

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

Tuesday May 27, 2014
[approved on June 24, 2014]

President Alicia Knoedler called the meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:30am Central on Tuesday, May 27, 2014.

The Following Directors were present at the meeting: Matthew Christian, Rachel Dresbeck, Alicia Knoedler, Jacob Levin, Ann McGuigan, Marjorie Piechowski, David Stone, Peggy Sundermeyer, and Anne Windham: Absent: Jeff Anderson, John Carfora and Jaine Place. Charlie Senn and Gretchen Kiser also joined the meeting, although their terms don't officially begin until July 1.

Welcome of new Board members – David Stone welcomed Gretchen and Charlie. There was a brief discussion about the changeover of Board members, and some housekeeping issues in terms of access to BaseCamp and other online tools.

Approval of draft April minutes, and May 18th special meeting minutes – David Stone. The minutes of the meetings were voted on and approved, with one amendment.

Wrap-up of annual meeting – Rachel Dresbeck. Early feedback is that the conference was well received. Rachel will be going through material and emails, issuing refunds and handling questions this week and will get back to the Board at a later time. Peggy noted that there are some scholarships to pay out and other budget things and so it will also be a little time before the final budget is available.

Initial feedback on both Talley and Designing Events is positive. DE had some minor issues. Denise from Talley was great and really helpful, Talley will be useful with managing MemberClicks. A Board member asked about the cost compared with Austin's conference group, it is hard to compare because the Austin group did much less. DE helped with brochure design, sponsors, etc and were very responsive to registrant requests at the conference. How much of this work might Talley do at future meetings? There will be a conference debrief and this will be discussed then.

Standing conference committee. Rachel recommends that we create a standing conference committee. The coordination of the pre-conference and the conference is important, and can be facilitated by the standing conference committee. Anne Windham volunteered to take on leadership of this. It was recommended that a previous conference chair and the treasurer be on the committee, and also a non-Board member.

Member Services Committee—Ann McGuigan. Ann will take over as chair of this committee, we need to recruit a non-Board member as a co-chair. The topic of surveys had been broached during several Member Services meetings over the year but did not appear to be a priority for

committee members. It was raised again because of the number of ad hoc surveys and requests that have been appearing on the listserv, generated by members. It would be great to get these organized and available on the website so that they are not lost, and also so that people don't keep going to the listserv, asking the same questions that have already been asked, and answered.

Ann M. has revived the discussion and there are about 8 people from the Membership Services Committee who are now interested in this. MSC should connect with Ioannis Konstantinidis from EPPD, which also wants to do a survey for the Online Professional Development Subcommittee of the EPPD.

The Member Services Concierge program, as presented by Jeff and further developed at the national meeting:

New Member Experience -to advance the experience of joining NORDP making it as enjoyable and engaging as possible. We can ask Talley to generate regional lists on a regular basis. Perhaps using the regional groups for this as well.

Social Media -to envision how social media can be used to improve networking among current NORDP members.

Metrics NORDP by the Numbers / Salary Survey / Surveys of member opinions to help NORDP members better understand group metrics in this evolving organization.

Strategic Growth Planning - help NORDP better envision and manage growth in the organization as it impacts the experience of individual NORDP members . . . for example what elements can be added to the conference to maximize personal engagement in this experience.

Discussion of NORDP News coming to the MSC, as an internal communication tool. Rachel thinks we should explore different formats for communicating; should the listserv be the internal communication, and something like a blog the external one? What is the purpose of the newsletter? Originally it was meant for external engagement. Rachel pointed out that the Newsletter takes an extensive amount of time and energy to produce, it is a lot to ask of someone in an all-membership organization. Blogs are more flexible, not deadline-driven. Jacob pointed out the value of a hard copy newsletter as a way to inform people about our organization, it also provides an outlet for publication for our members. Charlie asked how we might poll membership and get more input on this.

We could send out a request on the listserv but ask that people respond to a Circle created especially for this topic. We need to be cautious to separate out listserv conversation, which should be for research development information, from information that enhances the operational efficiency and communication of NORDP.

Who will oversee the Circles, specifically the Bylaws one? The President and President elect will monitor, prepare a response, and give the Board 24 hours to weigh in before responding. Alicia will draft some rules of engagement and etiquette for using the Circle and post these to the listserv.

Alicia noted that we don't have a leader for the Communications Committee yet. We need to identify who will lead this committee.

The MSC will try to meet every two weeks. The Survey subcommittee will share its objectives with membership via a post to the listserv, once they've met.

Board Transition plans—Alicia Knoedler. The Board responsibilities statement should be posted, with a message to the listserv that it is there and that there is a XX-day comment period and the Board will take action on this at the next meeting. Should we develop a matrix table with the following: this is the policy under consideration, comments are requested by XX, the Board will take action on XX. The Board decided to test out the method first and perhaps tweak it before standardizing the matrix.

The Board discussed extending Dave Stone's term by one year to include the year as past President. This is an important role and we don't want to lose that expertise because a Board member's term has expired. Rachel would be in the same situation the year after. Should we extend both? A Board member suggested that we wait and do it on an "as needed" basis, closer to the end of Dave's term. It's hard to predict two years out, and with membership elections coming in next year. Ideally, we will get to a point where three people will rotate off the Board each year. Alicia will update the spreadsheet on BaseCamp to reflect this discussion.

Setting up Board meeting times for 2014-2015—Anne Windham. Anne asked if we can maintain the fourth Tuesday of each month at 2:30 Eastern for the Board meetings. Anne will book the meeting times out in FreeConference for the year. The Executive Committee has not had a standing meeting but it's recommended that they meet several weeks before the Board meeting. The Executive Committee decided to meet the second Tuesday of the month, 2:30 Eastern. Anne will book those meetings through the summer. New members have some issues with accessing BaseCamp, Anne will assist them. Anne noted that Charlie, Gretchen and Michael are not in the Board email string yet.

Committee reports—Alicia Knoedler.

External Engagement Committee, Jacob Levin. There was a lot of interest in the Liaison Program, but also concern about how liaisons will be selected. Jacob said this will be discussed at the next External Engagement meeting. Jacob pointed out too that the Committee has travel funds to help pay for liaisons' travel.

There being no further business, the meeting was adjourned.

Respectfully Submitted,

Anne Windham

NORDP Secretary

Note: The next Board Meeting is scheduled for Tuesday, June 24th, 11:30 – 1pm Pacific Time, 12:30-1pm Mountain, 1:30 – 3pm Central, 2:30 - 4 p.m. Eastern Time