

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

**Tuesday, January 28, 2020**

President Karen Fletcher called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:34 pm Central on January 28, 2020.

The following Directors were present at the meeting: Kathy Cataneo, Joanna Downer, Rachel Dresbeck, Kimberly Eck, 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. No Directors were absent.

**Approval of Draft December 17, 2019 Board Meeting Minutes – Fletcher**

- Cataneo moved (seconded by Downer) to approve the minutes as amended. The motion passed with one abstention.

**Consent Agenda –**

- Financial Report – Hansen
- Committee Reports (submitted by Committee co-chairs):
  - Member Services – Cataneo
  - 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

**General Announcements:**

- The nomination period is now open for the 2020 Holly J. Falk-Krzesinski Service Award. Nominations are due Monday, March 2. All Board members are encouraged to nominate a NORDP colleague who has demonstrated outstanding service to the organization.
- All speakers are confirmed for the 2020 Conference. Conference co-chairs request that Board members volunteer to host Research on the Rocks after-hours social event on Monday and Tuesday evenings at the conference.
- Strategic Plan update – Fletcher and Eck will be meeting with committee co-chairs for more in-depth discussions about how committees' work fits into the Strategic Plan
- December – January Email Votes: Results – Lyon Gardner
  - Request by NORDP NE to use residual regional conference funds – PASSES
  - Request to establish PUI Affinity Group – PASSES
  - Request to establish Affiliated Medical Centers Affinity Group – PASSES
- Hiatus on Affinity Group Applications – Cataneo
  - A 6-month hiatus on accepting/reviewing/approving Affinity Group applications will take effect while the Affinity Group application policy is reviewed, both itself and with regard to the Strategic Plan

## Discussion Items:

### FY20 Budget (continued from December) – Hansen

#### RD101 Working Group Budget Request:

- RD101 supports Strategic Plan KRA 3.1
- Year 1 RD101 program development budget supports payment to presenters for their work developing and delivering the pilot RD101 workshop, which will be a 6-hour workshop at the conference.
- Cataneo moved (seconded by Jividen) to approve Year 1 RD101 program development budget. The motion passed unanimously

#### Mentoring Committee Budget Request:

- Committee requested funds to host a thank-you dinner for its members. Ward noted that the literature on mentoring suggests that these kinds of investments, focused on cohort building, are what build members' commitment to an organization. Board recognized the importance of cohort building, but the organization's budget cannot sustain a thank-you dinner for all committees, so the Board instead recommends a networking dinner during the conference specifically for matched mentor-mentee pairs
- Committee requested funds for an external graphic designer on a contract/freelance basis. Consensus among the Board was that this designer will need to work closely with the Communications Working Group to ensure adherence to branding standards. KRA 2 (marketing/communications) is expected to be able to support on-demand graphic design requests by committees within the next two years
- Committee requested funds for basic administrative support. Board suggested that the committee call on FirstPoint Management (Laura Nakoneczny) for these kinds of requests
- **Action: Hansen and Revenue and Finance Committee** will develop an access document for NORDP centralized resources that advises committees on what resources are in scope/available and how to request access to those resources
- Committee requested funds for statistics/data analysis consultant to facilitate matching of mentors-mentees. For future years, the Mentoring Committee is exploring use of a software package to facilitate mentor-mentee matching. Board is also considering acquiring statistical services at the organizational level, which could be shared across committees.
- Motion to approve Mentoring Committee Budget requests for graphic design, admin support and statistics/data analysis passed.
- **Action: Farmer** will follow up with Mentoring Committee re: budget decision and mentor-mentee dinner
- **Action: Farmer** to create a "call for volunteers" template to be shared across committees to enable them to seek specific expertise from the membership (e.g., expertise in statistical analysis) or to seek support for KRAs

#### Strategic Alliances Budget Request:

- All NORDP members are eligible to receive travel awards through Strategic Alliances
- No membership fee for INORMS
- Lyon Gardner asked whether Strategic Alliances has a long-term strategy for engaging with U.S. federal agencies, since these are likely among members' top priorities for building NORDP's visibility to benefit the org and members' home institutions. Strategic Alliances plans for this strategy to be part of KRA 7 development.
- Jividen asked whether travel awards can be used for things listed under the Strategic Travel category. Travel awards are separate from Strategic Travel.

- Whittenberger-Keith expressed concern as a Board member that strategic decisions are being made on this committee outside of the Board's purview. Dresbeck noted that the same could be said to varying degrees for any NORDP committee or working group.
- Stone noted that the previous Board meeting format was to have committees report out every month at length, so Board members not on certain committees were informed of those committees' work. Moving the committee reports to a consent agenda places responsibility on each Board member to read through the reports ahead of the Board meetings and to raise questions as they have them.
- Tuttle moved (seconded by Lyon Gardner) to continue discussion of the Strategic Alliances budget in Basecamp. The motion passed.
- **Action: Lyon Gardner** to post discussion in Basecamp.

There being no further business, the meeting was adjourned at 3:23 pm Central (motion: Cataneo; second: Jividen).

Respectfully submitted,  
Jennifer Lyon Gardner, Secretary

**Note:** The next Board Meeting is scheduled for Tuesday, February 25, 2020 at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.