

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

**Tuesday, September 24, 2019**

President Karen Fletcher called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:33 pm Central on September 24, 2019.

The following Directors were present at the meeting: Kathy Cataneo, Joanna Downer, Rachel Dresbeck, Kimberly Eck, Faye Farmer, Karen Fletcher, Jill Jividen, Jennifer Lyon Gardner, Nathan Meier, David Stone, Etta Ward, and Kari Whittenberger-Keith. Directors Jerilyn Hansen, Kim Littlefield and Paul Tuttle were absent. Association management consultant/NORDP executive administrator Laura Nakoneczny also participated in this meeting, to facilitate discussion of the draft Strategic Plan.

**Approval of Draft August 27, 2019 Board Meeting Minutes – Fletcher**

- Whittenberger-Keith moved (seconded by Dresbeck) to approve the minutes as amended. The motion passed unanimously.

**Consent Agenda –**

- Financial Report – Farmer
- Committee Reports (submitted by Committee co-chairs):
  - Member Services
  - Mentoring
  - Inclusive Excellence
  - NORD
  - Professional Development
  - Revenue and Finance
  - Governance
  - Communications Working Group
    - **Action: Downer** will provide a name from the NROAD group to Dresbeck, to facilitate NROAD communications.
  - Strategic Alliances
  - Executive Conference Committee
- Downer moved (seconded by Dresbeck) to accept the consent agenda. The motion passed unanimously.

**Discussion Items:**

**Strategic Plan Key Results Areas (KRAs) – Fletcher**

- This discussion is follow-up to the September 14-15 Board Retreat in Austin, TX, where the Strategic Plan and KRAs were originally drafted
- Discussion was originally scheduled for KRAs #1-#3 (Governance, Communications and Professional Development), but the Board was able to discuss all seven KRAs during the meeting
- Approval of the FY20 budget is decoupled from the Strategic Plan document. The budget will be discussed and approved after the Strategic Plan is approved and agreed upon.
- KRA 1. Board/Governance
  - Amended Objective 1.2 to clarify that "past members" [of Exec Committee] is intended to mean "past Board officers"
- KRA 2. Communications

- No revisions requested; all were satisfied with this KRA
- KRA 3. Professional Development
  - Cataneo asked whether RD101 would be the only training being offered to early-to-mid career NORDP members
  - Whittenberger-Keith: there will be a curriculum, not only RD101, but RD101 will be a signature program. We are working on a pilot of RD101 for 2020 conference; will put this before the Board in a fall meeting
  - Edited Objectives 3.1 and 3.2 to reflect this discussion
- KRA 4. Diversity, Inclusion, and Equity
  - There was a request to re-order KRA 4, so that 4.2 becomes 4.1a, i.e., planning happens before a climate survey, with climate survey being a possible outcome of that planning
  - Rearranged objective numbering and changed some wording to clarify objectives
- KRA 5. Advance the Field of RD
  - Farmer noted that the objectives are good, but are very broad in scope
  - Objective 5.2 mentions a journal as a means to mobilize knowledge pertaining to RD and NORDP. Some members unsure whether this level of specificity should be included in the objective statement, or whether this will stifle/restrict the workgroup who executes this objective.
    - Edited to clarify that a journal is just one possible mechanism for mobilizing knowledge
- KRA 6. Membership
  - No revisions requested; all were satisfied with this KRA
- KRA 7. External Relations
  - Nakoneczny asked whether all three objectives should be scheduled to be undertaken in Year 1
  - Dresbeck responded that many of the activities are already ongoing within the Strategic Alliances committee, so that even if some objectives are scheduled for out-years, they could be addressed quickly
  - Re-organized the objectives so that they are stair-stepped
- Additional, general discussion about the Strategic Plan:
  - Very important that the Strategic Plan is released to NORDP's membership with appropriate context
  - **Actions: Nakoneczny** will send out changes made to the document during this discussion. **Farmer** will help with Document Compare to redline the changes. **Lyon Gardner** to distribute the revised document for discussion, then call for a vote.
  - After the Board approves the Strategic Plan, budget allocations will be discussed. Once both the Strategic Plan and budget are approved, the Board will host webinar for past Board leadership and committee co-chairs, to present the plan and provide context.
  - **FY20 budget discussion** will occur at October's Board meeting. Budget will be discussed in order of KRA numbering (discuss KRA #1 first, KRA #2 second, etc.).
  - At the retreat, the Board discussed one option for budget allocation in which 70% of the budget would be going to ongoing NORDP activities that directly serve the members of NORDP, with the remaining 30% going to forward-looking initiatives.

#### **Extension of FY19 Budget through October 2019 – Fletcher**

- Cataneo moved (seconded by Whittenberger-Keith) to extend the NORDP FY19 budget through October 31, 2019. The motion passed unanimously.
- Note: Committees should not spend FY20 funds until the Board has approved the FY20 budget.

The meeting was adjourned at 3:00 pm Central (motion: Jividen; second: Eck). The following agenda items were rescheduled to be addressed during the October 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, October 22, 2019, at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.