

**MINUTES**  
**National Organization of Research Development Professionals**  
**Annual Business Meeting**  
**May 8, 2018**

President Michael Spires called the annual business meeting of the National Organization of Research Development Professionals (NORDP) to order on May 8, 2018 during NORDP's annual conference held in Arlington, VA.

**Approval of Draft May 10, 2017 Annual Meeting Minutes**

Kelly Dyslin moved (seconded by Joanna Downer) to approve the minutes. The motion passed.

**President's Remarks**

- Record breaking year:
  - This 10<sup>th</sup> Annual NORDP Conference of 2018 broke registration records: 596 registrants from 278 institutions; 276 first time attendees (46.3%).
  - NORDP's current membership is 923 members; 392 institutions
    - 513 of 923 NORDP members (55.58%) attended this year's meeting
      - This is 3x the national average for an organization conference attendance

**Treasurer's Report**

- Operating budget's fiscal year is from October 1 – September 30.
  - Recurring expenses include our infrastructure through software subscriptions (e.g., webinar platform, teleconferencing, association management software and maintenance)
  - Professional services (administrator/Association Management Company, attorney fees, graphic designer, insurance, accountant, etc.)
  - Committee Programming

Conference Growth below

Year	2011	2012	2013	2014	2015	2016	2017	2018
<b>Location</b>	Newport Beach, CA	Alexandria, VA	Austin, TX	Portland, OR	Bethesda, MD	Orlando, FL	Broomfield, CO	Arlington, VA
<b>Attendance</b>	196	295	319	340	402	400	472	596
<b>Registration revenues</b>	\$40,610	\$82,746	\$119,359	\$142,710	\$205,351	\$240,000	\$282,720	TBD
<b>Sponsor revenues</b>	\$20,500	\$26,500	\$27,500	\$32,500	\$48,000	\$44,970	\$41,500	\$83,750
<b>Expenses</b>	\$48,093	\$118,071	\$126,480	\$157,858	\$212,758	\$242,000	\$244,840	TBD

- This year the Board:
  - Established an RFP and received bids and hired FirstPoint Management Resources, an Association Management Company

- Joined Techsoup.org – a nonprofit marketplace for technology and consultant services
- Negotiated a discount for our Zoom webinar services
- Switched to authorize.net for credit card processing, which significantly lowered our transaction fees, enhanced reporting, and allowed us revenue recognition and accounting capabilities
- Generated >\$4,500 in cash rewards from credit card program established in FY2017
- Priorities for FY18
  - Support the FY18 Audit process
  - Train the next Treasurer
  - Consider revenue sources
  - Expand contract with First Point to include Finance

### **NORDP Officers**

Your incoming Officers are: President, Karen Eck; Vice President/President-Elect, Karen Fletcher; Secretary, Jennifer Lyon Gardner; Treasurer, Jerilyn Hansen

### **NORDP Committee Reports**

#### **Executive Conference Committee**

- The 11<sup>th</sup> Annual NORDP Conference will be April 29 – May 1, 2019 at the Omni Providence in Providence, RI

#### **Committee on Inclusive Excellence**

A new committee approved by the Board this year. The committee began as a working group in Fall of 2016. It has focused on identifying and implementing activities to increase diversity within NORDP and to bring best practices to members to bring back to their institutions.

- The first diversity plenary session was held at the 2017 conference.
- Awarded conference attendee awards
- Developed a Diversity statement for NORDP

#### **Member Services**

Major Accomplishment for 2017-18

- Helped increase NORDP's active membership by 225 people since May 2017
- Made 24, 2018 Conference Attendance Awards (with Diversity Working Group)
- Identified "Rising Star" nominees
- Promoted Affinity Group Policy; support to NORDP's 1st Affinity Group, SE NORDP
- Developed Conference reception for newcomers and "Ambassador" program
- Launched new-member Blog cameos (with Communications Working Group)
- Ready to launch the updated Collaborative (Federal) Funding Opportunities list

#### **Mentoring Committee**

- 2017 Mentoring Program
  - 48 pairs
  - 68 NORDP members applied
  - Onboarding packet on mentoring was created and made available to mentors and mentees
  - Created mission, vision, values
- 2018 Mentoring Program

- 60 pairs – and growing
- 90+ NORDP members applied
- Developing webinars highlighting tools and resources

## **NORD**

- NORD Grant program encourages ideas/empirical based research to identify best practices of RD as an area of study that will affect trajectory of science policy from an academic field around RD, and can be extended beyond RA.
- Five cycles of funding are available
  - Joanna Downer, PhD, from Duke School of Medicine, was awarded a NORD grant

## **Professional Development**

- Launched new and improved webinar series using the Zoom platform
  - Six webinars were held since March 1, 2018, attended by 483 people
- New Initiatives
  - Developing Continuing Education Unit (CEU) program to facilitate use of NORDP activities to accrue CE for established certification (i.e., CRA)
- Listserv Coordination and Organization Group to make threads available online
- Beginning to consider approaches to interactive online training

## **Strategic Alliances**

- Liaison Program – new organizations and liaisons
  - National Postdoc Association (NPA), Samarpita Sengupta
  - National Association of Science Writers (NASW), Joanna Downer
  - National Institutes of Health (NIH), Jennifer Webster
- Exploring ways to work with new organizations
  - International Network of Research Management Societies (INORMS) – member lead: Peggy Sundermeyer
  - National Alliance for Broader Impacts (NABI)
  - National Research Mentoring Network (NRMN) – member leads: Jan Abramson & Etta Ward
- Sponsor Relations
  - Amazing conference support
  - NORD Grant Program
- FY Accomplishments
  - Deepened the relationship with the Network of Academic Corporate Relations Officers (NACRO)
    - Conference exchange
    - Joint presentations at respective conferences
    - Working towards a co-authored white paper or similar

There being no further business, the annual business meeting was adjourned.