**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**

**NATIONAL ORGANIZATION OF RESEARCH DEVELOPMENT PROFESSIONALS**

**Tuesday, January 22, 2019**

President Karen Eck called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:35 pm Central on January 22, 2019.

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, Paul Tuttle, Etta Ward, Kari Whittenberger-Keith. Director David Stone was absent.

**Approval of Draft November 27, 2018 and December 18, 2018 Board Meeting Minutes**  – Karen Eck

* Cataneo moved (seconded by Tuttle) to approve the minutes as amended for both meetings. The vote passed with two abstentions for the December minutes.

**Discussion: Nominating Committee Election Guidelines** – Fletcher

* The Nominating Committee (NomCom) proposed a timeline and guidelines for election of NORDP Board members. The proposed guidelines were presented to the Board in December 2018
* The Board suggested some revisions, which Fletcher shared with the NomCom. NomCom is currently working on incorporating said revisions
* **Decision:** Board will vote by email in advance of February Board meeting so that NomCom can move forward with 2019 election process

**Professional Development Zoom webinars** – Karen Eck

* Recently webinars have been oversubscribed, with members being unable to log in despite having registered in advance
* **Decision:** upgrade Zoom membership to accommodate a larger number of viewers (500)
* Karen Eck will email the membership to let them know about changes

**Discussion: Affinity Group Application Procedures**  - Karen Eck

* Application to establish a Primarily Undergraduate Institution (PUI) Affinity Group has been submitted
* At present the Board has not defined a formal procedure for reviewing affinity group applications
* **Decision:** Member Services Committee can handle review/vetting of applications received, and also liaise between the Board and the application submitter
* A MSC Board member rep will be designated for each incoming Affinity Group application and will disseminate the application to the Board, who will have one month to read and submit comments via Basecamp before taking a vote
* **Action:** Fletcher and Cataneo will draft language describing this procedure

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

* 121 conference registrants as of 1/22/2019
* Strategic Doing workshop has a waitlist of 15 at this point; the workshop was booked to capacity within 24 h. Conference program committee has asked the workshop presenter (Agnoli) whether it would be possible to run a second section on Strategic Doing, since it's so popular
* Feedback: people excited about new conference format
* Board members’ time commitments in Providence begin 9 am Sunday with diversity training 9 am - 11 am, lunch provided, then Board meeting till 2 pm - need to elect officers for 2019-2020
* We will not have a full Board meeting at the Conference, because our April Board meeting is the week before the Conference

**Committee Updates:**

**Member Services** – Cataneo

* Have been eliminating prospect profiles for individuals with no NORDP activity
* Conference attendance grants announcement has been released
* Member needs survey deadline - 1/24; will receive analysis of data from Laura
* Salary Survey will launch soon
* Would like Board support for FirstPoint to prioritize resolution of standard monthly reporting issues
* Time to start nominating people for Rising Star Award - seeking input on what nomination process should be

**Mentoring** – Abramson

* Pilot testing peer mentoring for 2019 class
* Planning mentor/mentee meet-up event to take place during the Conference

**Professional Development** – Tuttle

* Committee is asking the Board what the protocol is for committees to request use of shared resources, e.g., web development services

**Revenue and Finance** – Hansen

* Conference co-chairs have been added to R&F committee since operational and conference budget are so closely tied
* Considering obtaining an insurance policy for cyber-liability. This would be a separate policy (not a rider on existing policies). Would cover data stored in MemberClicks, Basecamp etc. Board asked R&F to determine whether phishing attacks would be covered as well.
* Considering changing our tax preparation/audit services provider to save money
* **Decision:** Hansen will explore this with our current accountants, see whether they can come back with a less expensive option
* Just signed another one-year contract with FPMR both for admin and financial services
* FMPR will be facilitating the strategic planning session at Board retreat in September

**Strategic Alliances** – Dresbeck

* Karen Eck will reach out to the Educational Advisory Board (EAB) to ask them to start acknowledging NORDP as an organization on their materials – EAB has attended NORDP conferences
* NORDP presenting at upcoming CARA meeting to introduce audience to field of RD

**Inclusive Excellence** – Ward

* Scheduling meeting with Peace Learning Center to determine logistical needs for diversity training for Board
* Considering a Professional Development webinar training series on inclusive excellence

**Communications Working Group** – Dresbeck

* Want to emphasize to regional groups that NORDP is a national brand and should be branded as such at the regional levels, as well
* 2018 comms numbers: 17,279 blog post views (compared to 8533 views in 2018), 438 Twitter followers, 1295 LinkedIn members
* NORDP store now open

There being no further business, the meeting was adjourned at 3:01 pm Central.

Respectfully submitted,

Jennifer Lyon Gardner, Secretary

**Note:** The next Board Meeting is scheduled for February 26, 2019, at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.