

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

Tuesday, December 20, 2016

President Gretchen Kiser called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:30 PM Central Time on Tuesday, December 20, 2016.

Roll call

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

Absent: Jacob Levin.

Minutes

Ioannis Konstantinidis apologized for not having submitted drafts in time for approval, and informed the Board that he expects to be able to submit them in the new year.

Consent Agenda

Gretchen Kiser moved (seconded by Michael Spires) to approve the consent agenda with a single item:

AmazonSmile implementation (so that 0.5% of Amazon purchases using NORDP link will be contributed to NORDP)

The motion carried unanimously. The Executive Director noted that, as per Illinois law, NORDP is not allowed to conduct direct solicitation, but is allowed to mention this program as a point of information (as long as it is in passing) and include it in new member packages.

Information Items

Qualtrics: Kari Whittenberger-Keith informed the Board that the subscription is in place and the conference evaluation committee will use it for the upcoming conference and is transferring the materials from the last two years. The committee will also set up a process for other NORDP committees who need access to do so.

Revenue and Finance Committees: Jeff Agnoli informed the Board that as per Illinois law NORDP is required to have an audit (because it has revenue exceeding \$350,000). The audit will be conducted during December and January. He informed the Board that a separate form 990 has to be filed with IRS for the month of September since NORDP changed its fiscal year. He also informed the Board that although the transition to Moolah has already taken effect without incident (resulting in savings of at least \$15/mo), the PayPal subscription will remain active until after the audit is completed.

Discussion Items

Election Vendor: Michael Spires referred the Board to the document posted on Basecamp detailing the current option for conducting the NORDP election (full service option by Survey and Ballot Systems), which would need to be renewed this month, and offering alternative options (self service by SBS, or the NORDP Qualtrics or SurveyMonkey subscriptions). The Board discussion identified the following advantages of keeping the current option: It guarantees

that the Board cannot see any of the results before the votes are officially tallied, and does not require additional effort to be put in place (a concern given the short timeframe for implementation). The Board discussion identified the following advantages of moving away from the current option: alternatives offer reduced costs, and are more in line with options utilized by peer organizations (such as NCURA or the National Postdoctoral Association).

David Stone moved to continue using the current option for conducting the 2017 NORDP elections, seconded by Michael Spires. The **motion carried** with Jeff Agnoli and Kathy Cataneo opposed.

Gretchen Kiser offered to set up a working group that will recommend transitioning to another option for the 2018 election, exploring additional ideas such as the external advisory group or the NORDP accountant.

Administrative Services Vendor: The Executive Director referred the Board to the document posted on Basecamp detailing the three proposals received as a result of the RFP issued by NORDP. He also informed the Board that an additional, fourth option had been discussed by the Executive Committee to have the Executive Director provide the administrative services himself.

David Stone made a **point of order** to remove the Executive Director from further discussion on this matter, as the fourth option made him party under consideration, and **discussion was tabled** until the Board could enter into Executive Session.

Affinity Group Guidelines: Terri Soelberg and Kathy Cataneo explained that the document posted on Basecamp is not meant to be a formal policy document but a guideline, and requested feedback from the governance committee, so that a vote can be called next month. Michael Spires suggested that affinity groups could be set up via Board resolutions under Article 6 of the Bylaws (special committees) or Article 9 of the Bylaws (special councils). David Stone suggested that affinity groups could be set up instead within the framework of a policy document adopted by the NORDP Board, without reference to Articles 6 or 9. The Board discussion favored the latter option. The governance committee agreed to provide a working draft for a policy document and finalize it one week in advance of the next Board meeting. The policy will state that affinity groups are bound by NORDP bylaws, but will allow affinity groups to set up their own additional policies and procedures.

Member Services Committee

Terri Soelberg referred the Board to the report posted on Basecamp detailing the planning for the Membership Drive Campaign.

Nominating Committee

Michael Spires requested Board member volunteers for the nominating committee. David Stone and Karen Eck agreed to serve.

Memberclicks Upgrade

Jeff Agnoli informed the Board that the process is more than half way through, and projected to complete by middle of January.

Executive Conference Committee

Rachel Dresbeck invited the Board members to consider the pros and cons of having all future

conferences in Washington, DC. The Board discussion identified the following advantages of having Washington, DC as the permanent location: makes it easier for federal agency employees to participate, offers potential savings through long-term, multi-year agreements for venue. The Board discussion identified the following disadvantages of having Washington, DC as the permanent location: permanently disadvantages people traveling from the west coast. David Stone asked the Executive Director to report back on whether past conference attendance records show region-based attendance patterns, and specifically whether there is a drop in west coast participation when conference venue is in Washington, DC.

PEERD consultation service

Karen Eck referred the Board to the relevant documents posted on Basecamp, and asked for feedback on the proposed business plan, specifically about the types of review process to be offered, and the process for identifying qualified reviewers. David Stone commented that the review should be a year-long process, not a single visit, and qualified reviewers should be trained on how to do this, not just selected, because this type of offering will attract the interest of university administration at the VPR level and above.

Strategic Alliance Committee

Rachel Dresbeck referred the Board to the report posted on Basecamp.

Executive Director Update

The Executive Director referred the Board to the report posted on Basecamp.

NORD Task Force

David Stone reported that they are now trained up in Trellis, and invited members to contact the Task Force to sign up if interested. Gretchen Kiser offered to provide a draft document on the structure of NORD to interested participants.

There being no new business, Michael Spires moved to adjourn (seconded by Ioannis Konstantinidis) at 3 PM Central Time. The motion carried unanimously.

Note:

A special Board Meeting is scheduled for Tuesday afternoon, December 20, 3:00 - 4:00 PM Central Time (4:00 - 5:00 PM Eastern, 2:00 - 3:00 PM Mountain, 1:00 - 2:00 PM Pacific).

The next regular Board Meeting is scheduled for Tuesday afternoon, January 24, 1:30 – 3:00 PM Central Time (2:30 - 4:00 PM Eastern, 12:30 - 2:00 PM Mountain, 11:30 AM - 1:00 PM Pacific)