

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

Tuesday, September 27, 2016

President Gretchen Kiser called the [regular/special] meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order on September 27, 2016.

The following Directors were present at the meeting: Gretchen Kiser, Kari Whittenberger-Keith, Michael Spires, Terri Soelberg, Karen Fletcher, Ioannis Konstantinidis, Kathy Cataneo, Karen Eck, Jeff Agnoli, and Rachel Dresbeck. Director Alicia Knoedler, Jacob Levin, and David Stone was absent.

Approval of Draft August 30, 2016 Board Meeting Minutes – Kiser

The minutes were posted this morning and a vote will be called via email later this week.

Action Items - Kiser

a. Motion to form new committee(s) and restructure existing committee(s):

- Establish the current EPPD mentoring working group as a new Mentoring Committee with Karen Fletcher as Chair (designated Board member) and Anna Brailovsky and Jan Abramson as co-chairs.
- Move the EPPD Pre-Conference working group under the Conference Committee
- Rename EPPD as “Professional Development (PD)” and task with implementing the Leadership Development in Research Development (LDRD) initiative.
- Task the Strategic Alliances committee with administering the Travel Awards for non-NORDP conferences program
- Move the Collaboration Continuum project under the Special Task Force on NORD

Kiser moved (seconded by Soelberg) to accept the structural changes addressed above for the Mentoring Committee, the EPPD Committee, the Strategic Alliances Committee, and the Collaboration Continuum project. Motion passed unanimously.

- Task member Services committee with member recognition initiatives, such as the Rising Star program, and member support initiatives, such as the Conference Scholarship program

Discussion: If Member Services addresses (instead of the Conference Committee) the Scholarship Awards then the decisions could be made well in advanced. Award nominations could be reported to a single entity and that single entity would be able to make recommendations to the Board. People submit for a conference scholarship through a Memberclicks form and then one report is available for review; there are typically about 15-20 submissions. The Rising Star awards would need to be reviewed and recommended to the Board. The HFK award process would mirror the Rising Star awards. In the past the ad hoc committee that was tasked with the awards needed one meeting and one phone call meeting to make their decisions. Should we have an Awards Committee? Should we not be giving the awards out at the Conference due to lack of time at the conference? All of the processes should be transparent.

Action Item: Agnoli, Soelberg, and Cataneo will meet to discuss and make a recommendation to the Board about the structure and process of the awards/scholarships.

Committee reports:

Retreat summary - Kiser

Summaries were sent out for comment earlier. We will use this as our guiding principle for this year’s activities.

Executive Committee – Kiser

The Executive Director has been asked to submit a report based on the work plan he was given. The Board of Directors should send Kiser evaluations of the Executive Director's performance because we are now at the 6-month employment mark.

Finance Committee – Agnoli

We extended the budget by one month. A final budget recommendation will be made at the next Board meeting.

Agnoli will cancel the contract for the old conference calling system (we only pay when we are using it, and none of the committee are still using it).

Action Items: Committee Chairs need to submit a budget to the Treasurer for next year by the 14th.

Action Items: Jeff will ask the Executive Director to look into quotes for NORDP to obtain a Qualtrics account.

Strategic Alliances Committee – Dresbeck

There are three arms of the Strategic Alliances Committee:

- 1) Sponsors – no report
- 2) Board Advisory/Board outreach to former Board members – no report
- 3) Liaison program – there are three working groups under this program. They are coming up with reporting templates, will be looking at collateral where they are trying to create a brochure supplement that will be useful to the liaisons.

How do you go about creating a new alliance? One of our members has been asked to talk about RD at the Research Management Society of Australia. Any member interested in representing NORDP in a Strategic Alliances capacity should write to Dresbeck and Peggy Sundermeyer. We need to remember that anyone can still be an ambassador without being a formal representative through Strategic Alliances.

Process documents – Dresbeck

Dresbeck is working on process documents, including: Why we (NORDP) are the way we are and where we are.

2017 Conference Committee – Spires

The theme for the 2017 meeting will be “Elevating the profession of Research Development”

Action Item: send suggestion for a keynote speaker on the topic “diversity.”

A recommendation was made to revamp the application so that we are only asking for things we are actually looking at.

The Treasurer will be invited to the Planning Committee Meeting.

Action Item: Produce a webinar about how to fill out an application for submitting an abstract or a poster, and to encourage people to be involved. (ex: should the presentation include more than one university, what kinds of topics are of interest?)

The committee formally known as: Effective Practices and Professional Development (EPPD) – Whittenberger-Keith

The committee has been working on effectively separating. There are now three committees: 1) The Pre-conference Committee is now under the Conference Committee with co-chairs Whittenberger-Keith (Board representative) and Eva Allen; 2) the Mentoring Committee co-chairs are Fletcher (Board representative) and Anna Brailovsky and Jan Abramson; 3) Professional Development Committee co-chairs are Joanna Downer and Melissa Bahm.

The committee is in the process of making a template for committee webpages and will collect all the drafts so they will look all the same. The Committee plans to notify people before Christmas if they have been accepted to give a pre-conference workshop.

There are six – maybe seven – webinars scheduled for this year.

Part of reorganization: will be checking all the weblinks to make sure they are all working and then get that information to Matt Dunn.

Evaluation Committee report is complete. All members plan to continue on the committee next year. Would like to move Evaluation information onto NORDP Qualtrics from Arizona State. Do we need to pay storage fees? Agnoli will ask the Executive Director to find out.

Member Services Committee – Soelberg

The committee is continuing to work on membership drive strategies:

- Offering email support services in an effort to concentrate on retention
- Offering a webinar on NORDP benefits
- Buddy system possibility where each new member gets a buddy

Discussion: Are we doing a dis-service by asking members to recruit a specific type of person (like a person in a leadership role) if we don't have programming for them, because we won't retain them. How do we support individual recruitment efforts at the regional level? Messaging could be: Come and be a thought leader in this field. Come in on the ground level. A 'Help us help you' approach. APLU was going to be develop some education targeted at this population. We wanted to be the provider for some of that. Could we have a segment of the conference dedicated to this? We need to create a working group to engage this layer of academic leadership. Maybe this is within Strategic Alliances (reaching out to APLUS) or LDRD? We should mobilize our liaisons once we figure out what to do. If we aren't entirely sure what to do with a sub-group of members, maybe we are premature to reach out to them during the membership drive.

Direct Results from Leadership Retreat – An Affinity Group Strawman was created addressing: how regional groups formed, what resources they have, how they are defined, the kinds of support to and from, a communication plan, how they are structured, etc. Member Services now needs feedback from the Board.

Fletcher (tasked with LinkedIn at the Board Retreat) and Sudermeyer and Dresbeck will be looking at LinkedIn as a medium to make people more aware of NORDP. Communicating our message and presence is key.

Action Item: Dresbeck, Kiser, Fletcher, Michael Thompson to meet to get everyone on the same page with the same strategy on social media. Will let Board know which social media we should use.

Soelberg left the meeting.

Special Task Force on NORD - Kiser

The focus is to promote the study and create norms and theory of Research Development and Research Development as a profession. Need to meet soon and come up with a mission. There is a lot of conversation on the listserv and we don't want members to decide on the definition. The Board needs to come out first and define the mission. If we see things on the listserv that are concerning, please send to the Board.

Enhancing Collaboration – Eck

Sending out information to everyone who has expressed interest; and letting them know that this is being folded under NORD. This committee is going away.

One of the retreat ideas for revenue generation:

Sundermeyer and Eck are looking into revitalizing the RD consulting/review service again and have reached out to a few members who had been involved in the initial efforts. This would be a group to get it organized and structured, not for people to actually do the reviews or run it. Holly had called it PEERD. What do we want this program to look like – what is the vision - so we can task this group of people to help launch it? It should be bigger than reaching out to institutions; it should include a speakers' bureau and an expertise database, too. One model is when a company hires a trainer who then signs a document of what is expected of them. We should look at pre-conference contract as a template. You will have to pay people to do this otherwise why would they get involved. Will need to put together a menu of what we could offer. Would Lucy Deckard or the vendor associated with Peg AtKisson help develop curriculum for RD professionals instead of for faculty? Look at past vendor relationships and the services they provide.

Action Item: Eck to come up with a name for this task force.

Governance Committee – Spires

Governance Committee has not met.

Action Item: Governance Committee to meet and have policies for Board approval at the next Board meeting.

Nominating Committee – Spires

No report.

Other Business

Action Item: Agnoli will schedule a call with Dresbeck and the Memberclicks office to begin an analysis of upgrading Memberclicks to see if it makes sense.

There being no further business, Spires moved (Cataneo seconded). The motion carried unanimously.

Respectfully submitted,

Karen Fletcher, Secretary (2017-2019)

Note: The next Board Meeting is scheduled for Tuesday afternoon, October 25, 1:30 p.m. – 3:00 p.m. Central Time (2:30-4pm Eastern, 12:30-2 p.m. Mountain, 11:30am- 1pm Pacific)