

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

Tuesday, July 23, 2019

President Karen Fletcher called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:32 pm Central on July 23, 2019.

The following Directors were present at the meeting: Kathy Cataneo, Joanna Downer, Rachel Dresbeck, Kimberly Eck, Faye Farmer, Karen Fletcher, Jerilyn Hansen, Jill Jividen, Jennifer Lyon Gardner, David Stone, Paul Tuttle, Etta Ward, and Kari Whittenberger-Keith. No Directors were absent.

President's Announcement: Changes to Board Meeting Format – Fletcher

- Financial Report and Committee Reports are being moved to a Consent Agenda, to be presented at the beginning of the Board meeting.
- If there are items to be discussed in these reports, then those items will be added to the end of the current meeting agenda.

Approval of Draft June 25, 2019 Board Meeting Minutes – Fletcher

- Cataneo moved (seconded by Eck) to approve the minutes as amended. The motion passed with two abstentions.

Consent Agenda –

- Financial Report – Hansen
- Committee Reports (submitted by Committee co-chairs):
 - Member Services
 - Mentoring
 - Inclusive Excellence
 - NORD
 - Professional Development
 - Issue raised by Downer: access to survey tool for PD committee. **Action: Fletcher** to follow up with Downer.
 - Revenue and Finance
 - Governance
 - Communications Working Group
 - Strategic Alliances
 - Executive Conference Committee
- Jividen moved (seconded by Stone) to accept the financial report and monthly committee reports. The motion passed unanimously.

Discussion Items:

Consideration of Two New Categories of NORDP Membership – Cataneo

- Member Services proposes to establish two new categories of NORDP membership - trainee/pre-RD professional and emeritus. MSC prepared a report for the Board to review these proposed new categories.
- Some Board members noted a disconnect between definitions of member categories and recommendations for member types, e.g., emeritus defined as "not working >30 hours/week," but recommendations are "not being paid for working in the RD field." These discrepancies will need to be rectified.

- Downer noted that the title "pre-RD professional" seems overly broad, and could apply to research administrators or anyone else who's professionally employed and could afford to pay full price, but who hasn't been in a formal RD role yet. Cataneo explained that the term "pre-RD professional" was meant to mean "postdocs." Term used can be revised to "trainees" to encompass both grad students and postdocs.
- Eck recommends that if NORDP is going to have trainee memberships for students/postdocs, then NORDP should be offering trainee-level professional development content for those members.
- Stone asked whether the current Bylaws give us enough leeway to create new membership categories with new fee structures, or whether the Bylaws would need to be amended. The Bylaws currently say that for each member type and class, the Board can establish qualifications. Stone advises MSC to make changes within the structure of the current Bylaws, so that amendment isn't needed.
- **Action: Cataneo** to take feedback from Board to MSC, and try to reframe the content. **Board** will discuss plans for offering content for new classes of members at the Board retreat in Austin.

Potential Board Member Candidates – Fletcher

- Dresbeck motioned (seconded by Stone) to move to Executive Session at 2:14 pm Central for discussion of potential board candidates. The Executive Session concluded at 2:47 pm Central (motion: Stone; second: Jividen)
- **Action: Lyon Gardner** to call for an email vote for current Board members to rank their selections for new Board Members, from among the candidates who submitted candidate materials

Board Liaisons and Committee Chairs – Fletcher

- Fletcher proposed a new structure for Board members' involvement in committees: Board members will serve as liaisons to committees, rather than as chairs/co-chairs of committees.
- This new structure will help to build the leadership pipeline in NORDP, and will enable more perspectives to contribute, as members outside of the Board will be able to take on leadership roles as committee co-chairs.
- New structure will also help to manage Board members' time commitments to NORDP, and will help to keep Board meetings focused on strategic planning topics (rather than on committee work)
- Several Board members who are currently committee co-chairs are in favor of this model
- Board members who are committee co-chairs will need to develop a succession plan for their committees
- Dresbeck notes that greater clarity is needed on the website with regard to what is a Board-only (e.g., Executive Committee) or Board-led committee (e.g., Governance) vs. what is a (non-Board) member-led committee (e.g., Mentoring Committee)
- Board Liaisons going forward will be:
 - Inclusive Excellence - Ward
 - Member Services - Cataneo
 - Mentoring – Farmer
 - NORD - Stone
 - Professional Development – Tuttle, transitioning to Downer
 - Strategic Alliances - Dresbeck
 - Communications Working Group - Dresbeck

NACRO-NORDP 2019-20 Media Collaboration Agreement – Fletcher, Dresbeck

- NACRO has drafted a 2019-20 media collaboration, which Strategic Alliances is recommending NORDP agrees to and signs. NORDP signed the same agreement last year
- Agreement allows for one complimentary NACRO exhibit space at the NORDP conference, and two complimentary NACRO registrations at the conference. NACRO members may register for the NORDP annual conference using NORDP member prices. In exchange, NORDP receives the same benefits at the NACRO annual conference.
- **Action: Fletcher** to sign agreement

The meeting was adjourned at 3:00 pm Central. The following agenda items were rescheduled to be addressed during the August Board meeting:

- Discussion: PUI Affinity Group Proposal
- Request to Members to Update Member Profiles

Respectfully submitted,
Jennifer Lyon Gardner, Secretary

Note: The next Board Meeting is scheduled for Tuesday, August 27, 2019, at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.