

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

Tuesday, September 25, 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 September 25, 2018.

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

Approval of Draft August 28, 2018 Board Meeting Minutes – Karen Eck

- Cataneo moved (seconded by Fletcher) to approve the minutes as amended. The motion passed unanimously.

Immediate Past President Language in Bylaws – Karen Eck, Dave Stone

- The current Bylaws state that the Immediate Past President (IPP) is a voting member of the Executive Committee. However, recent situations have arisen in which the IPP has completed his/her term on Board prior to serving their IPP year, and thus there is no IPP on the Board (therefore no IPP on the Executive Committee).
- Goal is to determine what to do in cases where NORDP has no IPP as a Board member
- Bylaws allow the Board to appoint someone to the Board, so the IPP could be re-appointed by the Board even if, for example, s/he had completed their term. Having a past president on the Board is desirable since they can advise the board from their perspective and experience as NORDP President.
- Some Board members voiced concern over whether Board members who were not elected to the Board by the membership at large should have voting privileges. If the Bylaws are left as currently written, then having an IPP on the Board (elected or not) would make them a voting member of the Board
- Decision was made that an IPP or past president appointed by the Board (i.e., not elected by the membership at large) should be an ex-officio, non-voting member of the Executive Committee
- **Action: Governance Committee (Lyon Gardner, Stone)** will propose language revision to the Bylaws, distribute in writing to the Board at least 20 days prior to the next Board meeting, at which the proposed language will be voted on

Basecamp3 Update – Fletcher

- Working group will be creating a Zoom introduction to Basecamp3, including video tutorials created by Nina Exner

Redefine Region IV to Include Ontario - Cataneo

- Ontario is currently part of Region I (Northeast), but all current NORDP members in Ontario affiliate with Region IV (Great Lakes), since Region IV states are closer geographically to Ontario
- Cataneo moved (seconded by Agnoli) to move Ontario from Region I to Region IV. The motion passed with one abstention (Cataneo).

- **Action: Cataneo** will notify Region I/IV reps and request re-drawing of the NORDP regions map on the website

Board Priorities for 2019 Conference Attendance Awards – Cataneo

- Cataneo would like to use attendance awards to encourage Region I members to attend the conference in Providence, RI
- Challenge is that NCURA Regional meeting takes place in Portland, ME at the same time as NORDP Conference. Opportunity to use the attendance awards to incentivize people to attend NORDP conference
- Karen Eck encourages consistency among the dollar amounts of awards given out, as well as a single point of contact for the awards
- Priority areas proposed by Board members included diversity and people from PUIs in the Northeast

Budget and Responsibility Options for 2019 Conference Attendance Awards – Cataneo

- Cataneo is seeking guidance from the Board as to what the budget should be for conference attendance awards. How many should we plan for? How much money do we have to work with?
- Last year there was no line item in the conference budget for attendance awards; instead the awards were budgeted in Member Services budget, and separately in Inclusive Excellence. This gave the appearance that the conference was less profitable than it truly was
- Proposal for this year: Inclusive Excellence and Member Services each establish a budget for attendance awards, and then the line item for the awards is removed from the conference budget; or else the attendance awards budget should be added to the existing conference budget
- Last year 24 awards were distributed, totaling \$11520 in waived registration fees
- Issuing 24 attendance awards this year would cost \$15360, based on the planned registration fees
- Rising Star Awardees and HFK awardee also receive free registration. There will be 6 such awards this year - 3 2018 Rising Stars; 2 2017 Rising Stars who couldn't attend in 2018; and 1 HFK awardee
- **Action: Karen Eck** will consult with Revenue/Finance and will then send to Member Services and Inclusive Excellence guidance on what amount of funding might be available for attendance awards

Template for Monthly Committee Reports – Lyon Gardner

- A template for monthly committee reports has been created and posted to Basecamp3
- Committee chairs should use this template to draft reports monthly, ahead of Board meetings

Committee Announcements:

Member Services – Cataneo

- No updates this month

Mentoring – Abramson

- Mentoring requests to have its own Zoom account; will include in its budget
- Agnoli estimates the cost of a Zoom account (using our TechSoup discount) is \$200/year

NORD – Stone

- Work in progress – blog cameo on last cycle’s NORD awardee (Downer)

Professional Development – Whittenberger-Keith

- Tuttle is taking on Board liaison position for PD
- PD plans to submit a budget request for its own Zoom account

Revenue and Finance – Agnoli

- No updates this month

Strategic Alliances – Dresbeck

- Uploaded a report with 2018-2019 goals for Strategic Alliances to Basecamp
- Peggy Sundermeyer has been talking to ORCID; they would like to be a conference sponsor and would like to host a webinar about using ORCID for research advancement

Inclusive Excellence – Ward

- Currently considering plenary speaker for diversity/inclusion topic for the conference; send to Ward any suggestions for speakers
- IE has a goal to have one of its members serving on all standing committees/working groups

Communications Working Group – Dresbeck

- Reminder that all Board members will be asked to produce a blog cameo; more info coming next month

Executive Conference Committee – Karen Eck

- Had a meeting with Designing Events to consider 2020 conference sites

There being no further business, the meeting was adjourned (moved by Cataneo; seconded by Dresbeck) at 3:04 pm Central.

Respectfully submitted,
Jennifer Lyon Gardner, Secretary

Note: The next Board Meeting is scheduled for October 23, 2018, at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.