

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

Tuesday, October 24, 2017

President Michael Spires called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 2:38 pm Eastern on Tuesday, October 24, 2017.

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

Approval of Draft September 24, 2017 Board Meeting Minutes – Spires

Kathy Cataneo moved (seconded by Kiser) to approve the minutes as amended. The motion passed unanimously.

Consent Agenda - Spires

The current budget will be extended for another month. Agnoli is compiling the budget requests. Designing Events Contract – added language about sponsor responsibilities as discussed at September 24th meeting; added language for a termination clause which allows either party to exercise the option to terminate the contract and opt out after a conference if either party so wishes.

Kiser moved to accept the consent agenda (seconded by Eck). The motion passed unanimously.

2017-18 Initiatives

Professional Development - Spires

Spires reported that he is working with some folks, including Peggy AtKisson, to create curriculum for a Research Development Short Course/101 one-day workshop as a priority during his term. Spires will post a draft syllabus for discussion of the Board in order to suggest speakers who are qualified to present the material.

Discussion: Whittenberger-Keith asked what the timeline was for the pilot of the short course. Spires would like to pilot this in May. Whittenberger-Keith asked if six months is enough time to develop a permanent program that we would like to offer, versus a one-day workshop at the pre-conference. Spires has taught this curriculum before and is working with people who have taught this curriculum and felt that the prep time was sufficient. Dyslin brought up that the Board should have control over the content because this is NORDP's first foray into the public domain with Research Development content. Abramson said that peer review of the pre-conference workshops would give it validity. Kiser said the Board review could be the peer review process. Agnoli suggested that a few members from the Board could be on a working group that presents something to each committee, keeping the program with the members. Agnoli suggested that we could pay \$100 honorariums for the first cohort to participate in the pilot to give feedback on the content. We could ask for the newest hires and the people with the least experience to provide input into the curriculum. Whittenberger-Keith suggested that we hold it apart from the conference so Board members could attend. Stone commented that the purpose of the program would be to get more people engaged in the content of the conference so we would not want to host it apart from the conference. Spires suggested that when the demand becomes so big, then we consider hosting it outside of the conference.

Whittenberger-Keith and Eck cautioned that how we offer the program will affect the logistics at the conference and how many pre-conference workshops are accepted. Eck suggested that a short course

could be offered separately from the conference so that it doesn't compete with the pre-conference workshops and the leadership track; maybe offer it as a summer track. Spires stated that the audience for the RD 101 course would be different than the pre-conference workshop audience and the leadership track. Dresbeck suggested that the Board could decide to offer it as a standing program, in parallel to the pre-conference workshops.

Kiser suggested that we could make this a planning year. Spires cautioned that other organizations are offering similar programs and NORDP needs to be a pioneer in this arena and content. Abramson asked if there would be a charge for RD 101. Spires says yes. Cataneo said as the Member Services perspective for member retention and recruitment, she is in favor of doing whatever we can to put this program in place as soon as possible.

Whittenberger-Keith said the pre-conference committee would be willing to work with the people working on this.

Actin Item: Spires will talk to some people and bring the Board some names of talented people who can work on this project and will provide an outline.

Communications – Dresbeck

The working group is conducting an assessment/audit of the website. The top-level pages of the top-navigation blue bar and the correlating links are being evaluated to make sure they are relevant. The committees will be asked to do this for their pages next. Board liaisons will be asked to assist in the next couple of months. Blog content is being added. Agnoli reminded the Board that there is web support through MemberClicks. Agnoli can train anyone interested in how to make small changes/edits to the website.

Southeast Regional Affinity Group – Fletcher/Spires

Spires asked for Board volunteers to work with the Southeast on tweaking their application based on changes made about Affinity Groups during the Leadership retreat. Kiser volunteered. Fletcher volunteered as the appointed Board liaison for the Southeast region (appointed during the September 2017 meeting). Cataneo asked if there had been a formal decision on who could and could not join a region based on geographical location. Spires suggested members only be allowed to be in one affinity group. Stone suggested that there be no exclusionary rule on membership to affinity groups. Dresbeck suggested that we make the policy as minimalist as possible and just make sure that all affinity groups abide by NORDP bylaws and policies if they are going to use the NORDP trademark. Cataneo asked if there was going to be a need to change the existing Affinity Group Policy; Spires said yes.

Action item: Spires will reach out to Kimberly Eck to find a time to meet and will cc Kiser and Fletcher to coordinate schedules.

Resignation of Ioannis Konstantinidis – Spires

Ioannis Konstantinidis regrettably resigned. Konstantinidis' term expires in June 2018. Spires said we have the option of either appointing a new Board member or asking a former Board member to sit on the Board in Konstantinidis' place. Fletcher suggested growing leadership and bringing on someone new. Kiser suggested we contribute names to a list of possible nominees. Spires said we could also use this list as a list of nominees for future slates. Spires said we could appoint someone and vote by email. Agnoli suggested we move to fill the position quickly. Stone says 'service to NORDP' needs to be one of our number one reasons for considering someone for the position. Spires will start a running list of suggested nominees on Basecamp for review.

Kiser left the meeting to attend another meeting.

Action Item: Spires will create a list of names in BaseCamp which people can add to.

Action Item: Spires will contact suggested names to see if people are willing to accept an appointment.

PEERD Update – Jerilyn Hansen

Hansen reported that there are now eight PEERD reviewers.

Hansen has discussed with the attorneys the classifications of the reviewers: they can be either an independent contractor or some kind of employee. The IRS will audit the classifications we choose. The classifications are detailed on the documents uploaded in Basecamp. If there is a non-compete clause it will make the classification lean towards an employee. The Board supports eliminating the non-compete clause. Hansen will eliminate the non-compete clause.

Attorney suggested that Errors & Omissions (E&O) be carried by the reviewers in addition to NORDP having it as an organization. We will require that reviewers have E&O insurance while they review for us, but it is up to them if they carry it longer. The Board supports including the requirement of carrying E&O insurance while they are working on a project for NORDP, but they can decide to not carry it full time. We will classify PEERD consultants as Independent Contractors.

Hansen is looking at our general liability policy and if it will extend to cover the reviewers; if it does not she is going to find out if there is a rider we can put on the policy so that they can be covered.

Action Item: Hansen will draft up the contract and send to the Board to look over

Action Item: Hansen is developing a matrix of strengths for the reviewers we have accepted

Kellie Dyslin left the meeting.

Rachel Dresbeck left the meeting.

Jan Abramson left the meeting.

Other members had to leave the meeting due to time.

2018 Conference Planning Committee – Karen Eck

Action Item: Spires asked Eck to write a report and post it to BaseCamp

Mentoring Committee – Jan Abramson

Appointment of Christina Papke as new co-chair – tabled until next meeting

Action Item: Spires asked that this appointment be voted on via email

There was no longer quorum

Professional Development – Kari Whittenberger-Keith

Whittenberger-Keith announced that NORDP will be moving to the Zoom platform and NORDP will be cancelling the WebEx subscription. NORDP will realize a cost savings.

There being no further business, Spires moved (seconded by Cataneo) to adjourn at 4:15 p.m. Eastern.

Respectfully submitted,
Karen Fletcher, Secretary

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