

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

Tuesday, April 23, 2019

President Karen Eck called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:36 pm Central on April 23, 2019.

The following Directors were present at the meeting: Jan Abramson, Jeff Agnoli, Kathy Cataneo, Rachel Dresbeck, Kellie Dyslin, Karen Eck, Kimberly Eck, Karen Fletcher, Jerilyn Hansen, Jill Jividen, Jennifer Lyon Gardner, David Stone, Paul Tuttle, Etta Ward, Kari Whittenberger-Keith. No Directors were absent.

Approval of Draft March 26, 2019 Board Meeting Minutes – Karen Eck

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

Update – Board election – Hansen

- There are four candidates for this year's Board election; their candidate statements and CVs have been posted to the NORDP website
- None of the candidates come from MSI institutions, so none can fill the MSI-designated seat on the Board; instead the membership will vote on two at-large Board seats to be selected from among the four candidates
- The voting period will be April 29 – May 31; election services provided by ElectionRunner
- The conference will provide two opportunities for attendees to meet and hear from the candidates

2019 Conference – Board responsibilities/time commitments and other loose ends – Karen Eck, Whittenberger-Keith, Abramson

- Conference committee report is posted in Basecamp
- Last-minute conferences requests must be handled by Wednesday 4/24; conference co-chairs are traveling to Providence Friday 4/26

N-ROAD to RD – Dresbeck

- An RD office internship best practices guide developed by Strategic Alliances, along with Member Services and Professional Development. Target intern audience are postdocs, possibly grad students
- This is a prototype resource for institutions to take and customize to suit their own institutional needs
- The vision is for this guide to be available as resource to members only on NORDP website
- The Board is supportive of this program and of development of the resource guide

Feedback received on proposed changes to bylaws re: immediate past president (IPP) role – Lyon Gardner

- As of 4/23, two comments about the proposed language have been posted to the blog
 - One recommends forming an advisory board of former NORDP presidents and leaders

- Discussion: Board will plan to pursue both strategies (create an advisory board and change bylaws to allow non-voting IPP to advise the Executive committee)
- It was noted that these two roles (full advisory board vs IPP) have separate functions:
 - IPP advises the Executive Committee on operations issues, drawing from IPP's historical knowledge
 - Advisory Board is larger, many more members, would not be used to weigh in on operations issues as regularly as IPP advising the Exec Committee
- Some Board members asked whether officers should come from the Board; a 501c3 organization such as NORDP is required to have officers on its Board

PUI Affinity Group Update – Fletcher

- Fletcher met with PUI affinity group; they will be holding a kickoff event at the conference
- Group is revising their application; will be submitting to Board
- Application has been amended to have a PUI rep on each standing NORDP committee
- Leadership of affinity group has changed

Committee Updates:

Communications Working Group – Dresbeck

- No updates this month

Member Services – Cataneo

- Report is posted in Basecamp
- Kara Luckey joined MSC as PUI representative
- MSC will be discussing ways to improve member retention at the conference

Mentoring – Abramson

- Report is posted in Basecamp
- There are 89 mentor/mentee pairs this year – a new record

NORD – Stone

- Committee has decided to open Cycle 3 of the NORD grant competition after the conference
- Will be holding a conference session on how to apply for NORD funding

Professional Development – Tuttle

- No updates this month

Revenue and Finance – Hansen

- Financial statements are now uploaded to Basecamp; this enables Board members to view financials at any time

Strategic Alliances – Dresbeck

- Primary update was presentation of N-ROAD to RD guide to the Board (see minutes above)

Inclusive Excellence – Ward

- IE is surveying various forms of inclusivity training opportunities

Executive Conference Committee – Karen Eck

- Cataneo is collecting conference attendance awardees' photos for use in slide rotation at conference
- Will be announcing next 3 years of NORDP conference sites/dates at the annual business meeting on 5/1 in Providence

There being no further business, the meeting was adjourned at 2:50 pm Central (Tuttle moved to adjourn, Kimberly Eck seconded).

Respectfully submitted,
Jennifer Lyon Gardner, Secretary

Note: The next Board Meeting is scheduled for Tuesday, May 28, 2019, at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.