

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

Tuesday, March 26, 2019

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 March 26, 2019.

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

Approval of Draft February 26, 2019 Board Meeting Minutes – Karen Eck

- Cataneo moved (seconded by Tuttle) to approve the minutes as amended following discussion at the meeting about revisions. The motion passed with one abstention. Cataneo will send the revisions to Lyon Gardner.

New Member Consistency – Ward

- Ward raised question about committee meetings: Should committees meet by phone (Level 3 teleconferencing) or via Zoom?
- Decision: Each committee can choose its preferred communication channels for meetings.
- Laura Nakoneczny (FirstPoint) can provide dial-in numbers for conference calls.
- Karen Eck requested a table of everyone's logins for Level 3. Discussion about accountability ensued. Decision: each person should have their own dial-in number, and not distribute widely.
- Discussion about what is to be stored in Basecamp also ensued. Decision: committees may store working documents wherever they choose, but final copies of documents should be filed in Basecamp for archiving purposes.

Educational Advisory Board (EAB) Update – Karen Eck/Dresbeck

- Karen Eck and Dresbeck held a conference call with EAB, with the goal of establishing collaboration between NORDP and EAB. EAB sells services and knowledge to VPs.
- Research Development was the #1 issue that VPRs identified wanting to know more about in 2019, when surveyed by EAB
- Leadership Forum taking place at the NORDP conference currently targets the level right below VPR
- Call was positive – hope they will begin “quoting NORDP, rather than individuals”
- Agnoli suggested asking EAB to provide copies of any EAB reports that have RD content
- This partnership could also be a good opportunity to market PEERD

Inviting NABI members to a webinar to learn about NORDP – Tuttle

- Peggy Sundermeyer has requested 2 webinars with/for National Alliance for Broader Impacts (NABI) – One to benefit NORDP members, one to benefit NABI members (perhaps every 2 – 3 years)
- Proposal is in Basecamp, appended to the Professional Development March report

- Eck (Kimberly) supports the idea, Cataneo reminds of recruitment opportunities, Strategic Alliances and PD supports
- Tuttle asks whether there are any concerns about using NORDP conferencing resources to hold these types of webinars with external entities. Decision: run requests by the Board before confirming with external entity.

2019 Conference Update – Abramson

- As of 3/25 (noon) - 549 attendees with 21 speakers and majority of exhibitors still to register
 - People want to attend the NORDP conference, in any location!
 - While this exceeds ballroom fire code, since not everyone will be in the ballroom at the same time, it's OK
- Conference Evaluation needs: Need to let Kari/Jan know by Friday 3/29
 - Do Member Services, Leadership Forum need evaluation survey support?
 - Career Center and Mentoring Meet Up will survey outside of Qualtrics conference evaluation
- If committees or groups want anything highlighted in the President's speech, please send to Karen Eck within the next 2 weeks (by 4/12)
- Abramson and Whittenberger-Keith will check with Designing Events about a thank-you gift basket

Rising Star Nominees – Cataneo

- 11 people nominated; need to select no more than 3 awardees
- Review committee consists of 5 members (Cataneo plus 4 previous Rising Star recipients)
- Nominations were acknowledged when they were received – nominees were not notified they were nominated. People were given the opportunity to re-nominate people from last year.
- Agnoli moved (seconded by Dresbeck) to approve the review committees' recommendations for Rising Star awardees. Motion passed with one abstention (Cataneo).
- Discussion ensued about Board recognition of exceptional efforts/contributions outside of the current set of recurring annual awards (Rising Star, HFK, Board member/Officer recognition).
 - Should there be indicators for special awards? Who makes the decisions? What are key indicators?
 - What kind of "award" should be provided in such cases? Swag? A certificate? Would these expenses be paid from the conference budget or the Board's budget?

Board Nominations Update and MSI/Regional Board Seat Voting Process – Hansen

- 5 individuals nominated, all will submit applications for the Board by 4/1 deadline
- 3 Board seats are available, including 1 MSI/regional board seat
 - Candidates who are eligible to fill the MSI/regional board seat will have "(MSI)" designated next to their names on the ballot
 - Top vote getters will be elected, including the MSI-eligible candidate who receives the most votes
- Vote tallies are not posted publicly
- Electronic ballot and voting is transitioning to ElectionRunner this year

NORDP NE Request to Use “excess revenue” from January Regional Meeting – Cataneo

- NORDP NE has \$116 in revenue left over from its Regional meeting held in January, wants to use for regional meeting scholarships
- Fletcher moved (seconded by Jividen) to approve use of the revenue for meeting scholarships for NE regional members to attend NORDP meetings. The motion passed.
- Discussion – is this setting a precedent? Moving forward, similar requests will be evaluated on a case by case basis.
- For future regional groups/affinity meetings, a consistent, set cost should be established that covers NORDP central costs and expenses. Hansen will determine this consistent cost, which will be shared with all regional and affinity groups to be applied consistently to their meetings

Committee Updates:

Communications Working Group – Dresbeck

- Report is loaded in Basecamp
- Developing a draft proposal for website overhaul
- NORDP online store received 49 orders. Will re-open a pop-up store at the conference. May make \$2200 in profit. Can pay at conference by checks and Venmo
 - Future discussion item – what to do with any surplus funds from the store

Member Services – Cataneo

- Summary of conference attendee awards and comped hotel nights posted in Basecamp
 - \$11,055 will be spent from board-approved NORDP reserves
- Working on summary sheet of past 4 years of awards
- 211 first-time attendees for the conference / 64 ambassadors
- ~486 conference attendees have said they would attend regional meetings; working on organizing those meetings
- Current membership: 923

Mentoring – Abramson

- ~100 members will be matched as mentor/mentee and Peer Groups
- Thanks to Jenna McGuire at Ohio State, the committee is saving ~\$2,000 on data analysis

NORD – Stone

- No report this month (Stone absent)

Professional Development – Tuttle

- No updates this month – report is posted in Basecamp

Revenue and Finance – Hansen

- Cancelling Basecamp classic account (saving \$588 per year)
 - Will be moved to a free archived plan
- Investment Plan – Jeff and Laura doing groundwork. Likely to happen after the conference. In the interim, looking at a high yield savings account.
- Financial reports – where are these posted for board review?

Strategic Alliances – Dresbeck

- No updates this month – report is posted to Basecamp

Inclusive Excellence – Ward

- No updates this month – report is posted to Basecamp

Executive Conference Committee – Karen Eck

- Will announce next three years' conference sites in Providence
- Will ask DE for occupant capacity at all three sites prior to the conference

There being no further business, the meeting was adjourned at 3:03 pm Central (Cataneo moved to adjourn, Agnoli seconded).

Respectfully submitted,

Jennifer Lyon Gardner, Secretary

with thanks to Jan Abramson for compiling notes during the meeting

Note: The next Board Meeting is scheduled for April 23, 2019, at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.