

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

Tuesday, November 28, 2017 – 1:30 pm – 3:00 pm Central

President Michael Spires called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:34 pm Central on November 28, 2017.

The following Directors were present at the meeting: Michael Spires, Karen Eck, Jeff Agnoli, Karen Fletcher, Gretchen Kiser, Jan Abramson, Kathy Cataneo, Rachel Dresbeck, Kellie Dyslin, Jennifer Lyon Gardner, Jerilyn Hansen, David Stone and Kari Whittenberger-Keith. No Directors were absent.

Approval of Draft October Board Meeting Minutes – Michael Spires

Kathy Cataneo noted that the draft minutes contained information relating to discussions about appointing someone to fill the vacancy left by the resignation of Ioannis Konstantinidis. As these discussions involved questions of an individual's qualifications, background, etc., it was suggested that this information be removed from the public minutes. The minutes were amended accordingly.

Michael Spires moved (seconded by Rachel Dresbeck) to approve the minutes as amended. The motion passed unanimously.

Moving December Meeting Date to 12/19 – Michael Spires

The next Board meeting, if held on the fourth Tuesday of the month, would take place December 26. To avoid holiday conflicts, Michael proposed moving the December meeting to one week earlier (same time slot), on December 19. All agreed that this date/time would work. Karen Fletcher will send out a new calendar invite with call-in information.

Consent Agenda – Michael Spires

Appointment of Christina Papke and David Widmer as non-Board co-chairs of the Mentoring Committee: Appointing these two individuals as co-chairs will bring the total number of co-chairs to three (one Board member, two non-Board members).

Gretchen Kiser moved (seconded by Rachel Dresbeck) to approve the consent agenda. The motion passed unanimously.

Old Business – Michael Spires

Trademarking for NORDP: To continue pursuing trademarking for NORDP, it will be necessary to bring on legal counsel. Some Board members noted that while trademarking is important to pursue, the Board currently has a full agenda, and so we should table further trademarking discussions for the time being and move forward sometime in 2018 or early 2019. More specifically, if/when we obtain services from an association management company, they could help us explore trademarking options. One concern is that the trademarking process will take time, so it would be prudent to pursue sooner rather than later; however, the Board is not aware of any other parties trying to infringe on the NORDP trademark now, so it was decided that trademarking can be deferred.

Appointment to fill the remainder of Ioannis Konstantinidis' term of office: The Governance Committee has begun working on a more formalized way of how to make appointments to fill Board vacancies mid-term, and also for how the Board takes email votes in the future. Michael Spires moved (seconded by Gretchen Kiser) that the Board go into Executive Session to discuss matters relating to the appointment

of a successor to Ioannis Konstantinidis. The motion passed unanimously, and the Board went into Executive Session at 1:49 pm Central.

After a discussion about the appointment of a successor to Ioannis Konstantinidis, Michael Spires moved to end the Executive Session at 2:06 pm Central (seconded by David Stone). The motion passed unanimously.

2018 Conference Updates – Karen Eck and Kari Whittenberger-Keith

Karen Eck and Kari Whittenberger-Keith provided a budget spreadsheet that includes projected and actual expenditures for the 2017 NORDP conference, as well as projected expenditures for the 2018 conference. They proposed pricing the conference +\$30 compared to 2017 due to increased food and service costs in the DC area, and with a \$190 difference between NORDP members and non-members to encourage membership. Speaker costs are higher than they were in 2017, but the Conference Planning Committee is excited about the content that speakers will be providing. Karen Eck and Kari Whittenberger-Keith are considering videotaping parts of the conference for later marketing use (keynotes, and short promotional videos for NORDP) and are waiting on an estimate for cost for this. Michael noted that the contract with the Alan Alda Center (organization providing one of the keynote speakers) stipulates that NORDP may not reuse/reproduce their materials, which likely means we cannot videotape their presentation.

The current draft budget accounts for only 450 registrants and does not include any sponsorship revenue. Last year, sponsor revenue was approximately \$43,000. Some sponsors indicated last year that they could not travel to Denver for the 2017 conference, but that they would travel to and sponsor the 2018 conference in DC, so sponsor revenue might increase this year. The Conference Planning Committee anticipates >500 registrants given the higher number of submitted abstracts (100+) and DC location of the conference. In addition, by not printing the conference program this year, we are saving \$10,000.

Jeff Agnoli moved to approve the draft 2018 conference budget (seconded by Rachel Dresbeck). The motion passed unanimously.

2018 NORDP Budget – Jeff Agnoli

Jeff posted the 2018 NORDP budget in Basecamp. This is a compilation of the respective committees' submitted budgets. During discussion of the draft budget, several mathematical errors were discovered in the spreadsheet. Jeff will address these and then distribute a revised draft budget to be discussed on the December Board conference call.

2017-18 Initiatives

Professional Development – Michael Spires

SRA micro-credentialing initiative: Michael has assembled an RD 101 working group composed of Peg AtKisson, Leigh Botner, Holly Falk-Krzesinski, and Andrea Buford. They are working on a draft outline for approval by the Board. Once approved, the working group will begin developing content for an RD 101 workshop.

Last week, SRA posted a call for lead content developers for various areas of competence in research administration. Included at the top of their list are "Research Development" and "Proposal Development." SRA doesn't plan to have this content ready until end of 2018 or January 2019, so if NORDP has RD 101 content in place by May 2018 for the annual conference, we will be ahead of SRA's timeline. The Board considered whether it would be worthwhile to approach SRA to see whether (1)

they might remove RD and proposal development from their list of competencies or (2) if they insist on keeping those topics, whether we can work in partnership with them to define/develop the content. Several Board members are concerned that giving NORDP content to SRA (or another organization), even in partnership, puts NORDP at risk of having its members recruited away to the other organization. Other Board members suggested that NORDP should not give its content away to other organizations at all, and that the quality of RD content that can be provided by NORDP and its membership greatly exceeds what SRA or another organization could develop. The Board agreed that this is a larger conversation that needs to be continued at the December Board meeting.

Communications – Rachel Dresbeck

The Resources section of the NORDP website heavily references the “Research Development” Wikipedia page, originally authored by Holly Falk-Krzesinski. However, this Wikipedia page contains the following posted notice: “This article contains wording that promotes the subject in a subjective manner without imparting real information. Please remove or replace such wording and instead of making proclamations about a subject's importance, use facts and attribution to demonstrate that importance.” The Communications Committee will deactivate links to the RD Wikipedia page as part of its review of the NORDP website. In addition, the Wikipedia page should be updated to include more facts and attributions so that the posted notice will be removed. Michael noted that as the NORDP initiative publishes scholarly articles on RD, these can be cited on the Wikipedia page to increase the factual content. It was suggested that a working group be formed to assess the Wikipedia page and determine next steps to update it.

2018 NORDP Board Elections – Michael Spires Survey and Ballot Systems (SBS) Draft contract

The Board has received a draft contract from SBS for 2018 election services. The total cost would be \$3,380, which is slightly lower than last year. NORDP will need to provide candidate information and database information to SBS by April 30 (one week prior to the Conference) for SBS to set up the electronic ballot.

Election policy: to force votes or not to force votes?

Due to time constraints, this discussion was tabled for now, to be discussed at the December Board meeting.

Committee Discussions:

Both of the discussions below were tabled due to time constraints and will be discussed at the December Board meeting.

Governance Committee – Michael Spires Strategic Alliances – Rachel Dresbeck

There being no further business, Michael Spires moved to adjourn (Gretchen Kiser seconded) at 3:02 p.m. Central. The motion carried unanimously.

Respectfully submitted,
Jennifer Lyon Gardner, Assistant Secretary

Note: The next Board Meeting is scheduled for December 19, 2017, from 1:30 p.m. – 3:00 p.m. Central Time (2:30-4pm Eastern, 11:30am- 1pm Pacific and 12:30-2pm Mountain).