

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

**Tuesday, January 24, 2017**

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, January 24, 2017.

**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 informed the Board that he will be revising the format of the minutes to incorporate unofficial feedback received from the auditors, who deemed the previous minutes “excessive” and “overdone”.

**Letter of resignation from Jacob Levin**

Gretchen Kiser moved to accept Jacob Levin’s resignation from the Board (seconded by Rachel Dresbeck). The motion carried unanimously. The vacated seat will be filled during the upcoming regular Board election.

**Memberclicks Upgrade Update**

Jeff Agnoli explained that it we are still in a soft launch period for the new NORDP website (based on the upgraded Memberclicks platform) and asked for people to test it and report any issues. Prompted by Kathy Cataneo, the Board recognized the effort of Jeff Agnoli and Terri Soelberg in completing this task.

**Conference Committee**

*Conference Registration Update*

Michael Spires informed the Board that registration for the conference is now open. Karen Eck informed the Board that the first post in the series of Conference Cameos is scheduled to be posted on Friday.

*Conference Program Update*

Rachel Dresbeck informed the Board that there were 66 abstract submissions and 20 posters, and the committee will review them on Friday, with notifications sent out next week. Michael Spires informed the Board that the keynote speakers have not all been finalized, and the Board discussed several ideas for potential topics and presenters, which were referred to the committee.

*Conference Sponsors and Exhibitors*

The Executive Director informed the Board that 54 prospective sponsors have been identified (inclusive of 9 from last year) and detailed the status of contacts to date. He invited Board members to use their personal connections with any of them (prompted by a question by Kathy Cataneo) and keep him informed. The Executive Director also explained the new role of exhibitor, which was introduced to accommodate companies (mainly small startups based in universities) as a “registration plus” level, and was authorized by the Strategic Alliances

committee to offer it at a price below the lowest sponsorship level. Overall the expectation is that there will be an increase of about \$10K in sponsorship revenue from last year, even though elections that result in transitions usually result in fundraising difficulties.

Jeff Agnoli reminded the Board that for compliance purposes:

- NORDP should record the list of sponsor names and amounts for every year (which Gretchen Kiser did this year), and
- the upgraded Memberclicks platform allows for building a sponsor sign up and payment form, which should be done and used instead of collecting PDF forms by email. The Executive Director agreed to work with Talley Management Group to make sure that the form is set up properly.

#### *Leadership Forum*

Rachel Dresbeck informed the Board that planning is on track, and that there are expectations for increased interest and participation given the uncertainties raised by recent administration actions affecting scientists at EPA and USDA.

#### *Conference Schedule for Board Members*

Michael Spires, replying to a question by Karen Fletcher, explained that Board members will be asked for their travel schedules and be provided with a list of events they will need to attend during the conference (including a Board meeting on Sunday).

#### *Cost Estimates*

The Executive Director informed the Board of the latest cost estimates for AV and the leadership forum, and the matter was referred to the committee.

#### **Member Services Committee**

Terri Soelberg informed the Board that the Committee is operationalizing the membership drive as planned.

Kathy Cataneo informed the Board that she attended the January 16 Northeast regional meeting and presented NORDP and the benefits of memberships to the attendees who were not NORDP members (estimated to be 1/3 of the approximately 50 total).

Prompted by the Executive Director, the Board discussed and recognized the potential of Trellis (an AAAS platform) as a networking and recruiting tool, and Gretchen Kiser asked the Executive Director to create a public page for NORDP on Trellis and invite all Board members to join.

#### **Finance Committee**

Jeff Agnoli informed the Board that the monthly reports are posted on Basecamp. He pointed out that NORDP is operating at a deficit, as per the budget and also due to the timing of some annual costs (such as conference planning and audit). He also explained that the new system (Memberclicks + Moolah) has reduced both effort and costs.

#### **Recognition Awards**

Kathy Cataneo informed the Board that the Scholarships and Service Awards Subcommittee (SSAS) is operationalizing the travel scholarships program as planned and will continue to refine the procedures document for all awards. The SSAS is chaired by Kathy Cataneo and its members are Jeff Agnoli, Jan Abramson, Kate Hayes-Ozello, Julienne Krennrich, and Meriel Parker. The subcommittee will recommend scholarship recipients to the Board.

Gretchen Kiser clarified (in response to a question by Kathy Cataneo) that nominations to the Rising Star award can be put forward by any NORDP member, in contrast to the HFK award that receives nominations by Board members.

Kathy Cataneo identified the need for a policy document identifying what the NORDP scholarship and service awards are, and offered to create a draft.

The Board discussed whether the current guidelines for recognition should apply to the

outgoing Director Jacob Levin, or whether he would be grandfathered in to previous policy. The matter was referred to the next Board meeting.

#### **Nominating Committee**

Karen Eck informed the Board that the committee would like to know if the decision to make it mandatory to vote for a candidate for every open position could be revisited to allow voting for fewer candidates than open positions. The Board discussion did not result in anyone putting forward a motion. Gretchen Kiser asked Karen Eck, Michael Spires and David Stone to craft a statement reflecting the reasoning to keep the voting requirement as is. The focus should be in explaining the Board's twofold reasoning: 1) the nominating committee vets the applications so that all candidates are qualified and highly meritorious, and 2) some seats are reserved for special eligibility categories and require sufficient votes.

#### **Mentoring Committee**

Karen Fletcher informed the Board that the mentoring selection drive is proceeding as planned. The committee is also restructured with three co-chairs: Anna Brailovsky (Qualtrics and matching), Jan Abramson (education), Karen Fletcher (communication). The committee will review the matching mechanism (Qualtrics) after this cycle is over because it is not NORDP based but is local to Anna's institution.

#### **NORD Task Force**

Gretchen Kiser asked all Board members to review the current implementation document draft.

#### **Governance Committee**

Michael Spires informed the Board that the draft Thematic and Affinity Group policy is not ready to be approved by the Board yet, pending review by the NORDP lawyer. Gretchen Kiser asked all Board members to review it for completeness and provide comments in next seven days.

#### **Professional Development Committee**

Kari Whittenberger-Keith informed the Board that the committee is deliberating the issues that need to be considered in imposing a webinar fee structure, and expects to have a report with recommendations in March.

#### **Communications Working Group**

Rachel Dresbeck informed the Board that she will create a document for communications processes to share. Gretchen Kiser also requested for a recommendation on how to communicate to the membership considerations about changes to the Bylaws (should they arise) in addition to (or in lieu of) the Memberclicks Circles.

#### **Strategic Alliance Committee**

Rachel Dresbeck had nothing further to report, as the items were covered in previous discussion.

#### **Other**

Gretchen Kiser asked all Board Members for comments and input for the agenda for the conference Board meeting.

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

**Note:** The next Board Meeting is scheduled for Tuesday afternoon, February 28, 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)

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