

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

Tuesday, August 27, 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 August 27, 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, Kim Littlefield (joined 3:00 pm Central) Jennifer Lyon Gardner, Nathan Meier, David Stone, Etta Ward, and Kari Whittenberger-Keith. Director Paul Tuttle was absent.

Approval of Draft July 23, 2019 Board Meeting Minutes – Fletcher

- Whittenberger-Keith moved (seconded by Eck) 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
 - Mentoring
 - Inclusive Excellence
 - NORD
 - Issue raised by Stone: proposal to leverage InfoReady’s sponsorship of NORD to enhance NORD’s visibility/impact. This issue will be discussed at the September Board meeting.
 - Professional Development
 - Revenue and Finance
 - Governance
 - Communications Working Group
 - Strategic Alliances
 - Executive Conference Committee – Jividen did not submit a report but provided the following updates:
 - Call for Abstract was launched with an Oct. 21 deadline
 - Jill will be actively recruiting abstract reviewers in Sept; Board members interested in reviewing or serving on Conference Program Committee should contact Jill
 - Keynote and plenary speakers are confirmed
- Motion to accept the Consent Agenda passed unanimously.

Discussion Items:

Conference as a revenue generator – Fletcher

- Historically the conference has not been structured to be a revenue generator. Moving forward, should it become a revenue generator? If so, how should the revenue be used? Board could consider setting a cap in terms of how much revenue is generated.

- Downer: Board needs to ensure we are fulfilling our obligations to our membership. Fluctuations in sponsor support year-over-year could introduce risk to the organization. Would like to see revenue used toward attendance scholarships.
- Stone: We need more information before deciding whether to use this as a revenue generator. The orgs I know that use their conferences as revenue generators are much larger organizations - 10K-20K or more members. Those orgs can charge a lot more for conferences and still make revenue, even with only 5%-10% of their membership attending the conference. NORDP has much higher attendance at our conferences, but NORDP is also a much smaller org.
- **Action: Fletcher** will ask Laura/FPMP to provide more information about how other professional organizations handle this issue, particularly organizations our size.

PUI Affinity Group revised application – Fletcher

- As a reminder, this Affinity Group (AG) has already been approved by the Board; Board and the Group are now negotiating the language in the application.
- Cataneo, as an original author on the policy surrounding AGs, notes that the Board's perspective was that AGs are meant to enable NORDP members with a common interest to come together to address issues that they can more effectively address as a group - within the parent NORDP structure, and while helping NORDP achieve its goals overall. This particular application is too independent of NORDP as worded presently.
- To provide clarity, the Board should create a standardized application form for future aspiring AGs.
- **Action: Cataneo** will red-line the document with suggested edits. **Stone** will review the edits. After edits are made, **Fletcher** and **Cataneo** will reach out to the PUI group.

Revised recommendations for two new NORDP member categories – Cataneo

- Revisions have been made based on feedback from the Board at July meeting
- Downer suggests additional edits for revision; Cataneo to incorporate these
- Downer: proof of service to NORDP criterion should be eliminated. Regular full members of NORDP don't bear this requirement.
- Stone: Under the Emeritus requirements, to be eligible for Emeritus status, candidate should have been a NORDP member (Regular or Affiliate) for 3 consecutive years, not just regular member as is written now
- **Action: Cataneo, Downer** and **Stone** will finalize edits. Cataneo will redline the document and send to Downer and Stone for review. Once ready, **Lyon Gardner** can collect vote to approve the final document by email.

Request to members to update member profiles – Cataneo

- International privacy laws stipulate that individuals cannot be required to answer questions about their gender. Best practice is not to collect this information if NORDP is not using it for a clear business purpose. This may necessitate updating the member profile fields displayed on the NORDP website/in Memberclicks to remove the gender field.
- Removing gender info from NORDP member profiles would impact some ongoing NORD projects, which are using the NORDP member database info to examine gender in RD. Suggested best practice is to ask members in real-time for this info, while having them opt in to an IRB-approved protocol
- NORDP could consider surveying the membership annually for this info, with the understanding that their responses could be used in NORDP studies
- **Action: Board** will discuss this further with Laura during the retreat

RFP for conference management services – Hansen

- Current contract with Designing Events (DE) covers conferences through 2020 only
- Last year, Karen Eck signed a 3-year deal with Hyatt Hotels for the 2020, 2021, 2022 conferences. As part of those deals, DE is listed as our primary agency contact, and DE receives commission on the rooms that we sell, as well as Hyatt points earned on those rooms
- Dresbeck: History is that DE helped us out with Arlington conference (2014) when on-site event planner fell through
- **Action: Revenue and Finance Committee** will draft RFP for conference management services, with input from Conference Committee

NORDP Board Retreat Update – Fletcher, Lyon Gardner

- Retreat takes place next month, September 13-15
- Focus will be strategic planning
- Agenda coming soon

Consideration to renew membership with Research!America – Fletcher, Dresbeck

- Dresbeck: R!A is one of NORDP's strategic alliance partners. Mary Woolley from R!A has spoken at our conferences (Denver/2017). Being part of R!A puts us in good company with other orgs that we aspire to. Its role is research advocacy - advocating for research funding.
- The \$500 membership fee keeps NORDP's name on the list of members and gives us access to materials that we've used, as well as access to speakers like Mary Woolley.
- Whittenberger-Keith and Stone agree that this is a good use of funds. Helps to distinguish NORDP from research administration orgs because we are involved in research advocacy.
- Eck asks, what has this membership brought to NORDP? Dresbeck: gives us good PR, which is worth investing in. Stone: allows those of us at institutions who can't afford an institutional membership to R!A to leverage benefits of R!A.
- Hansen has let R!A know that NORDP is in the middle of budgeting, and they've granted us an extension to renew. We can continue this conversation at the retreat in September.
- **Action:** Discussion to be continued at Retreat. **Hansen** to provide a list of all the Strategic Alliances partners and what we pay for those partnerships, for the retreat.

The meeting was adjourned at 3:02 pm Central (motion: Ward; second: Stone). The following agenda items were rescheduled to be addressed during the September Board meeting:

- proposal to leverage InfoReady's sponsorship of NORD to enhance NORD's visibility/impact (Stone)

Respectfully submitted,
Jennifer Lyon Gardner, Secretary

Note: The next Board Meeting is scheduled for Tuesday, September 24, 2019, at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.