

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

Tuesday, March 28, 2017

President Gretchen Kiser called to order the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) at 1:30 PM Central Time on Tuesday, March 28, 2017.

Roll call

Present: Jeff Agnoli, Rachel Dresbeck, Karen Eck, Karen Fletcher, Gretchen Kiser, Alicia Knoedler, Michael Spires, David Stone, Kari Whittenberger-Keith.

Absent: Kathy Cataneo, Ioannis Konstantinidis, Terri Soelberg.

Minutes

Gretchen Kiser moved (seconded by Michael Spires) to approve the posted draft Minutes for the February 2017 Regular Meeting. The **motion carried** with none opposed.

Consent Agenda

Gretchen Kiser moved (seconded by Rachel Dresbeck) to approve the consent agenda with a single item.

Approval of the slate of awardees for Service awards, as recommended by the Scholarships and Service Awards Committee, as follows.

Rising Star awards:

- Madhavi Chokshi
- Mary Fechner
- Michael Thompson

Holly J. Falk-Krzesinski award:

- Susan Carter

The **motion carried** with none opposed.

Operations

End of contract with K. Osterhage

Gretchen Kiser informed the Board that the NORDP contract with K. Osterhage had officially closed out and paid out.

NORDP Organizational statement on research advocacy

The Board recognized the merits of issuing a statement on behalf of NORDP to advocate for support of the research enterprise, since:

- support of the research enterprise is key to the NORDP mission, and
 - issuing a statement places NORDP in the company of peer organizations who have done so
- Karen Fletcher, Gretchen Kiser, and Michael Spires (as lead) volunteered to work on and share a draft statement with the Board.

NORDP officers for next year

In preparation for the next meeting, the Board informally discussed the slate of candidates and recognized the merit of having an apprenticeship period for prospective Board Officers.

Association Management Services

In preparation for the next meeting, the Board informally discussed the need for association management services. Jeff Agnoli proposed the every committee should have a designated association management team rep that can be trained and given access to the system, handling email and voice mails. This is working well for the committees Jeff is on and they have the know-how to provide the training. Kari Whittenberger-Keith concurred that this would be valuable for her committee handling webinar logistics. Rachel Dresbeck added that the experience of having an Executive Director also helped better identify the benefits of sponsor relations and communications being handled on a more permanent and consistent basis instead of volunteers.

At this point Rachel Dresbeck left the meeting and the Board proceeded to discuss the

Nominating Committee Recommendations

Gretchen Kiser moved (seconded by Michael Spires) to approve the slate of four eligible candidates for election to the NORDP Board of Directors as recommended by the Nominating Committee:

- Jan Abramson
- Rachel Dresbeck
- Jerilyn Hansen
- Jennifer Lyon Gardner

The **motion carried** with none of those present opposed.

The Board agreed that the two additional applicants (who did not meet the eligibility requirement of prior NORDP engagement) should be invited to participate in committee activities.

At this point Rachel Dresbeck rejoined the meeting.

Conference Committee

Conference Registration Update

Michael Spires informed the Board that there were 404 registrants so far, which is on target. The conference brochure is under budget compared to last year, and preparations are slightly ahead of last year.

Conference Program Update

Alicia Knoedler informed the Board of the details for the planning of the Wednesday plenary panel on diversity, which are on schedule. The Board thanked Alicia Knoedler for her efforts to organize this panel, which reflected well on a Board priority.

Conference Sponsors and Exhibitors

Gretchen Kiser informed the Board that sponsorship levels were on par with the previous year, or slightly ahead if late pledges are included.

Pre-Conference Workshops Update

Kari Whittenberger-Keith informed the Board that over a third of conference registrants have also registered for a pre conference workshop (140 total).

Strategic Alliances Committee

Rachel Dresbeck informed the Board that following a lot of background preparation there would be a joint meeting with NACRO leadership on April 11.

Governance Committee

Gretchen Kiser moved (seconded by Karen Eck) to approve the following two policies:

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

- 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

The **motion carried** with none opposed.

Michael Spires agreed to work on producing follow up documents that would clarify some of the approved policy implementation details.

Michael Spires also informed the Board that the drafts for the NORDP whistleblower policy had been posted on Basecamp for Board member review:

Finance and Revenue Committees

Reports

Jeff Agnoli referred the Board to the reports he posted on Basecamp, including the final audit report.

Regarding the latter, Jeff Agnoli informed the Board that based on his discussions with the auditors, they had no concerns about NORDP. He also commented that the attendance record of this year's conference is also reflected on the multi-year comparison report.

WebEx subscription

Board discussion revealed that there were no activities planned for the summer which required a WebEx subscription, and Jeff Agnoli suggested that the WebEx membership be placed on hiatus to save costs. Kari Whittenberger-Keith and Jeff Agnoli informed the Board that there were WebEx alternatives being evaluated as well (Level3, Zoom, Adobe Connect).

Gretchen Kiser moved to close the WebEx subscription from April-August (seconded by Kari Whittenberger-Keith). The **motion carried** with none opposed.

PEERD update

Karen Eck informed the Board that the group is working on and will be presenting a concept of operations to the Board later in the summer.

She also informed the Board that she had serendipitously reached out to Texas Tech (which is in the process of evaluating their program), to propose that NORDP assist them put in place an institutional analysis and action plan. Texas Tech agreed to a three day site visit, with a timeline determined by the need to present to their Board of Visitors in May. Karen Eck developed a proposal and budget in response, which she will share on Basecamp.

Karen Eck requested guidance regarding the Texas Tech opportunity: whether it should be pursued and how to identify experts to participate in it.

The Board agreed that to mitigate conflicts of interest current Board members should not be involved in the Texas Tech project, and that Peggy Sundermeyer would be a good lead for the project.

Jeff Agnoli informed the Board that the insurance policy carried by NORDP does not include any "errors and omissions" or "general professional liability" clauses, which would come at a cost of \$1,200 - \$1,500, and would be advisable to have in place, especially in relation to PEERD and webinar activities. Gretchen Kiser asked to have this put in place ASAP.

Mentoring Committee

Karen Fletcher informed the Board that the committee will be hosting a no-host dinner during the annual conference to assess the feasibility of establishing a "shadowing" program, and members were encouraged to invite interested parties to participate.

Member Services Committee

Discussion was tabled due to time considerations.

NORD Task Force

David Stone and Gretchen Kiser asked for members to take a look at the NORD document in preparation for the next meeting.

Communications Working Group

Discussion was tabled due to time considerations.

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

Respectfully Submitted,
Ioannis Konstantinidis, Secretary

Note: The next Board Meeting is scheduled for Sunday afternoon, May 7, 1:00 – 5:30 PM Mountain Time (3:00 - 7:30 PM Eastern, 2:00 - 6:30 PM Central, 12:00 AM - 4:30 PM Pacific) at the Omni Interlocken in Broomfield, Colorado.