board members' local computers.
- A central repository will be created in Basecamp3 and populated by the Secretary (Lyon Gardner)
- Criterion for determining which files should be stored here is still developing. One criterion: any executed agreements between NORDP and an external entity (e.g., PEERD contracts)
- Send such documents to Lyon Gardner for archiving in the repository

NORDP Retreat Updates – Karen Eck

- More plans firming up: dinner locations have been finalized for Saturday, Sunday nights
- Retreat will kick off with StrengthsFinder exercise
- Hansen will send travel reimbursement information and is creating a travel reimbursement form
- There will be no Board meeting at the retreat; instead we will have our regularly scheduled Board meeting Sept 25

Committee Announcements:

Member Services – Cataneo

- NORDP has 900 active members. 20 new members joined in the past month, but about the same number have left.
- Capturing renewals, graced, lapsed members. FirstPoint (Laura) is creating a dashboard in MemberClicks to view these.
- Considering adding some new member types with new fee structures: retired RD people; postdocs; grad students

- Gretchen Kiser has had conversations with a university about having their statistical survey team participate in the NORDP salary survey; awaiting a quote from them

Mentoring – Abramson

- Mentoring committee has set a goal to have all NORDP leaders serve as a mentor

NORD – Stone

- NORD committee is finalizing its call for fall NORD projects
- Committee will announce the new call and simultaneously communicate about last year's funded NORD project (Duke Univ.)
- Funding available for as many as 3 NORD projects this year

Professional Development – Whittenberger-Keith

- 2 webinars coming up this month - 9/14 team science; 9/21 how to pitch a workshop for the NORDP conference
- Curation group has selected software to help them with their work

Revenue and Finance – Agnoli

- No updates this month

Strategic Alliances – Dresbeck

- Updates will be provided at the Retreat
- Committee sent an email to membership at large encouraging them to join Strategic Alliances; several joined as a result

Inclusive Excellence – Ward

- Committee is putting together a draft document for mission/vision/values
- Document will include a strategic plan
- Committee wants to ensure that one of its members is on each of the other NORDP committees so that inclusive excellence is included in conversations
- Group working to come up with specific goals for 2018-2019, will share some of these at the Retreat

Communications Working Group – Dresbeck

- Considering establishing survey guidelines, e.g., who can send surveys to our members? What can they be about?

Executive Conference Committee – Karen Eck

- No updates (Karen left the call 2:39 pm Central)

There being no further business, the meeting was adjourned at 2:47 pm Central.

Respectfully submitted,
Jennifer Lyon Gardner, Secretary

Note: The next Board Meeting is scheduled for September 25, 2018, at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.