

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

**Tuesday, May 29, 2018**

President Spires called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:35 pm Central on Tuesday, May 29, 2018.

The following Directors were present at the meeting: Jeff Agnoli, Jerilyn Hansen, Kari Whittenberger-Keith, Michael Spires, Kathy Cataneo, Etta Ward, Gretchen Kiser, Jennifer Lyon Gardner, Karen Fletcher (joined late), Rachel Dresbeck (joined late), Jan Abramson (joined late), and Kellie Dyslin (joined late). Directors David Stone and Karen Eck were absent.

**Approval of Draft September 27, 2016; October 25, 2016; February 21, 2017; and May 6, 2018 Board Meeting Minutes – Spires**

Spires moved (seconded by Kiser) to approve the September 27, 2016 minutes as amended (to note that the meeting was a regular meeting of the Board). Motion passed unanimously with three abstentions (Hansen, Ward, Lyon Gardner).

Spires moved (seconded by Whittenberger-Keith) to approve the October 25, 2016 minutes as drafted. Motion passed unanimously with the same three abstentions.

Spires moved (seconded by Whittenberger-Keith) to approve the February 21, 2017 minutes as drafted. Motion passed unanimously with the same three abstentions.

Spires moved (seconded by Whittenberger-Keith) to approve the May 6, 2018 minutes as amended. Motion passed unanimously with one abstention (Lyon Gardner).

**2018 Conference Update – Whittenberger-Keith**

The committee is working on finalizing the debrief information from the 2018 conference so that it can inform the planning of the 2019 conference; the survey/evaluation results should be ready June 13.

**Errors & Omissions (E&O) Insurance – Hansen and Agnoli**

E&O Insurance would cover the peer reviewers in the PEERD program when they are under contract with NORDP, even if they did purchase their own E&O Insurance (which we require). The policies we are considering are just over \$2700 per year.

Kay Tindle is the chair of the PEERD program, with Hansen as the Board liaison. We do not currently have any PEERD contracts. Fliers are being handed out at CARA and INORMS in June.

**Trademarking NORDP - Spires**

As we mark our 10<sup>th</sup> year anniversary, Spires asked our lawyers about trademarking NORDP's name and logo. It was advised that we cannot trademark "research development;" and we are not able to be included on the Principal Register because our name is primarily descriptive. It would cost us ~\$700-\$800 plus fees for each trademark. Do we want to keep our current logo? Have other like organizations found trademarking to be beneficial or needed?

Action Item: Board members should investigate the idea of trademarking NORDP. Blueavocado.org may be a good resource.

**Scheduling Future NORDP Conferences – Spires**

The amount of time and the amount of content that we offer at each conference is at a tipping point. During the debrief from the 2018 conference, the Conference Committee talked about "blowing up" the conference schedule and is asking "what do we really want to do" at the conference? Some things (but not all) to consider are eliminating the "pre" from the "pre-conference workshops" since they are really part of the conference; extending the conference by a day; taking a block of time and using it for

“lightning talks” instead of concurrent sessions. Feedback collected during the conference by Member Services will be considered. New members had expressed wanting to engage more with the Board during the conference. A Needs Assessment survey was being planned by Member Services – should this be coordinated with the Salary Survey? If we consider hiring an outside organization to do an organizational needs assessment, should the survey be part of that?

Action Item: Board members should review the needs assessment templates provided by FirstPoint Management (located on Basecamp 3) and let Member Services know if there are any particular questions/comments from those templates that they would like to see on a future needs assessment for NORDP.

Action Item: Cataneo, Agnoli, and Fletch will meet offline about the needs assessment.

#### **Profit and Loss – Agnoli**

NORDP should consider investing a percentage of their funds. Other organizations do this to create a “rainy day” fund for costly items that unexpectedly arise.

NORDP is actively in Audit phase, and the audit should be complete by the end of June.

Action Item: Agnoli will convene the Revenue & Finance Committee to discuss the possibility of investing a percentage of NORDP’s funds.

#### **Inclusive Excellence – Kiser**

NORDP should make all the accommodation we can, wherever we can. NORDP should consider including closed captioning on all of our webinars; this cost should be ~ \$100-\$120 per hour.

Action Item: Whittenberger-Keith will look into closed captioning.

There being no further business, Spires moved to adjourn (Agnoli seconded) at 2:57 p.m. Central. The motion carried unanimously.

Respectfully submitted,  
Karen Fletcher, Secretary

**Note:** The next Board Meeting is scheduled for June 26 from 1:30 p.m. – 3:00 p.m. Central Time (2:30-4pm Eastern, 11:30am- 1pm Pacific and 12:30-2pm Mountain) via teleconference.