

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

February 27, 2018

President Michael Spires called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:33pm Central on February 27, 2018.

The following Directors were present at the meeting: Michael Spires, Karen Eck, Jeff Agnoli, Karen Fletcher, Gretchen Kiser, Kathy Cataneo, Kellie Dyslin, Jeri Hansen, Jennifer Lyon-Gardner, Dave Stone, Etta Ward, and Kari Whittenberger-Keith. Directors Jan Abramson and Rachel Dresbeck were absent.

Approval of Draft January 23, 2018 Board Meeting Minutes – Spires

Cataneo moved (Dyslin seconded) to approve the minutes as drafted. The motion passed unanimously.

SRA RD Discussion – Spires

SRA has launched a Research Development certificate and approached NORDP about sponsoring or having a booth at the conference. Spires has tried to reach out to Cindy Kiel, the SRA president to discuss. Kiel has not been responsive. Discussion: Board members recognized that the SRA RD certificate represented proposal development only. Some Board members suggested sending a message to the NORDP membership; some members suggested NORDP differentiate its mission.

Action Item: Spires will continue to contact Kiel.

Action Item: Stone, Ward, Kiser, and Dresbeck will put together a draft letter addressing concerns and defining NORDP's scope and send to Spires and the Board later this week.

2018 Conference Update – Eck and Whittenberger-Keith

There are 177 people registered for the conference. Michael Thompson is leading the marketing efforts. Designing Events is working on the App for the program. Eck asked if the Board wanted the videography company to make a promotional video for NORDP while they are at the conference. Kiser said we have reached our goal of confirmed sponsorships.

Action Item: Eck will provide the Board with a sample promotional video from the company.

Volunteers for NPA and Nominees for Leadership Forum – Kiser

The National Postdoc Association (NPA) is having their meeting in Cleveland, OH April 6-8.

Action Item: If anyone would like to represent NORDP at the NPA meeting, contact Kiser or Dresbeck.

The Leadership Forum has limited space. The Board was asked to nominate emerging leaders from various types of institutions.

Action Item: Send Kiser any nominations of emerging leaders who should attend the Leadership Forum.

2019 Conference Update – Spires

The contract with the Omni in Providence, RI in 2019 has been fully executed.

Nominating Committee – Spires

Six non-board members are in place for the committee this year. Two Board members are needed to serve. Fletcher will be the contact person for the Nominating Committee and the Election provider.

Action item: If you are interested in serving on the Nominating Committee, please contact Spires.

Professional Development – Spires

Discussion: The Board recognized that Research Development looks different depending on where you are and what your duties are. The content of the course will be an introduction to RD. Questions were raised as to if the strategic level was going to be addressed in it. A suggestion was to include NORDP values such as diversity/inclusive excellence and collaboration. The Board suggested a new title for the course: Foundations of Research Development: An Introduction.

Communication – Fletcher

There are currently 156 Blog subscribers, including 13 Wordpress users. NORDP LinkedIn has 1238 members.

Action Item: Fletch will look in to how to eliminate the non-active NORDP LinkedIn page.

PEERD – Hansen

The PEERD agreements were drafted by our attorneys. NORDP will purchase Errors & Omissions insurance. Hansen will be on a panel about PEERD at the annual conference. Peggy Sundermeyer will be stepping off as co-chair of the PEERD committee and will need to be replaced.

Action Item: Hansen will ask Peggy to assist in finding a replacement.

Policy Guidance on Retention of Sensitive or Personally Identifiable Information – Spires

Summary material and final decisions should be included in public minutes. If identifiable information must be saved, it should be sent to the Secretary for off-line filing and retention purposes. The primary responsibility of the Board is to protect the organization.

Member Services Committee – Cataneo

Should NORDP establish separate Profile categories for retirees and students? The Member Services Committee will present a proposal to the Board in the future.

Action Item: Board members should come up with two questions (3 at the most) they want to be discussed at all the regional meetings at the annual conference. Questions should be submitted no later than the next Board Meeting.

Action Item: Spires will host a new members networking dinner at the conference.

There being no further business, Cataneo moved to adjourn (Dylin seconded) at 3:14p.m. Central. The motion carried unanimously.

Respectfully submitted,
Karen “Fletch” Fletcher, Secretary

Note: The next Board Meeting is scheduled for March 27, 2018, from 1:30 p.m. – 3:00 p.m. Central Time (2:30-4pm Eastern, 11:30am- 1pm Pacific and 12:30-2pm Mountain).