

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

Tuesday, January 23, 2018

President Michael Spires called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:33 pm Central on January 23, 2018.

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, Jeri Hansen, Jennifer Lyon-Gardner, Dave Stone, Etta Ward, Kari Whittenberger-Keith. No Director was absent.

Approval of Draft December 19, 2017 and May 7, 2017 Board Meeting Minutes – Spires

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

Consent Agenda – Spires

2019 Conference Venue – Omni Providence

Spires moved (seconded by Stone) to approve the consent agenda and the recommendation of the Executive Conference Committee to use Providence, RI as the venue for the NORDP Meeting April 29, 2019 – May 1, 2019.

Discussion: Concern was expressed about the availability of rooms for the entire meeting; Spires said that once Diane has the green light to confirm the dates, the contract will be drawn up and the rooms will be reserved for NORDP.

Motion passed unanimously.

Conference Update – Eck & Whittenberger-Keith

The presentation schedule is being created and presenters will be notified soon. The website has been updated with the cost of the conference and current sponsorship information; conference registration should be open by the end of January. Contracts for pre-conference workshops will be sent out by the end of the week. Conference attendance awards can be announced before the conference early bird registration deadline.

2017-18 Initiatives

Professional Development - Spires

An outline for the Essentials for Research Development is now available. Discussion: Did we want to include information on staffing an RD Office, which could include thinking intentionally about how to build a research enterprise that includes RD? This is also an LDRD topic. The target audience needs to be taken into consideration when creating and changing the format. Thirty – thirty-five people are anticipated with an attendance fee of \$320. NORDP needs to differentiate why Essentials for Research Development is different from what other professional organizations are offering for RD beginners. The Communications Working Group will work with Spires on the abstract.

Action Item: Make comments or suggestions on the outline by Wednesday, January 31

Communications – Dresbeck

The working group is auditing the homepage in an effort to make it more inviting and to include calls-to-action.

NORD – Stone

Kim Littlefield is willing to work with managing the InfoReady Review system for the NORD competition. InfoReady is sponsoring the grant program for three years to establish research studies in Research Development. There will be a March deadline and a November deadline. The money will be distributed by NORDP as NORDP grants. This money is separate from the current InfoReady conference sponsorship. Board members are not exempt from applying for these awards.

SE NORDP Affinity Group Application – Spires

A revised application has been submitted for review. Discussion: The budget that was provided asked NORDP for funds however some Board members had expected a budget that detailed how the group was going to create revenue and use it to sustain their regional meetings and activities; and that all Affinity Groups would be budget neutral. Consensus was that the Board should fund committees, and Affinity Group could request funds from committees if their activities correlated or if the Affinity Group was administering a pilot program for NORDP national. NORDP national will provide technical support to Affinity Groups.

Action Item: Consider creating a webinar that details what goes in to running a regional meeting, how to make a regional meeting effective, and how a region can use MemberClicks to assist them in running/registration etc. for the meeting

Action Item: Spires will bring feedback to SE Group and ask for a revision to their budget

PEERD – Hansen

There are two possible projects for PEERD: both are focused on setting up an RD office rather than the original charge of PEERD, which is to review existing RD offices; but there is expertise in setting up an RD office on the PEERD panel of reviewers. Caution was expressed over the fact that these clients were not universities but hospitals. It was agreed that these instances should be evaluated on a case-by-case basis, depending on if the PEERD committee had the expertise to evaluate the project (each PEERD review panel will be different depending on who is a member of PEERD). It was suggested that NORD could publish a white paper on different ways to set up a Research Development office.

Information is still being collected for Errors & Omissions Insurance.

Action Item: Hansen will find out if we need Directors and Officers Insurance.

Changes to Travel Grants and Recognition Awards Policy – Spires

It was asked how we get nominations for the Rising Star Award: In the past we have opened nominations up to the entire membership, but we can also consider canvassing board committee chairs. It was recommended that a strong statement be included in the Holly Falk-Krzesinski NORDP Service Award that this particular award recipient was recommended by the Board.

Travel grants are now being called Conference grants because they can be used to cover conference registration cost. Diversity grants fall under the Conference grants initiative because it is a Board priority. Conference grant awardees should be recommended as a slate to the board so that the board can approve.

Action Item: Spires will make the suggested changes and will initiate an email vote.

Kiser leaves at 3:02 Central Time.

Dyslin leaves at 3:03 Central Time.

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

Tabled until next month

Teleconferencing platforms: Level 3 vs Zoom – Agnoli

There is no toll charge for Zoom if you are communicating through your computer; however, if you are calling in via the phone feature only, there is a toll charge. Further discussion was tabled until next month.

There being no further business, Spires moved to adjourn (Agnoli seconded) at 3:09 p.m. Central. The motion carried unanimously.

Respectfully submitted,
Karen "Fletch" Fletcher, Secretary

Note: The next Board Meeting is scheduled for Tuesday, February 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).