

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

**Tuesday, October 22, 2019**

President Karen Fletcher called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:35 pm Central on October 22, 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, Jennifer Lyon Gardner, David Stone, Paul Tuttle, Etta Ward, and Kari Whittenberger-Keith. Director Nathan Meier was absent. Association management consultant/NORDP executive administrator Laura Nakoneczny also participated in this meeting, to facilitate discussion of the FY20 budget.

**Approval of Draft September 24, 2019 Board Meeting Minutes – Fletcher**

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

**Consent Agenda –**

- Financial Report – Hansen
  - Final FY19 financial report will be ready in mid-November
- Committee Reports (submitted by Committee co-chairs):
  - Member Services
  - Mentoring
  - Inclusive Excellence
    - Discrepancy regarding awards policy vs. practice: Current policy states that Member Services oversees conference attendance awards, but reality has been that MSC works together with CIE and Conference Committee on these
    - This falls under the Strategic Plan Key Results Area (KRA) for inclusive excellence
    - **Action:** Policy will be revisited and revised to reflect the actual practice
  - NORD
  - Professional Development
    - Committee asked whether Board wants to pursue CEUs for 2020 Conference
    - Strategic Plan KRA calls for pursuing CEUs in Year 2 (2020-2021) and later
    - **Action:** Strategic Plan to be rolled out to full membership in November. **Downer** can follow up with PD committee at that point to call their attention to the KRA
  - Revenue and Finance
  - Governance
  - Communications Working Group
  - Strategic Alliances
  - Executive Conference Committee
- Cataneo moved (seconded by Ward) to accept the consent agenda. The motion passed unanimously.

**Discussion Items:**

**Vote: Approval of Revised NORDP Mission Statement – Fletcher**

- Eck moved (seconded by Cataneo) to approve the revised NORDP mission statement. The motion passed unanimously.

### **2020 Conference Update – Jividen**

- Conference presentation abstract deadline was 10/21. Conference committee reports that there's a wide variety of quality content in the abstract submissions.
- Nine workshop proposals were submitted.
- Might need to recruit some more presenters to cover leadership/advanced topics
- Budget update: have made cuts in food/beverage (F&B) to keep conference costs down. Designing Events advises that F&B expenses are trending upward overall nationwide due to booming economy and high demand, so NORDP should plan to budget for increased F&B expenses for future years
- Planning to give out 10 travel awards, speaker honoraria and stipends for long-form workshop presenters

### **Discussion: FY20 Budget – Hansen, Nakoneczny**

- A FY20 working budget was presented as a starting point for discussion. This budget reflected available funds remaining after accounting both for projected revenue and projected expenses (conference expenses including contract with Designing Events; Board/administrative expenses; and other fixed expenses)
- Downer, Cataneo asked whether additional funds could be used to bolster the available funds
- Stone recommended that the budget should include one-time funds for investing in strategic priority areas, in addition to operating expenses for committees and for the Board
- Each of the budget estimates that were provided for KRAs at the Board retreat will need to be clarified to the Board and then approved by the Board. Champions for KRAs should bring the KRA budget requests forward to the Board for consideration.
- Committees should consult the Strategic Plan and request the funds they need to operate in support of the Plan
- Tuttle moved (seconded by Jividen) to approve the starting point budget presented today as a first draft working budget for FY20. The motion passed unanimously.
- **Next steps** for Strategic Plan roll-out and FY20 budgeting:
  - **Fletcher, Eck, Hansen, Lyon Gardner** will be presenting the Strategic Plan and Budget process to committee co-chairs and past NORDP leadership on Monday, 10/28
  - **Ward, Downer** request a bullet point list of talking points related to the Strategic Plan and the Budget/budget process, so that all Board members speak consistently when discussing with committees
  - **Action: Entire board** to submit their questions in Basecamp

The meeting was adjourned at 2:54 pm Central (motion: Cataneo; second: Tuttle).

Respectfully submitted,  
Jennifer Lyon Gardner, Secretary

**Note:** The next Board Meeting is scheduled for Tuesday, November 26, 2019, at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.