

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

Tuesday, December 17, 2019

President Karen Fletcher called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:33 pm Central on December 17, 2019.

The following Directors were present at the meeting: Kathy Cataneo, Joanna Downer, Rachel Dresbeck, Faye Farmer, Karen Fletcher, Jerilyn Hansen, Jill Jividen, Kim Littlefield, Jennifer Lyon Gardner, Nathan Meier, David Stone, Paul Tuttle, Etta Ward, and Kari Whittenberger-Keith. Director Kimberly Eck was absent.

Approval of Draft November 26, 2019 Board Meeting Minutes – Fletcher

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

Consent Agenda –

- Financial Report – Hansen
 - Still trying to close out FY19
- Committee Reports (submitted by Committee co-chairs):
 - Member Services – Cataneo
 - Region I (Northeast) requests to use funds generated from their Regional meeting to provide a conference attendance award and a regional meeting attendance award; discussion will be moved to Basecamp for future decision
 - Mentoring - Farmer
 - Inclusive Excellence - Ward
 - NORD - Littlefield
 - Professional Development - Downer
 - Revenue and Finance - Hansen
 - Governance – Lyon Gardner
 - Communications Working Group - Dresbeck
 - Strategic Alliances - Dresbeck
 - Executive Conference Committee – Jividen

Because some items within the committee reports required additional time for discussion, this consent agenda was not voted on within the meeting. Discussion and voting on those committee items, as necessary, will take place online prior to the January board meeting.

General Announcements:

- Fletcher will host a webinar to roll out the NORDP Strategic Plan to the membership on Friday, January 10 at 2 pm Eastern
- NORDP is changing its listserv address extension to nordp.org, dropping memberclicks.net from its email handle. This should reduce spam filtering of listserv emails in members' inboxes
- Lyon Gardner has revised the Committee monthly report template to include columns that ask how committees' activities align with the NORDP Strategic Plan and its KRAs. Committees should use this template for their January 2020 reports and onward.

- Jividen confirmed that an in-person Board meeting and dinner will be held on Saturday, May 16, 2020 in San Antonio, ahead of the conference. Meeting will be held 3-7 pm, with dinner to follow

Discussion Items:

FY20 Budget (continued from November) – Hansen

Member Services Committee Budget Request:

- Requesting funds for attendance awards for regional meetings during NORDP FY20, to recruit prospects to become NORDP members with focus on PUIs and MSIs -aligns with KRA #4 (Diversity/Inclusion/Equity)
- Regional meeting attendance awards valued at \$50 each. Some Board members noted that the amount of effort required to apply seems high; will \$50 be sufficient incentive to apply? Cataneo said that MSC has awarded this amount in the past and yes, people will apply
- Downer moved (seconded by Ward) to approve the Member Services Committee FY20 budget. The motion passed unanimously.

NORD Budget Request:

- Requesting funds from NORDP as a 1:1 match to funds supplied by InfoReady, to award more/larger NORD grants - aligns with KRA 5.1
- Downer asked whether there is a sufficient pool of meritorious applications to NORD to justify this request. Stone explained that NORD received only two applications last year, because the RFP terms were changed, and because the informational webinar wasn't held until three days prior to deadline
- Stone noted that NORD is now in year 2 of 3 of InfoReady funding NORD grants. Stone, Fletcher, and Hansen agreed that NORDP should invest in its own grant program and should match the cash committed by InfoReady.
- Tuttle moved (seconded by Whittenberger-Keith) to approve the NORD FY20 budget (matching funds for InfoReady sponsorship of NORD grants), with modification to remove annotation that "funding may also be used to investigate or pilot translation mechanisms." The motion passed unanimously.

PEERD Budget Request:

- Requesting funds to advertise PEERD services in various venues as a means to draw business
- Fletcher expressed concerns about NORDP giving money to sister research administration orgs to advertise PEERD, and suggested that the funds might be better utilized by advertising directly to chief research offers. Lyon Gardner agreed that research admin orgs aren't the correct venue to reach CROs.
- Downer moved (seconded by Lyon Gardner) to approve the PEERD FY20 budget. The motion did not pass.
- **Action: Fletcher and Farmer** to discuss budget request decision with Kay Tindle.

Professional Development Committee Budget Request:

- Professional Development has no committee-specific budget requests; its budget needs are covered by the existing NORDP operational budget

Strategic Alliances Committee Budget Request:

- Aligns with KRA 7

- Fletcher requested clarification on the names/acronyms in budget spreadsheet rows, for posterity
- Cataneo expressed concern that the APLU membership fee is high – could it be reduced? Hansen has contacted APLU to determine whether it's possible to negotiate the cost.
- Some Board members (Stone, Littlefield) felt that the cost was justified, because APLU is NORDP's primary means for reaching VPR/VCR audiences. Ward asked that the justification be substantiated further, as other committees are being required to substantiate their requests. Littlefield noted that NORDP's paid membership is giving the org a seat at the appropriate table for conversations in higher ed, and that sister research administration orgs, in contrast, aren't included by APLU as affiliate members. Littlefield also mentioned the strong link between NORDP and APLU's Council on Research (CoR) Fellows program, which was co-founded by NORDP member Alicia Knoedler.
- Cataneo asked whether NORDP is getting sufficient return on investment from visiting international countries to justify the travel expenses.
- Dresbeck explained that travel funds designated for specific meetings aren't always fully expended, because sometimes the traveling NORDP member has their expenses covered by their home institution. Given this context, Whittenberger-Keith questioned whether the current SA budget structure makes sense, and suggested that FirstPoint could possibly provide best practices on how other organizations budget for travel in this way.
- Dresbeck requested that a vote on the SA budget be held over to the January 2020 Board meeting, so that more time could be dedicated to explaining the other ways in which reciprocal arrangements with other orgs benefit NORDP.
- **Decision:** Discussion of Strategic Alliances budget request will continue at next Board meeting.

Mentoring Committee Budget Request:

- Mentoring Committee submitted a last-minute update to their budget request. Board members did not have sufficient time to review the changes, so this budget request will be held over for discussion at the January 2020 Board meeting.

The following items will be discussed and voted on online (via Basecamp), due to time constraints:

- Affinity Group applications (2) – Cataneo
- Request for Region I to use regional meeting revenue – Cataneo

There being no further business, the meeting was adjourned at 3:00 pm Central (motion: Cataneo; second: Jividen).

Respectfully submitted,
Jennifer Lyon Gardner, Secretary

Note: The next Board Meeting is scheduled for Tuesday, January 28, 2020 at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.