

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

Tuesday, August 30, 2016

President Gretchen Kiser called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 8:30 am Mountain Time on Tuesday, August 30, 2016.

Roll call

Present: Jeff Agnoli, Kathy Cataneo, Rachel Dresbeck, Karen Eck, Karen Fletcher, Gretchen Kiser, Alicia Knoedler, Ioannis Konstantinidis, Terri Soelberg, Michael Spires, Kari Whittenberger-Keith, and Executive Director Keith Osterhage (as Ex Officio member).

Absent: David Stone, Jacob Levin.

Peggy Sundermeyer as guest

Approval of Draft July 26 Board Meeting Minutes – Gretchen Kiser

Michael Spires noted a typo on page 6: chooses was misspelled. Karen Fletcher noted that she had abstained from approving the June minutes.

Michael Spires moved to approve the minutes of the July 26 regular meeting as amended (seconded by Kathy Cataneo). With no votes opposed the motion carried.

Action Items

- Budget Continuation Resolution

Jeff Agnoli moved to approve a budget continuation for the month of September (seconded by Gretchen Kiser) to accommodate the change to the new NORDP Fiscal Year period. With no votes opposed the motion carried.

- Creation of a Special Task Force on NORD

Gretchen Kiser moved to create a special Task Force on New Opportunities in Research Development (NORD) pursuant to Article IX of the Bylaws (seconded by Terry Soelberg). With no votes opposed the motion carried.

Gretchen Kiser moved to establish the composition of the NORD task force as follows: David Stone, Gretchen Kiser, Karen Eck, Michael Spires, and Rachel Dresbeck. Michael Spires seconded the motion which carried with no votes opposed.

Discussion of administrative services

- Gretchen Kiser asked the Executive Director to draft a proposal for the Executive Committee about contracting an outside provider of administrative services as a pilot program, so that it can be reviewed and presented to the Board. Alicia Knoedler requested that it include a clearly articulated description of duties, expectations, and evaluation criteria, building on an existing document she has drafted based on a previous NORDP administrative position.

Terri Soelberg requested that it also include a compensation range. Jeff Agnoli requested that it identify possible candidate options (individuals or organizations), perhaps from ASAE. Rachel Dresbeck remarked that it should also be clear about whether it would be an employee or a contractor.

- Jeff Agnoli remarked that NORDP also needs to have a document that details the list of duties and responsibilities of TMG (for scheduled weekly and monthly tasks and one time events) and requested that the Executive Director talk with TMG to produce one. Ioannis Konstantinidis concurred that it would help the Board understand the full scope of the services provided by TMG. Several members remarked that it should also capture the amount of effort required, and offered various estimates for it.

Committee Reports

Executive Committee - Gretchen Kiser

Nothing to report

Revenue/Finance Committee - Jeff Agnoli

Jeff Agnoli stated that monthly financial reports are in BaseCamp (Balance Sheet and P&L) and all conference expenses have now posted. He also reported that membership dues are on track with budget.

Jeff Agnoli reminded the Board that a decision is due about transitioning to the new teleconference vendor (Level3). In preparation for that, Gretchen Kiser remarked that Level3 does not offer integration with a calendar scheduling service, so scheduling logistics are a bit different.

- Jeff Agnoli and Kari Whittenberger-Keith offered to provide informational documents to that effect.
- Rachel Dresbeck requested that Board members report on their assessment of the recording function before a final decision is made.

Strategic Alliances (formerly External Engagement) - Rachel Dresbeck

Rachel Dresbeck invited Peggy Sundermeyer to address the Board as a guest in an advisory capacity and report on the Network of Academic Corporate Relations Officers (NACRO) conference which she attended.

Peggy Sundermeyer submitted written remarks to the Board and explained that there are also forthcoming reports to the membership from her (regarding NACRO) and Joanna Rosario (regarding EARMA) as part of the liaison program.

Expanding on her written remarks, Peggy Sundermeyer explained that she attended as NACRO had extended an official invitation to NORDP, but the assigned NORDP liaison to NACRO was

not able to attend. Peggy Sundermeyer remarked that NORDP is better prepared to form an alliance, but NACRO is probably more hesitant and confused about RD.

- Peggy Sundermeyer requested feedback and guidance on behalf of her committee on the ideas offered in her remarks.
- Peggy Sundermeyer stated that she will compare the membership lists of NORDP and NACRO.
- Peggy Sundermeyer asked that all NORDP members reach out to NACRO officers to help explain the role of RD.

Michael Spires noted that one possibility is to coordinate conferences (co-located, cross-promoted, with one registration for both), although this would not be feasible this year. Gretchen Kiser remarked that this could also apply to the Science of Team Science conference.

Karen Eck asked if NACRO members would benefit from a talk or training about the academic mindset vs. business. Peggy Sundermeyer replied that it is important to establish an organizational relationship before disseminating knowledge. Rachel Dresbeck remarked that this can be an incentive for NACRO members to join NORDP. Jeff Agnoli reported that the OSU attendee to NACRO reported of positive talk about NORDP at the conference and that they were recommending that NACRO members join NORDP.

Peggy Sundermeyer also reported that the liaison group is working on revising the language in the relevant section of the current NORDP Brochure and suggested that Member Services and EPPD could review the parts of the brochure relevant to their activities. As a follow-up, the revised sections could serve as a shared front and back cover for print materials, and individual committees can introduce additional content inside.

- Gretchen Kiser requested that all Board members provide comments on the latest draft of the brochure on BaseCamp.

2017 Conference Committee - Michael Spires

Michael Spires reported that he is contacting previous members for return service, and hopes to reach out for additional members next, as needed. He is also working on a first budget draft.

Alicia Knoedler asked if we could have specialized sessions (not pre conference) that we can advertise to NACRO, government relations, industry, or compliance? This sections would feature the intersections of NORDP with those topics, and we could invite speakers outside NORDP to fill out panels (in light of strategic alliances).

- Gretchen Kiser and Michael Spires agreed to explore how to pilot these specialized sessions.

2017 Conference Committee - Gretchen Kiser

Kari Whittenberger-Keith reported that evaluations will be coming out in September, and remarked on the need to move with a Qualtrics subscription for NORDP, instead of relying on individual institution's subscriptions.

- Gretchen Kiser asked for a proposal outlining the need for a Qualtrics subscription

Effective Practices and Professional Development – Kari Whittenberger-Keith

Kari Whittenberger-Keith referred to her submitted report on BaseCamp, and reiterated that the committee is now 50-55 members strong and is building leadership through co-chairs for all working groups.

Member Services - Terri Soelberg

Terri Soelberg reported that the committee is engaged in background research on how to do an effective membership drive. Jeff Agnoli remarked that the AAES forum and sample policies are a good resource.

Enhancing Collaboration - Karen Eck

Nothing to report

Governance Committee - David Stone

Nothing to report

Nominating Committee - Michael Spires

Nothing to report

New Business

Rachel Dresbeck asked if there will be a summary of retreat discussions distributed, and Gretchen Kiser stated that she will provide a summary document to all Board members. Gretchen Kiser opened the floor to additional new business, none was put forward.

Michael Spires moved to adjourn (seconded by Kathy Cataneo) at 9:55 am Mountain Time. The motion carried unanimously.

Respectfully submitted,
Ioannis Konstantinidis, Secretary