

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

**November 21, 2013  
(approved by Board 12/19/13 )**

President Alicia Knoedler called the meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 11:00am Central on Thursday, November 21, 2013.

The Following Directors were present at the meeting: Jeff Anderson, John Carfora, Rachel Dresbeck, Alicia Knoedler, Jacob Levin, Ann McGuigan, Marjorie Piechowski, David Stone, Peggy Sundermeyer, and Anne Windham: Absent: Matthew Christian, Jaine Place, and Latonia Trimuel.

**Approval of September 24<sup>th</sup> and October 22<sup>nd</sup> minutes – Alicia Knoedler.** Since these were not submitted yet for Board review, the Board will table approval until December meeting when these and November minutes can be reviewed and approved.

**Treasurer's Report – Peggy Sundermeyer.** No monthly budget spreadsheet to share immediately, but once the conference budget is approved, Peggy can update and revise the 2013-2014 budget. Board members should note that Peggy is now posting finance info on **NORDP Finance Info** page of BaseCamp. Peggy posted the budget vs. actual for the Retreat, we had budgeted \$15,000 but only spent \$12,294, due mostly to two Board members not being able to attend (so no airfare charges). \$15,000 is a good amount to plan on for the future. The current operating budget has some money set aside for a pre-conference meeting for the Board in May.

Committee reports (which should be uploaded to BaseCamp well in advance of the Board Meeting. Committees should plan to bring questions or concerns to the Board only).

**Membership Committee – John Carfora.** The committee met on November 4<sup>th</sup>, Ann McGuigan had circulated some background material including the description of the committee and the goals and objectives for the coming year. Some of these include 1) examination of membership fees and comparison with other organizations 2) demographic overview of membership characteristics 3) contact with VPRs and senior leadership 4) transitioning to open elections.

As was discussed at the Board retreat, the name of the committee will be changed to the Membership Services Committee. All Board members agreed this was a suitable change. John will send Rachel a brief update of committee changes for the January newsletter.

Anne W. noted that she wasn't able to request a report on membership from MemberClicks, because she is not an ASA (Authorized Service Administrator). ASAs have highest level of access and are the only ones allowed to communicate directly with MemberClicks. John Carfora, as chair of the Member Services Committee, will be an ASA, along with Rachel, Peggy, and Ann M. A lower lever is administrative access. Peggy will give David Stone

administrative access to Memberclicks so that he can look at member data. Once David has reviewed database he and John can have a conference call with MemberClicks, if he still has questions. The Board should keep in mind, before granting more people administrative access, that the database has confidential information and those with access should handle it appropriately.

**External Engagement – Jacob Levin.** The travel scholarship opportunity has been posted and is open for applications. Members of this committee are attending conferences and finding opportunities to talk about NORDP. The NORDP News has transitioned to the Communications Committee. Jacob asked if there was any feedback on the document, *NORDP Rules of Engagement with Federal Employees*. They would like to post it to the Ext. Engagement webpage and circulate via the listserv to NORDP members. Rachel offered to post this article in the next issue of NORDP News.

A final suggestion, one that Jacob has brought up before, that we establish sending out brief, regular updates from the President to keep our membership informed of Board activities.

**Enhancing Collaborations – David Stone.** The committee met on Nov 12. There are five working groups within the committee, not all were represented on the call so there aren't updates for all of them. The group focused on Student-Centered and Specialty Research Institutions is continuing to work on a self-assessment. Meredith Muir wasn't on the call so no update on the center resources guide. New leadership on the EPSCoR sub-group (Julienne Krennrich and Sudha Murthy) and Dave said that there needs to be leadership in the minority serving institutions group, he will try to identify people who expressed interest in this at the national conference. A group on enhancing communication and collaboration is putting together a taxonomy, out of which they hope to derive a useful tool. This is an active group, they have their own BaseCamp site, which they plan to link to NORDP's. David will check in on this. The committee will have quarterly meetings for the chairs of each working group to make communication less unwieldy. Dave will then distribute these notes to the broader group.

**Sponsorship/revenue committee – Ann McGuigan.** Ann has been working on material to make available to potential sponsors, will get that completed and out soon. Is also planning to convene a subcommittee.

**EPPD committee – presented by Alicia,** Jaine Place being absent from the meeting. Leigh Botner has been invited to Dec Board meeting to talk about the challenges of managing the mentoring program. The EPPD notes have a summary of the latest webinar by Tina Edgerly Campbell. They received 50 follow up messages from participants, 131 participants in total. There were some audio problems and Tina offered to re-record the webinar. There was a discussion about consultants vs. sponsors in terms of potential conflict of interest when providing a service like this to NORDP.

There will be another webinar in December, and a three session series in the spring. The pre-conference workshop planning is moving forward, the committee is soliciting proposals for topics.

**2014 Conference updates – Rachel Dresbeck.** Some of the keynote speakers are being lined up. One is possibly Mihaly Csikszentmihalyi, to talk about fostering creativity. He is checking his calendar for availability. The program committee is very busy now, proposals are coming in. The program committee requested more detailed, developed proposals than they did last year to help ensure good quality, well thought out presentations.

**2015 conference updates – Rachel D.** There is another big conference going on in DC right at NORDP's normal meeting time. The conference committee is suggesting changing the dates slightly to give more options for hotels, and the Board agrees with this.

**2014 Conference Budget – Peggy Sundermeyer.** This is an update to the preliminary budget that Peggy submitted over the summer, so there are some changes. Increase in registration fee, \$399 early bird. The pre-conference workshops are approved, and planned to be revenue-neutral. In order to break even with the conference, the sponsors' projected contribution has gone from \$27,500 in 2013 to \$34,00 for 2014. It was moved, seconded and passed unanimously to approve the budget, with the proviso that the conf committee has the authority to act on these budget items and would only have to seek Board approval if an expense was under-budgeted by 15% or \$10,000, whichever is higher.

**Updates on 3 month action plan from retreat – Alicia Knoedler.** Alicia to talk to the lawyer tomorrow, she requested questions from the Board for the lawyer. The Board election process has not yet been addressed by the ExCom because addressing ByLaws has been the priority.

Board terms, moving to four-year appointments. Alicia has created a chart to ensure staggered terms. There was discussion about this proposed change to appointment length, and also plans for having the Board elect the executive positions (in order to ensure some planning in terms of what point a nominee is at in their term).

Engagement with other organizations, including the Council on Research Policy and Graduate Education (CRPGE). which is starting a new VPR training. VPR of Oklahoma (Kelvin K. Droegemeier) is the President of CRPGE and Lisa Freeman, VP at Northern Illinois Univ, is working on this training. Alicia is looking into getting NORDP involved with this. Alicia and Dave (as incoming NORDP President) will work on this.

Association of International Education Administrators (AIEA) is holding a conference, expects to have about 100 VPRs at the conference, Elsevier and Huron are co-sponsoring. This would be a high-visibility opportunity for NORDP. The Board will vote by phone to approve the expenditure.

There being no further business, the meeting was adjourned.  
Respectfully submitted,

Anne Windham  
NORDP Secretary