

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

Tuesday, December 19, 2017

President Michael Spires called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:37pm Central on Tuesday, December 19, 2017.

The following Directors were present at the meeting: Michael Spires, Karen Eck, Jeff Agnoli, Karen Fletcher, Gretchen Kiser, Jan Abramson, Kathy Cataneo, Rachel Dresbeck, Kellie Dyslin, Jerilyn Hansen, Jennifer Lyon Gardner, David Stone, Kari Whittenberger-Keith. No Directors were absent.

Approval of Draft Board Meeting Minutes – Spires

Cataneo moved (seconded by Abramson) to approve the minutes from the November 21, 2017 special meeting. The motion passed; Dyslin abstained. Cataneo moved (seconded by Dyslin) to approve the minutes from the November 28, 2017 regular meeting. The motion passed unanimously. Spires moved (seconded by Kiser) to approve the executive session minutes from the November 28, 2017 regular meeting. The motion passed unanimously.

Consent Agenda - Spires

2018 NORDP Budget

Discussion: Cataneo noted that a \$1000 President’s Discretionary Fund had been added to the budget. Kiser moved (seconded by Dresbeck) to approve the 2018 NORDP budget. The motion was unanimously approved.

Old Business

2018 NORDP Board Elections – Spires

Spires moved (seconded by Kiser) that NORDP sign the Survey and Ballot Systems contract for the 2018 election. Motion passed; Agnoli voted nay.

Election Policy – Spires

There was discussion on if NORDP should force votes during elections. Currently members must vote in each race. Stone said about 100 members vote. Spires said there have only been a few complaints on the current process. Kiser said that the idea to force votes was to make sure every slot was voted on by as many members as possible. Stone said that forcing votes made sure that everyone voted for every seat, since there were seats on the Board. And it also engages people in the voting process. Kiser said that the Board is discussing voting for seats but the membership sees it as voting for people. Fletcher suggested that we needed to create a good slate with multiple candidates for each seat and then this becomes a non-issue. Lyon-Gardner asked if a seat wouldn’t get filled if a person received too few votes? Spires reminded the Board that the Board ratifies and certifies elections each year, so the Board could say they aren’t comfortable with the vote, but that didn’t seem fair to the membership. Whittenberger-Keith said that someone might not feel comfortable voting for all the candidates. Eck asked if we are we obligated to release the amount of votes that were cast? Stone said we currently will release the raw data of who came in second, third, and fourth, which means that someone could have way more votes and get on the Board, but someone would win a seat with very few votes; or we could share percentages. Kiser suggested we only share percentages. Dyslin said people are reticent to vote for people they don’t know; but people should still look at the election materials and make an informed

decision. Cataneo said that if the Nominations committee vets all the candidates then everyone on the slate should be a good candidate.

Stone moved (seconded by Dyslin) to modify the election procedure so that voting isn't forced, and that if asked, NORDP will provide the percentage of votes each candidate received. The motion passed; Fletcher abstained.

2018 Conference Update – Eck and Whittenberger-Keith

Eck said that the Program Committee should have the program to Diane the Monday after January 12th; and people will be notified of their conference presentation status after that. Registration should open at the end of January. Whittenberger-Keith said that five pre-conference workshops have been chosen out of ten applications. Cataneo asked that the conference be announced on all members and prospective member emailing lists and not just those on the listserv.

Dresbeck left the meeting at 2:25pm Central.

Motion to Go Into Executive Session

Spires moved (seconded by Lyon-Gardner) that the Board go into executive session for a discussion of a candidate to fill Ioannis Konstantinidis's vacant slot on the Board. The motion carried unanimously.

At the end of the discussion, Spires moved (seconded by Kiser) to end the executive session. The motion carried unanimously.

Additional Business

Association Management RFPs and Process – Agnoli

Agnoli reported that we received information from numerous association management companies and the Board will get an invitation to attend a presentation about their products.

Agnoli said that TechSoup.org is a coalition for non-profits that offers discounts and we have purchased Zoom through their discount.

2017-18 Initiatives

Professional Development – Spires

Spires reported that his working group has decided to name the RD101 program "Essentials of Research Development," and they are working on outlining a short summary to present to the Board. Kiser asked that the Board have time to give feedback on the outline and topics.

Communications – Dresbeck

No report.

Rising Star Award, Service Awards, etc. – Cataneo

Cataneo would like to send an invitation for nominations in January and will work with Spires offline to make that happen.

Committee Discussions

Executive Conference Committee – Spires

Spires reported that a site visit was made to a Providence, RI venue. Diane Norcutt will make a final recommendation soon. Edel Minogue from Brown went on the site visit and is willing to be site person if

needed. A Providence Convention and Visitor's Bureau staff member would be assigned to NORDP as well.

Kiser left the meeting at 2:58pm Central

Member Services Committee – Cataneo

Cataneo submitted a draft of the Awards Policy with revisions to the Governance committee. Spires said the committee will look at it in January.

NORD Steering Committee – Stone

Stone said the committee plans on releasing an RFP in early January with a deadline in early February. Stone is looking for someone to manage the review of InfoReady submissions. Abramson suggested that the Association Management Company we get could do this in the future. Whittenberger-Keith suggested that NORDP member, Kim Littlefield, might be able to assist until then.

There being no further business, Spires moved to adjourn (Cataneo seconded) at 3:02 p.m. Central. The motion carried unanimously.

Respectfully submitted,
Karen Fletcher, Secretary

Note: The next Board Meeting is scheduled for Tuesday, January 23, from 1:30 p.m. – 3:00 p.m. Central Time (2:30-4pm Eastern, 11:30am- 1pm Pacific and 12:30-2pm Mountain).