

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

**Tuesday, October 23, 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 October 23, 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, Jerilyn Hansen, Jill Jividen, Jennifer Lyon Gardner, Dave Stone, Paul Tuttle, Etta Ward, Kari Whittenberger-Keith. No Directors were absent.

**Approval of Draft September 25, 2018 Board Meeting Minutes – Karen Eck**

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

**Immediate Past President Language in Bylaws – Stone, Lyon Gardner**

- Goal is to determine what to do in cases where NORDP has no Immediate Past President as a Board member
- Decision was made at September BOD meeting 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
- Governance Committee drafted language to reflect this change, for incorporation into the Bylaws
- Dyslin moved (seconded by Hansen) to approve the proposed revision to the Bylaws. The motion passed unanimously.
- **Action: Governance Committee (Lyon Gardner, Stone)** will communicate to the membership at large about the proposed revision to the Bylaws. Proposed revision will be available to members for comment/feedback for 30 days before formally incorporating it into the Bylaws.

**Investments Policy – Agnoli**

- The Board discussed the Investments Policy drafted by the Revenue and Finance Committee
- Some Board members want to include a statement in the policy about supporting socially responsible investing as a general guide
- Plan is to remain flexible on investments, without a fixed percentage of investments in any certain area
- Abramson moved (seconded by Agnoli) to adopt the NORDP Investments Policy drafted by the Revenue and Finance Committee. The motion passed unanimously.

**2018-2019 NORDP Budget - Hansen**

- FirstPoint Management Resources (FPMR) has recommended that NORDP transition its budgets from Excel spreadsheets to Quickbooks
- Quickbooks will allow for quarterly reporting, better profit/loss reporting
- Current Quickbooks license is “Essential” level, which does not include budgeting; need to upgrade
- Hansen will send out committee budgets within the coming week; these will be based off of last year's budgets

- Considering adding a 5% overhead fee to all committee budgets to account for use of centrally funded services (Zoom, website, FPMR, etc.). Collecting accurate data about usage of these services among the committees may require a year.
- Tuttle moved (seconded by Ward) to extend the FY2018 NORDP budget to November 30, 2018. The motion passed unanimously.

### **Level3 and Zoom Event Schedules For Committees** – Lyon Gardner

- Reminder for all committee chairs to post their schedules for the year to post their schedules to NORDP HQ folder in Basecamp3
- People who need to use Zoom, in particular, are broader than the Board membership. Discussion ensued about whether the Zoom account password could be shared with non-Board members.
- Some Board members expressed privacy concerns about access to recordings of Board-only meetings
- Decision: purchase a second Zoom account for use by people outside the Board. **Hansen** will work with FMPR to purchase.
- Karen Eck also will look into cost of upgrading Zoom to an account that can accommodate >100 people – Professional Development webinars exceeded the cap about 1/3 of the time last year

### **2019 Conference Budget** – Abramson

- Abramson moved (seconded by Fletcher) to approve the 2019 Conference budget. The motion passed unanimously.

### **2019 Conference Update** – Whittenberger-Keith/Abramson

- **Action: All Board members** should send ideas for Invited Speakers (NORDP members, for 1 or 2-hour sessions) to Whittenberger-Keith and Abramson by **Sunday, November 18**.
- Call for workshop proposals (deadline 10/29) and call for Conference abstracts (deadline 11/25) are posted; there will be no deadline extensions this year
- Webinars to guide application submissions, and to introduce new session formats, being presented this year
- New this year: NORDP must obtain liability insurance because the conference is offsite from the hotel (in a convention center)

### **Multi-Year Hotel Contract for 2020-2022** – Karen Eck

- There is a contract on the table from Hyatt for a multi-year deal, to secure Hyatt locations for the 2020, 2021 and 2022 conferences
- Dates for the conference each year would be Monday-Wednesday in late April/early May

### **Data Use Agreements for Non-Board Member Access to MemberClicks** – Cataneo

- Cataneo was recently asked for a membership report from MC for a working group chair who was not a member of the MSC standing committee. The report included names, institutions, and contact info for 50-60 people
- Decision: Board should develop a data use agreement for instances like these
- **Action: Ward, Cataneo** will draft a data use agreement and loop in Laura (FPMR), who would post the agreement in MemberClicks

## **Committee Updates:**

### **Member Services – Cataneo**

- Need to identify a home for IRB protocol to administer Salary Survey and collect data
- Unsure whether Salary Survey will precede, or follow Member Needs Assessment
- MemberClicks upgrade on 1/7/2017 caused us to lose access to data prior to January 2017 – Laura (FMPP) is working to retrieve the data for purposes of creating monthly member retention and attrition reports
- Working toward purging records of prospects who have had no activity for 5 years or longer

### **Mentoring – Abramson**

- Out of all the people we matched between mentors and mentees, only 3 mentors have been nonresponsive
- Committee is looking for people to donate 3 hours over the next 7 months to mentor those 3 mentees

### **NORD – Stone**

- Call for NORD proposals went out last month (deadline 11/12); Stone has received 4 or 5 emails with questions/soft pitches, some of which are good
- Have not yet posted blog writeup of Joanna Downer's funded NORD project, working on that still
- Hansen and Downer are now communicating about getting Downer her check for her NORD project

### **Professional Development – Tuttle**

- Looking for member volunteers to re-establish “curation of the listserv” working group
- Request for a Zoom account, because the number of people on the PD committee exceeds the number of dial-ins allowed on the Level3 teleconference line

### **Revenue and Finance – Hansen**

- Committee discussed the issue of conference grants, and whether conference grant registration waivers and hotel comps should be within committee budgets vs conference budget
- Consensus is for these waivers to be contained within standing committee budgets. This impacts Member Services and Inclusive Excellence.
- For Board to consider: Do we want to restrict or cap the number of conference grants that are given out?

### **Strategic Alliances – Dresbeck**

- Dresbeck and Gretchen Kiser wrote a member spotlight feature about NORDP for ResearchAmerica newsletter

### **Inclusive Excellence – Ward**

- Inclusive Excellence is OK with Member Services taking responsibility for awarding Conference Grants, provided that IE works with MSC to ensure inclusivity goals are being met
- Working with Gretchen Kiser on budgetary requests

- Opportunity to collaborate with Mentoring Committee on National Research Mentoring Network

**Communications Working Group** – Dresbeck

- Added paragraph to listserv page on the website outlining process for surveying the membership at large. Survey needs to be sent to CWG who will help assess which forum (MemberClicks, listserv, other) is best to conduct the survey
- Dan Campbell contacting Board members to do cameos

**Executive Conference Committee** – Karen Eck

- No updates this month

There being no further business, the meeting was adjourned at 3:04 pm Central.

Respectfully submitted,  
Jennifer Lyon Gardner, Secretary

**Note:** The next Board Meeting is scheduled for November 27, 2018, at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.