

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

**Tuesday, February 21, 2017**

President Gretchen Kiser called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order on February 21, 2017.

The following Directors were present at the meeting: Gretchen Kiser, Ioannis Konstantinidis, Michael Spires, Jeff Agnoli, Kathy Cataneo, Rachel Dresbeck, Karen Eck, Karen Fletcher, Kari Whittenberger-Keith, Alicia Knoedler, Terri Soelberg, and David Stone.

**Approval of Draft Minutes for January 2017 Regular Meeting and Draft Public Minutes for December and January Special Meetings – Kiser**

Kiser moved (seconded by Dresbeck) to approve the Public Special Meeting minutes in December 2016 and January 2017; and the regular minutes for November 2016 and December 2016, as amended. The motion passed unanimously.

**Informational Updates**

**Conference Committee:**

General Update – Spires

There are 220 people registered for the meeting as of today. The conference program is online and the program booklet is at the printers.

Sponsors and Exhibitors – Dresbeck

\$25K has been received. More has been pledged

Leadership Forum – Kiser

The theme is: Strategic decision making in dynamic times. University Research leaders are being invited.

Member Services Committee – Soelberg and Cataneo

Membership Drive (100 new members) update: We have reached our half-way mark in net-growth.

Webinar attendees will be matched with membership list to see if we can send targeted communications to anyone who attended but is not a member.

Communications Working Group – Dresbeck

Dresbeck, Cataneo, Fletcher, Michael Thompson have been working on basic communication practices and there is a Communication Plan on Basecamp. One thing to consider is how we should be driving traffic to the blog by referencing it on the listserv.

Finance and Revenue Committee – Agnoli

We fulfilled all audit requests. We are doing well with telephone costs by transferring our vendor to Level3 Conferencing. We are saving on the Moolah processing by switching from PayPal. The upgrade of Memberclicks has provided more ease of use. We should look into using a different conferencing system.

Nominating Committee Status – Eck

The committee is working with Susan Carter. The deadline is March 10. Messaging from the Board should go out, "What being on the Board has meant to me." A Board cameo during nomination time should go out to membership.

#### Mentoring Committee – Fletcher

The Mentoring committee has been collecting feedback from mentors and mentees, including quotes to be used for program awareness. An onboarding packet is being created and matched pairs will be emailed their match along with this packet this year. Fifty-ish pairs are being matched up.

A member has asked if the Mentoring Committee would consider taking on creating a Shadowing Opportunity for leadership positions. The committee will follow up.

#### Special Task Force on NORD – Kiser/Stone

Stone and Kiser have forged a draft document around what a NORD committee might look like and will present this at the next Board meeting. NORD committee will oversee what NORD will do. Goal is that people unconnected to NORDP would help turn RD into a field. The committee will be to catalyze and kickstart this.

#### Governance Committee – Spires

Whistleblower Policy – table until the next meeting.

### **Discussion**

#### **Member Services Committee**

i) NORDP policy on Affinity Groups, treating them as NORDP committees without corporate authority - Cataneo

Discussion: What are the remaining issues on the draft policy? Most comments are about the access to the resources NORDP national has. Do we have listserv limitations? No. Qualtrics access will incur costs if we go over 1000 surveys. Maybe we should include an approval process for what surveys we will be willing to pay for. The liaison to the Board could help in this approval process. This could be addressed in their budgets. Memberclicks provides a polling system, too. We can amend this policy at a later date if we find we need to. Needs to have sunset language.

Kiser moved (seconded by Spires) to accept this Affinity Policy in principle and send it to the Governance Committee for final touches. Motion passed unanimously.

Action Item: Governance Committee will tweak language to make it appropriate.

ii) NORDP policy on Scholarships, Recognition, and Service Awards, establishing the Board's authority to have these scholarships and awards administered, and defining the intent and eligibility for each type - Cataneo

Discussion: There should be no restrictions on eligibility: Affiliate members, consultants, and sponsors who are members should be eligible to receive awards. We differentiate for conference registration, but not for membership. The By-laws language about affiliate members was only supposed to say that these members could not be members of the Board; they are eligible for all other benefits of membership.

Board members should be allowed to apply for scholarships. Board members should be allowed to receive the Rising Star Award. Any member should be eligible for the HFK award – “Regular” member needs to come out of this policy. As a non-profit, can we give a scholarship to a for-profit company, because it could be viewed to subsidize their company?

Action Item: Spires will ask our legal counsel if as a non-profit, can we give a scholarship to a for-profit company.

Spires moved (seconded by Soelberg) to approve this policy in principle and refer it back to the Governance Committee to address the issues that were brought up here. Motion passed unanimously.

iii) Review and select conference attendance scholarship recommendations from Scholarships and Recognition and Service Awards (SRSA) Subcommittee; they received 25 applications to review for 2017

NORDP Annual Conference Attendance Scholarships, with a total request of \$20,484 against a \$5,000 budget - Cataneo

Whittenberger-Keith left the meeting.

Discussion: The report to the Board is a high-level summary with some confidentiality. Due diligence of the Board seems that the Board should see the names. The money has already been approved by the Board. This is how it has always happened. Should we look at discussing how we can change this process?

Kiser moved (seconded by Soelberg ) that the Board accepts the Scholarship and Recognition and Service Award Committee's recommendation of the scholarship recipients' awards this year, without seeing the names. Motion passed unanimously; with the comment we will take up a discussion as to if we want to amend this process going forward.

Two awards were made to under-represented minorities.

**Finance and Revenue Committees** - Jeff Agnoli

We will not be renewing our contract with Talley Management. The stop-gap plan is that we are contracting with Memberclicks Maintenance team and they will be working with us 100% of the time. They will train a small group of us regarding questions we have (e.g. forms and reporting) to get us to a state where we are self-servicing on how we use the platform. You can still make requests to [maintenance@memberclicks.com](mailto:maintenance@memberclicks.com) and you should copy Jeff Agnoli. They ask for a two-day turnaround for things that include website updates, or anything to do with forms. The plan is to build out an Association Management team where someone on each committee will know how to use Memberclicks. Goal is to identify an Association Management Service that works for us. Member Services, Conference co-Chairs, and Board members all need to know how to use Memberclicks and should go through training.

There being no further business, Kiser moved to adjourn (Spires seconded). The motion carried unanimously.

Respectfully submitted,  
Karen Fletcher, Secretary (2017-2019)

**Note:** The next Board Meeting is scheduled for Tuesday, March 27, 2017, from 1:30 p.m. – 3:00 p.m. Central Time (2:30-4pm Eastern, 11:30am- 1pm Pacific and 12:30-2pm Mountain).