

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

**Tuesday, July 28, 2020**

President Kimberly Eck called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:35 pm Central on July 28, 2020.

The following Directors were present at the meeting: Eva Allen, Joanna Downer, Rachel Dresbeck, Kimberly Eck, Jerilyn Hansen, Jill Jividen, Kim Littlefield, Jennifer Lyon Gardner, Anne Maglia, Nathan Meier (joined 2:00 pm CT), Anne Pascucci, Michael Preuss, Paul Tuttle, and Etta Ward. Immediate Past President Karen Fletcher also was present. Director Faye Farmer was absent.

**Consent Agenda –**

- Draft June 23, 2020 Board Meeting Minutes – Eck
- Financial Report - Hansen
- Committee Reports (this list reflects those committees that submitted a report by 7/27):
  - Mentoring – Farmer
  - Professional Development – Downer
- Lyon Gardner moved (seconded by Jividen) to approve the consent agenda. The motion passed with 5 abstentions (four of those being the new Board members; the June meeting preceded their term).

**General Announcements:**

**Pilot pay-per-webinar model for non-members – Jividen**

- NORDP has started to see an uptick in membership since promoting the conference content as free for members. Charging non-members for online content seems to be encouraging people to renew their memberships or to join NORDP.

**Approval of extra hours for FirstPoint Management Resources – Eck**

- Board has approved billing of additional July hours to Laura Nakoneczny for her expanded administrative and financial (accounting) support for NORDP; Eck to include this notice in her monthly memo to membership

**President's Office Hours – Eck**

- Eck will offer monthly virtual NORDP office hours as President, to encourage NORDP members to drop in informally via an open Zoom meeting with questions or concerns. Board members also are welcome to drop in to the office hours, as a means to make the Board more accessible to the membership.

**Revised committee descriptions & officer duty descriptions – Eck**

- In 2019-2020, Eck led a working group on committees, which worked to bring consistency to how committees are described in the Bylaws and on the NORDP website. In addition the Executive Committee reviewed and updated officer duty descriptions so that they accurately reflect officers' scope of duties. These descriptions are close to being finalized.

**NORD update and website – Eck**

- Eck and Fletcher will meet with NORD group on August 7 as a follow-up to the Board's discussion about NORD at the June 23 meeting.

**June Email Votes: Results – Lyon Gardner**

- Purchase a one-year subscription to MemberClicks' Learning Management System (LMS) module – PASSES

**Discussion Items:**

**Vote: Event Management RFP – Hansen**

- For the past 6 years, NORDP has worked with Designing Events (DE) as its conference management vendor. NORDP's contract with DE expired this year (2020). The Revenue & Finance committee issued an RFP to invite bids for a new contract.
- Eight bids were received, including bids from our incumbent (DE) and from FirstPoint Management Resources (FPMR), our association management company. Seven of the eight bids were from women-owned companies, and one was from a woman-owned and minority-owned company.
- R&F reviewed and scored all the applications. FPMR came out as the top scorer, with two clarifications requested related to staffing and budget.
- RFP bidders described their strategies for managing and hosting all-virtual conferences as well as in-person conferences.
- Dresbeck asked how the role of the conference management vendor was described in the RFP. The RFP stated that NORDP conference committee and Strategic Alliances expect to remain as primary contact with sponsors for events, with support from the conference management vendor.
- NORDP's ongoing needs for professional communications (beyond the conference), if they are to involve FPMR, will be addressed separately from conference management, as those needs would involve different, dedicated FPMR staffing
- Ward moved (seconded by Tuttle) to move forward with FPMR for conference management. The motion passed with two abstentions.
- **Action: R&F Committee** will begin negotiating terms with FPMR.

**Executive Committee duties and relation to committee report schedule – Eck**

- Eck outline the Executive Committee's membership and functions/role. The EC meets 2 weeks prior to the full Board meeting each month, and drafts the full Board meeting agenda. EC consists of President, Immediate Past President, VP, Treasurer and Secretary.
- Eck proposed a new committee reporting schedule, such that committees would turn in their reports ahead of the monthly EC meeting, so that EC can review the reports and add relevant discussion items to the full Board meeting agenda. This new schedule would facilitate more rapid turnaround of Board decisions on committee issues/requests.
- Next step after discussion with the Board is discussion with the committee co-chairs.
- **Action: Eck** will initiate discussion on this topic in Committee Co-Chairs team in Basecamp.

**Board Liaison duties for 2020-2021 – Eck**

- Eck introduced the 2020-2021 liaisons for committees, then opened the floor for committee liaisons to comment on how the transition from serving as a committee co-chair to liaison has been.
  - Downer shared that her transition was relatively smooth, although it's been a change to be not as deep into the knowledge/information of the committee.

- Ward shared that she is part of an executive committee for CIE, which enables her to stay more connected to the committee's progress without having the full role of co-chair.
- Tuttle shared that Kathy Cataneo had implemented a process in MSC that mirrors the Board Exec Comm/full Board process (MSC Exec Comm meets ahead of full MSC meeting to plan the agenda).
- Meier shared that the NomCom transition was very smooth, and that Laura N. (FPMR) helped to make it so by transferring institutional knowledge.
- Tuttle noted the importance of transparency in the liaison role, citing the need to explain to committees why the Board liaison role is important, why we set it up this way, how it helps to ensure committee success.

#### **Role/Reboot of Governance Committee – Lyon Gardner / Fletcher**

- Per the Bylaws, the Governance Committee (GC) may consist of current Board members only; in recent years its membership has dwindled.
- Want to reboot GC to cultivate and grow the Board. To ensure an effective number of GC members is maintained, Lyon Gardner proposes a membership structure that includes Board members by virtue of their roles/positions: CIE Liaison, NomCom Liaison, MSC Liaison, Secretary and Immediate Past President. The new GC would not be responsible for executing all initiatives but would be expected to recruit working groups or task forces to executive initiatives.
- Dresbeck endorsed this idea and encouraged the GC to engage former Board members in GC-led working groups.
- Eck noted some low-hanging fruit for GC working groups to formalize or promote in 2020-2021, including new Board member orientation content/materials that Fletch has developed and coordinating with the LEAD program.
- **Action: Lyon Gardner** to post BoardSource Governance Committee recommended functions list to Basecamp, ask Board members to rank their top 3 priorities from the list for continued discussion at the August Board meeting.

#### **PEERD Informational Sheets – Tuttle**

- Tuttle reports from Kay Tindle that NORDP doesn't yet have "info sheets" for PEERD. Intent is to develop briefs about best practices for RD infrastructure, e.g., RD office staffing, created from PEERD observations and with tiered pricing based on member status.
- Goal is to capture and disseminate knowledge – the best practices, trends observed by PEERD consultants as they're completing various PEERD contracts.
- Board sees value in developing this content and considering mechanisms for mobilizing it.
- Pascucci notes that NCURA has "Standards for Effective Sponsored Program Operations." These info sheets could provide a similar solution for RD operations.
- Downer noted that some types/levels of information might leverage the Professional Development committee for dissemination; others might be more appropriately disseminated elsewhere as a package. PEERD may be the right home, as a service that's already revenue-generating.
- Pascucci suggested surveying the membership for an experts list to help vet the best practices. Downer noted that contributing to best practices materials might be a more accessible option to some NORDP experts who don't have bandwidth to serve as a PEERD consultant.

- Preuss recommended that developing a plan to produce free but high quality content is the first, very important step. Contributing to a publicly accessible resource will allow NORDP to talk to lots of people at once.
- Eck asked Tuttle to notify Tindle that the Board is excited about this initiative and wants it to move forward.
- **Action: Tuttle** to meet with Tindle, Dresbeck, Littlefield, Maglia and Preuss to develop the concept further, considering a budget for graphic design and possibly writing.

There being no further business, the meeting was adjourned at 3:29 pm Central.

Respectfully submitted,  
Jennifer Lyon Gardner, Secretary

**Note:** The next Board Meeting is scheduled for Tuesday, August 25, 2020 at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.