

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

Tuesday, April 28, 2020

President Karen Fletcher called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:32 pm Central on April 28, 2020.

The following Directors were present at the meeting: Kathy Cataneo, Joanna Downer, Rachel Dresbeck (joined 1:38 pm CT), Kimberly Eck, Faye Farmer, Karen Fletcher, Jerilyn Hansen, Jill Jividen, Kim Littlefield (joined 2:10 pm CT) Jennifer Lyon Gardner, Nathan Meier, Paul Tuttle, Etta Ward, and Kari Whittenberger-Keith (joined 2:17 pm CT). Director David Stone was absent.

Consent Agenda –

- Draft March 24, 2020 Board Meeting Minutes - Fletcher
- Financial Report – Hansen
 - Received written confirmation from Hyatt Hotels that no funds are owed related to the canceled 2020 conference
- Committee Reports (this list reflects those committees that submitted a report by 3/24):
 - Member Services – Cataneo
 - Mentoring – Farmer
 - Report includes a request to the Board for help identifying committees/programs/groups who could benefit from mentoring software that would track member engagement with various NORDP programs
 - Downer asked how this platform would relate to existing social tools within NORDP, e.g., MemberClicks. Farmer clarified that this tool is not meant to replace MemberClicks or other existing social tools.
 - **Decision:** Board receptive to this idea; encourages Mentoring to reach out to other committees to see how they might want to utilize the mentoring software.
 - NORD - Littlefield
 - Professional Development – Downer
 - Calendar of upcoming PD events is posted to NORDP’s website. This calendar replaces the former webpage that included descriptions of PD events.
 - Revenue and Finance – Hansen
 - Tuttle moved (seconded by Cataneo) to approve the Consent Agenda. The motion passed unanimously.

General Announcements:

April Email Vote - Results – Lyon Gardner

- Extending Board candidate nomination window to May 8 – PASSES

Reminder: Three Board Meetings in May – Lyon Gardner / Fletcher

- Special Board meeting for election of officers and budget review with Laura Nakoneczny - Tuesday, May 19, 2:30 pm - 4:30 pm Eastern
- Year in Review - Wednesday May 20, 12 pm - 1:30 pm Eastern
- May Board meeting - Tuesday May 26, 2:30 pm - 4:30 pm Eastern

Update: Research Development Champion Award - Fletcher

- The (inaugural) 2020 recipient of the RD Champion Award is very overbooked with COVID-19 response and job demands. Award is still in progress.

Using July Committee Meetings to Recruit New Members – Fletcher

- Fletch is asking committees to invite non-committee members to attend July committee meetings, as a means of generating interest in committees and recruiting new committee members. Committee liaisons on the call were receptive to this idea.
- Committee co-chairs can send their calendar events to Laura N., or to Fletch to relay to Laura N., to be posted on the new events calendar on NORDP's website.

FirstPoint Management Resources Expanded Contract – Hansen/Fletcher

- FPMR has submitted a proposal for expanded service to NORDP, including conference management and communication services. This proposal is currently under review by the Revenue and Finance Committee.

2020 Board Retreat – Eck

- The 2020 Board Retreat is scheduled for September 11 – 14 (Friday – Monday), 2020
- Board members should continue to hold these dates on their calendars. It's unclear as of now whether this retreat will be virtual or in-person.
- Dresbeck noted that if the retreat is held virtually, it would no longer be cost-prohibitive to include former Board members in retreat activities.

Discussion Items:

Designing Events Conference Contract - Hansen

- Some fees have been left unpaid on this contract, due to the 2020 conference being canceled. Designing Events also is penalized through loss of hotel commissions that they would have received, had the conference taken place.
- The outstanding contract needs to be resolved. Historically, final payment would be due once the conference concluded. Since the conference is now canceled, it's unclear whether this fee should be paid.
- Downer moved (seconded by Farmer) to pay the outstanding balance on the contract in full. The motion failed.
- Eck moved (seconded by Whittenberger-Keith) to pay half the contract balance. The motion passed with two abstentions.
- **Action: Hansen** will process payment on half the remaining contract balance.

NORDP's Year in Review Meeting (a.k.a. Annual Business Meeting) – Lyon Gardner

- The Year in Review meeting will be announced (with webinar registration link) and distributed to the full NORDP membership as soon as speakers' names are finalized.
- Fletch asked committees to select one committee co-chair to present their committees' 2019-2020 accomplishments and 2020-2021 plans at the meeting.
- Draft minutes from 2019 Annual Business meeting to be posted to NORDP's website for review by membership prior to voting to adopt at the 2020 Year in Review meeting

Decline in NORDP active membership and budget – Cataneo

- Member Services Committee track monthly membership stats, including new members, lapsed members and graced members (defined as members who did not renew within their membership renewal period). March 2020 had a record high number of graced members.
- NORDP's 2019-2020 budget was predicated, in part, on revenue from new memberships and from renewals, but target numbers for new/renewals have not been fully realized. NORDP is running a deficit on revenues collected from memberships this year.
- New memberships have been running particularly low during the COVID-19 pandemic
- Revenue and Finance committee discussed the possible strategy of Member Services asking graced/lapsed members to please renew.
- The Board discussed the importance of maintaining an active listserv and blog as a strategy to keep members engaged.
- The Board had a robust discussion about importance of communicating the value of RD professionals' agility, and the kind of work beyond proposal development that RD can do to position universities to thrive during uncertain times.
- Farmer offered that her RD team at Arizona State Univ. can work up a one-pager about the value of RD in uncertain times.
- Cataneo asked the Board whether the grace period for non-renewing members should be extended past its current length (4 months).
- Downer moved (seconded by Tuttle) to extend the current grace period to August 1, 2020. The motion passed unanimously.
- **Action: Fletcher** will communicate in May Board memo about the extended grace period.

Regional Meeting Sponsorships – Farmer/Fletcher

- Farmer created a draft sponsorship agreement package for regional/affinity groups to use in securing sponsors for regional meetings. The package describes the intended relationship between the affinity groups and NORDP national in securing sponsors.
- Fletcher noted that the Sponsorship working group is working to develop a strategy that encompasses more than meeting/conference sponsorship opportunities. Dresbeck noted the importance of ensuring that regional/affinity group sponsorship does not detract from national-level sponsorship.
- Cataneo is currently revising the current NORDP policy on affinity groups (covering both regional and thematic groups); Fletcher and Cataneo to discuss alignment between forthcoming revised affinity group policy and Sponsorship working group.

NORDP Awards - Meier

- Three new types of awards to recognize NORDP members are being proposed: (1) the Innovation Award, (2) the Leadership Award and (3) the NORDP Fellow Award. These awards would be offered in addition to the existing Rising Star Award. NORDP members would submit nominations for these award types.
- In addition, the Board would identify recipients for the HFK Service Award and for a new award category, the Research Development Champion Award. RD Champion awardees are not required to be RD professionals or NORDP members; Meier to update wording in award description to clarify this, per Downer's suggestion.
- Meier uploaded a synopsis of all award categories and criteria to Basecamp.
- Conference waivers are not included as part of these proposed new award categories.

- Board members expressed support for the new award categories, and requested a few more clarifications in wording.
- **Action: Meier** to post revised award descriptions to Basecamp; vote will be called by email.

NORDP Leadership Engagement and Development (LEAD) - Meier

- Meier and Mentoring Committee (Jan Abramson) began discussing creation of a more formalized program to develop future Board members earlier in the spring. At Fletcher's request, they engaged Professional Development and NomCom to create the LEAD plan.
- Lyon Gardner and Dresbeck expressed enthusiasm that LEAD helps to alleviate some duty from the (separately proposed) former Board members' Council: former Board members who want to cultivate future Board members can get involved with LEAD, thus allowing the former Board members' Council to focus on discrete projects, such as drafting position papers.
- There is no budget request associated with LEAD, only a request for some time in the annual conference schedule.
- Board is enthusiastic about LEAD being developed further.
- **Action: Meier** to continue developing LEAD plans by inviting additional committees to get involved.

Strategic Plan KRA Updates – KRA Champions

- **Action: Lyon Gardner** to create a Basecamp folder and template for people to upload their monthly Strategic Plan/KRA updates.

The following agenda item was tabled for the next meeting:

Positioning NORD within the organization/committees – Fletcher/Stone

- Tabled because Stone was absent from this meeting

There being no further business, the meeting was adjourned at 3:24 pm Central (motion: Dresbeck; second: Jividen).

Respectfully submitted,
Jennifer Lyon Gardner, Secretary

Note: The next Board Meeting is scheduled for Tuesday, May 26, 2020 at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.