

MINUTES
National Organization of Research Development Professionals
Annual Business Meeting
May 1, 2019

President Karen Eck called the annual business meeting of the National Organization of Research Development Professionals (NORDP) to order at 3:05 pm on May 1, 2019 during NORDP's annual conference held in Providence, RI.

Approval of Draft May 8, 2018 Annual Meeting Minutes – Karen Eck

Michael Spires moved (seconded by Kellie Dyslin) to approve the minutes. The motion passed unanimously.

President's Remarks – Karen Eck

- NORDP has grown significantly over the past 10 years from a grassroots movement to gather like-minded colleagues to today's 920 members from every corner of the US, Puerto Rico and 9 other countries representing 409 institutions
- This year, NORDP engaged an association management company, First Point Management Resources (FPMR), which has helped immensely with NORDP's business operations as the organization has undergone record growth
- Preparing to develop a 5-year strategic plan for 2020-2025
 - Board Strategic Planning Retreat will take place in Austin, TX, in September 2019
 - Data from Member Services survey will inform our strategic planning
- International involvement:
 - NORDP will be presenting at the Canadian Association of Research Administrators' (CARA) conference next month, and is engaging with the International Network of Research Management Societies (INORMS), with plans to have a NORDP presence at INORMS' 2020 conference (Hiroshima)
- Future Conference locations/dates:
 - May 17-20, 2020: San Antonio, TX (Hyatt Hill Country Resort)
 - May 2-May 5, 2021: Crystal City, VA
 - April 25-April 27, 2022: Bellevue, WA
- PEERD update:
 - PEERD has signed contracts with multiple universities to assess their RD strategies and/or portfolios
 - PEERD consultants are also providing perspectives on the future of federal funding

Announcement of Incoming Officers – Karen Eck

- Incoming officers for 2019-2020 will be Karen Fletcher (President), Kimberly Eck (Vice President), Jennifer Lyon Gardner (Secretary) and Jerilyn Hansen (Treasurer)

Treasurer's Report – Jerilyn Hansen

- Operating budget's fiscal year is from October 1 – September 30.
 - Organizational income/revenue includes membership dues; conference registration fees, conference sponsorship, and PEERD income
 - Operational expenses include videoconferencing/webinar services (Zoom), Basecamp

for Board and committee project management, election services, and QuickBooks for financial management

- An audience member asked whether NORDP has funding to hire professionals for website development of other critical communications tasks. The Board will be considering this type of administrative reorganization at its strategic planning retreat in September

NORDP Committee Reports:

Executive Conference Committee – Karen Eck and Jill Jividen

- The 12th Annual NORDP Conference will be May 17 – May 20, 2020 at the Hyatt Hill Country Resort in San Antonio, TX
- Jill Jividen and Jenna McGuire will be conference co-chairs for 2020

Committee on Inclusive Excellence – Gretchen Kiser

- CIE organized invitation of the 2019 conference diversity speaker, Jackie Cranford
- CIE has been collecting and vetting inclusivity resources for use by NORDP members, and is working to train some committee members to become trainers in inclusive excellence
- An upcoming project for 2019-2020 is finalizing a formal mission and vision statement for CIE

Member Services – Kathy Cataneo

- NORDP has gained 220 new members within the past 12 months; about 150 individuals attend the new member networking/orientation event at this year's conference
- MSC distributed a Member Needs and Satisfaction Survey in winter 2018-2019; 33% of membership responded. Survey responses will be used in strategic planning for 2020-2025
- NORDP's next Salary Survey will launch in late summer 2019

Mentoring Committee – David Widmer

- 63 mentor-mentee pairs were matched in 2018-2019
- Mentoring webinars were launched this year
- An upcoming project for 2019-2020 is the launch of peer mentoring groups, which are aligned with RD Pillars. So far, 89 members have signed up for peer mentoring groups.

NORD – Karen Eck (presenting on behalf of David Stone)

- NORD awarded 4 grants of \$1500 each this year
- NORD will be receiving additional funds from InfoReady to award even more projects, and will be putting out a call for proposals in Fall 2019

Professional Development – Paul Tuttle

- PD hosted many webinars in the past year, taking advantage of NORDP's expanded Zoom platform, which accommodates more simultaneous sign-ins
- PD issues a call to membership to recommend topics for webinars. These could be new topics or topics covered at national or regional conferences
- Additional upcoming projects include expanding PD resources and encouraging new NORDP members to join the committee

Strategic Alliances – Rachel Dresbeck

- SA enjoyed its busiest year to date
- SA developed "NORDP Huddle," a call to members to find each other and meet up when attending other professional organizations' conferences. Eight Huddles have taken place since the Huddle initiative launched
- Under SA's advisement, NORDP joined the Societies Consortium on Sexual Harassment in STEMM. Gretchen Kiser attended first meeting
- SA members met with leadership of the National Alliance for Broader Impacts (NABI)
- SA is also partnering with NACRO, who co-facilitated the Leadership Forum at the 2019 conference
- Upcoming projects include the N-ROAD postdoc internship program; AAAS workshop on career development; talent retention for Board relations; and sponsor relationships for future conferences
- SA is actively recruiting for volunteer opportunities
- An audience member asked whether NORDP/SA might engage with the Council for Advancement and Support of Education (CASE)

Governance – Jennifer Lyon Gardner

- Governance committee is revising NORDP's Bylaws language to include the Immediate Past President (IPP) as a non-voting member to advise the Executive Committee, for years when the IPP's Board term has ended
- Upcoming projects include rebooting the committee to focus on Board assessment and strategic recruitment for Board diversity

Revenue and Finance – Jerilyn Hansen

- R&F voted to increase the number of Zoom webinar seats available to NORDP members (see PD committee notes, above)
- R&F also researched and selected a new, more cost-effective election services provider
- R&F is working to identify an investment management firm to manage investment of NORDP reserves

There being no further business, the annual business meeting was adjourned at 4:19 pm Eastern (motion: Peggy Sundermeyer; second: Carmel Lee).