

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

Tuesday, June 25, 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 June 25, 2019.

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

Approval of Draft May 28, 2019 Board Meeting Minutes – Karen Eck

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

Informational Items –

- 2020 Conference update - Jividen
 - Feedback from FirstPoint and Designing Events was that NORDP should rely more heavily on paid planners to handle conference logistics
 - Nathan Meier, Eva Allen, Michael Thompson will form core conference planning committee along with Jividen, Jenna McGuire
 - Conference committees will liaise with standing committees
- 2020 Budget requests - Jeri Hansen
 - Hansen will be sending FY19 expenditures to all committees in July 2019
 - All FY20 budget requests should be submitted to Hansen by the committees by August 2019, for approval of FY20 budget at September Board retreat
 - Agnoli recommends that Hansen add some content about budget for the Onboarding Manual to give the new Board members an idea of how budgeting works
- Onboarding of Incoming Board Members (incl. assignment of mentors and updates to Onboarding Manual) – Lyon Gardner
 - New board members are Faye Farmer and Joanna Downer. Term begins July 1
 - Lyon Gardner will be Farmer’s mentor; Tuttle will be Downer’s mentor
 - Lyon Gardner will launch “2019-2020 Board of Directors” Basecamp3 team on July 1
 - Lyon Gardner will post documents for each board member to sign (3 docs) on July 1

Discussion: Potential Board Candidates – Karen Eck

- Agnoli motioned (seconded by Jividen) to move to Executive Session at 1:52 pm Central for discussion of potential board candidates. The Executive Session concluded at 2:10 pm (motion: Dresbeck; second: Dyslin)

Nominating Committee 2019 Election report and recommendations to the Board – Hansen

- NomCom is requesting that the Board develop a Terms of Reference Document to define the role of the NomCom more clearly

- Discussion: Should NomCom have responsibility/authority for vetting/disqualifying Board candidates?
- Some feel that the Board always needs to have the final say
- **Action:** NomCom to rewrite application materials and recommended qualifications ("typical qualifications of Board candidates may include, but are not limited to....X years on a committee, X years in RD, etc.")
- OK with quantifying qualifications (e.g., 3 years' service on a committee)
- Need to replace Meier as chair of NomCom. Dresbeck suggests reaching out to a former president to be chair of NomCom

Discussion: RD101 – Dresbeck

- Suggestion has been made to contract RD101 development out to NORDP members who are professional RD consultants
- Kimberly Eck asks for clarity on the ultimate goal of RD101 (will it be monetized, and how?)
- Whittenberger-Keith requests that RD101 be discussed strategically at the September Board retreat
- Agnoli: Another option would be a hybrid approach, where NORDP hires an instructional designer who's helped other organizations develop their educational content
- Jividen: our Strategic Doing working group has been collecting potential content. This content could be mapped out for the July or August Board meeting

Consideration of Two Additional Member Categories: Emeritus and Trainee/ Pre-RD Professional – Cataneo

- Discussion was tabled due to time constraints; will discuss at July 23 Board meeting

Becoming a Strategic Doing Affiliate – Agnoli

- Several NORDP members have expressed interest in becoming certified in Strategic Doing
- Kimberly Eck asks the Board to consider what the ultimate strategy is for Strategic Doing. How is it serving NORDP's goals?

Farewell to Departing Board Members (Agnoli, Dyslin, Karen Eck) – Lyon Gardner

- All Board members expressed gratitude for these three members' contributions to the Board and to NORDP

Committee Updates:

Committee updates were tabled due to time constraints. Committees whose reports are posted to Basecamp are noted below.

Member Services – Cataneo

- Report is posted in Basecamp

Mentoring – Ward

- Report is posted in Basecamp; was submitted by David Widmer/Christina Howard

NORD – Stone

- No updates this month

Professional Development – Tuttle

- Report is posted in Basecamp

Revenue and Finance – Hansen

- Report is posted in Basecamp

Strategic Alliances – Dresbeck

- Report is posted in Basecamp

Communications Working Group – Dresbeck

- Report is posted in Basecamp

Governance – Lyon Gardner

- No updates this month

Inclusive Excellence – Ward

- No updates this month

Executive Conference Committee – Jividen

- See above in minutes for updates

There being no further business, the meeting was adjourned at 3:30 pm Central.

Respectfully submitted,
Jennifer Lyon Gardner, Secretary

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