

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

Tuesday, June 27, 2017

President Gretchen Kiser called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP), to order on Tuesday, June 27, 2017.

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

Approval of Draft May 7 and May 23, 2017 Meeting Minutes – Kiser

Approval of minutes were postponed due to not having access to them.

Action Item: Kiser will contact Konstantinidis to get the status of the minutes.

Approval of the 2017 Board Election - Kiser

Dresbeck left the meeting

Stone moved to approve (Spires seconded) the 2017 Board Election Results to include as new Board Members: Jan Abramson, Rachel Dresbeck, Jerilyn Hansen, and Jennifer Lyon Gardner. Motion passed unanimously.

Consent Agenda – Kiser

Kiser moved to approve (Spires seconded) Samarpita Sengupta to be the official NORDP liaison to the National Postdoctoral Association. Motion passed unanimously.

Board Leadership Retreat – Spires

Will be determined after the new members are polled; to be held in September

Dresbeck re-joined the meeting.

Kiser congratulated Dresbeck for being affirmed for a new Board member term.

Discuss candidate mid-cycle appointment of new Board member for Soelberg's Board position

Discussion began over email and continued: Should we take into consideration what regions are represented on the Board before we appoint a new member representing a region? It is not currently a requirement. Soelberg's Board seat was a Regional seat designation. Representation of PUI's, regional, and MSI seats are not addressed in the Bylaws as to keeping the designated seat in mind when replacing a Board member by appointment, however, we should keep this in mind when considering a replacement nominee.

Kiser moved (Spires seconded) to put forward Kellie Dyslin for the vacated position of Terri Soelberg on the Board, and the Board to approach her on her willingness. The motion passed unanimously.

Action Item: The Governance Committee will address the verbiage in the Bylaws about designated seats being appointed and bring a recommendation to the Board for review.

Action Item: Spires will officially ask Dyslin to be a part of the Board effective immediately via email. (Dyslin emailed back that she accepted)

Spires moved (Stone seconded) to approve that Dyslin be appointed to take the seat that Soelberg will leave for the next two years. Motion passed unanimously.

Communications Working Group Update – Dresbeck

- a. Figshare/Digital Science worked with NORDP to provide the opportunity to make any NORDP presentations live on a site so that tags can be added to them; makes them searchable and citable. This is better than just having a link on our website.
- b. Email address strategy – we have 15 generic emails (e.g. president@nordp.com, treasurer@nordp.com, etc.) that came with our MemberClicks platform. If we get requests, we should have a system on how to assign them.

Action Item: The Communications Working Group will come up with a recommendation for the Board on how to assign the generic email addresses when they are requested.

- c. Blog outreach update – Cataneo
 - a. Board and committee members should subscribe. If you are an author or contributor you will not show up as a subscriber on the report/list.
 - b. There will be reminders sent for members to subscribe as we move our public facing information to the Blog.
- d. Editorial Calendar – Dresbeck
 - a. The Committee started to make a calendar to make editorial content more consistent
 - i. Will be asking all committee chairs to contribute to content.
 - ii. Will be asking for a liaison from each committee.
 - iii. When it is finalized it will be put in Basecamp for everyone to look at.

Diversity Working Group – Kiser

Regular meetings have been scheduled and Kiser will report more after their second meeting.

Committee Updates:

NORD Committee – Stone

A NORD proposal document was posted in Basecamp June 25, 2017 that states how the NORD committee needs to move forward without it becoming an Institute yet. People will be invited to become Fellows rather than grant recipients in an effort to build a community around the initiative. Committee members are: Eck, Spires, Kiser, Dresbeck, Stone.

Action Item: Stone will put a call out for additional committee members. The Board will need to appoint these members after they are recommended.

Executive Conference Committee - Kiser

- a. Location of conference – Northeast? The committee will make a final recommendation.
- b. Current committee: Kiser, Spires, Eck, Agnoli, Whittenberger-Keith
- c. Designing Events
 - a. Will we use them again?

Action Item: Kiser will set up a meeting for a committee meeting to discuss the above.

Action Item: The Executive Conference Committee will write a draft of the results from the survey about how the organization felt about scheduling meetings in different locations versus DC every year, taken at the annual meeting. They will give this to the Communications Working Group to post on the Blog.

Strategic Alliances Committee

- a. Mary Woolley invited NORDP to become a member of Research!America. It will cost \$500 a year. This would be a good opportunity for strategic positioning for the organization.

Action Item: Kiser will get more information from Woolley on what membership would mean.

Professional Development Committee – Whittenberger-Keith

- a. WebEx is not being used so NORDP has stopped subscribing to it for a few months.

- b. New committee structure with two groups: 1) Organization and Communication; and 2) Webinars.
- c. Looking at web resources related to professional development on the website (links that aren't working).

Action Item: A Professional Development committee member will be identified as a Communications Working Group liaison and Whittenberger-Keith will let Dresbeck know who that is.

Member Services Committee – Kiser and Cataneo

- a. Need a new Board chair
 - a. Cataneo volunteered to fill this role in the interim.
- b. New Region 1 representative is Jason Charland from the University of Maine.
- c. Looking at retention; sending out personal messages to those members who have lapsed.
- d. Plan to contact prospects on the Prospect list or take them off the list in MemberClicks
 - a. Stone reported that there were 200 people at the University of Michigan Research Development Day this summer. These are possible prospects that Member Services should contact.
- e. Salary Survey – is this budgeted and how is it administered?
 - a. Kiser and Cataneo will talk offline.

Action Item: Spires will prepare a Welcome message for the Region I meeting July 31.

Mentoring Program Committee – Fletcher

- a. Two groups have been formed: 1) Education group which created a satisfaction survey for mentors and mentees and a satisfaction survey for the resources created; and 2) Survey group which is working to move the Qualtrics survey to the NORDP Qualtrics account
- b. Shadowing pilot
 - a. The person who was interested in working with the committee to design a shadowing program based on his shadowing experience lost his notes and is no longer working with the group. The committee is going to move forward anyway, based on the information they garnered from the dinner groups at the Annual meeting.

Finance/Revenue Committee updates - Agnoli

- a. Our costs are below what was budgeted. Currently the organization is positioned well financially.
- b. We continue to save money on our teleconference service since the move to Level3.
- c. Moolah to Authorize.net/Bank of America as our credit card processor.
 - a. There is a termination fee of almost \$500 to leave Moolah.
 - b. Bank of America came back with a more competitive offer that can potentially save NORDP a lot of money.

Action Item: Agnoli will post the new offer on Basecamp for the Board to review.

Move to the next agenda:

- a. Administrative management services solution .
- b. Professional development curriculum/webinar, etc.; Have the Revenue Committee handle investigating.

Announcement: NORDP's attorney, Avery, is stepping down because he is not practicing law anymore. We will need to address managing PEERD with new representation – where are we with the liability insurance? – Dresbeck

- a. Average cost less than \$1400 a year, includes Errors and Omissions. What liability does the Board take on?

Action Item: Eck will post an update on PEERD to Basecamp.

The Board thanked Kiser for her service over the last 12 months.

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

Respectfully submitted,
Karen Fletcher, Secretary 2017-2019