

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

**June 24, 2014**

**(final version, approved July 22, 2014)**

President Alicia Knoedler called the teleconference meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:30 pm Central on Tuesday, June 24, 2014.

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

Gretchen Kiser, Charlie Senn, and Michael Spires joined the call, although their Board terms don't start until July 1, 2014.

Denise Smith from Talley Management joined the call.

**Approval of Draft May 27<sup>th</sup> Board Meeting Minutes** – Alicia Knoedler.

The minutes were reviewed and voted on, they were approved as written.

**Treasurer's 3<sup>rd</sup> quarter report and preliminary conference budget vs. actual report** – Peggy Sundermeyer

Peggy provided an overview of the finance reporting process for new members. The fiscal year is September 1<sup>st</sup>-August 31<sup>st</sup>, reports are quarterly. The draft fiscal operating budget will be presented in July and accepted by September. The conference budget is separate, usually twice as large as the operating budget. May 31<sup>st</sup> was the end of the third quarter.

The operating budget approved last year projected a deficit of \$20,000, although since we were carrying over revenue from previous years of \$100,000, we could afford to spend a bit more than anticipated. Only source of revenue is conference, membership fees. We projected \$77,000 in membership and expect to collect that, revenues exceed expenditures (not including conference) by about \$5,000. Some of this reflects the fact that we weren't paying for admin support for two months. We'd budgeted total expenditures of about \$98,000, our total will probably be about \$18,000 less than that, so we will be only about \$3,000-\$5,000 over budget.

Peggy presented a preliminary conference budget but has just recently received the bill from the hotel and needs to review those more carefully before presenting the final report. It was difficult to disentangle the pre-conference workshop revenues from membership renewals, because these were the same amount of money (\$149). Even though the conference budget isn't finalized, it's clear that we did better than break even on the pre-conference workshops. Peggy will have the pre-conference/conference report at our July meeting. We don't need to vote on any of these at the moment, we don't need to vote on next year's operating budget until we are ready to begin making expenditures.

Alicia suggested that in the future, agendas indicate whether or not a vote is required. This will be helpful to ensure we have a quorum when it's necessary to vote. Michael suggested frontloading the monthly meetings with the easier action items which could be voted on quickly, something like a consent agenda (or automatic consent), so that if people can only attend the earlier part of the meeting they can still vote.

#### **Update on Board Bylaws and Policies Circle, response to member's query – Anne Windham.**

The Board discussed questions that had come in to the Circle:

- How many members of NORDP are employed by for-profits, and thus per the new Bylaws now Affiliate, rather than Regular, members?
- If a person is employed by both a non-profit and a for-profit entity and they join/renew through their non-profit employer affiliation/job responsibilities, where the non-profit employer pays the cost of the member's annual membership dues, would the person then be eligible to be a Regular Member?

Anne encouraged the Board to respond promptly to these questions in order to keep the Circle relevant and responsive to members. The Board discussed a response and David Stone volunteered to develop a draft that would be circulated to the Board, before posting. Also, we need to make sure that a contact person gets an automated notice when a message comes in. Gretchen had a question about the website and the arrangement of information so that it is more clear. The Board recognizes that the website needs help but we don't have a communications chair now that Matthew has stepped down from the Board. Communications should be a topic for July's Board meeting.

#### **Review of the RFI for the election process – David Stone**

Dave had circulated the final version of the RFI, which the Board approved (no vote required). Anne W. will send it out to the listserv and also post it to the webpage by June 25<sup>th</sup> (this was actually done June 26<sup>th</sup>). The deadline for proposals will be July 11, this is more than two weeks away. The Board needs to have a subcommittee to review the proposals; Charlie, Peggy, Michael, David, Marjorie volunteered to be part of the subcommittee. David will send out a Doodle poll (or ask someone to send a Doodle poll) for at least two meetings of this group.

#### **Committee reports**

- a. Membership Services — Gretchen Kiser. The Metrics subcommittee met and discussed what type of information we'd like to seek from our membership, for our membership. Need to update information in NORDP Numbers (which can be done from the data in MemberClicks), also a salary survey. There's also a third more involved survey, akin to the Penn State survey, but we don't want to get into that until we have a clear sense of types of questions a survey should cover.

Ann McGuigan took on the task of getting membership data from MemberClicks, and working with Talley.

The Metrics subcommittee needs to develop a privacy statement before sending out a survey, but this wouldn't preclude using the data in a publication.

Michael noted that the Enhancing Collaborations Committee was discussing an institutional self-assessment survey, perhaps Gretchen could draw from that.

- b. External Engagement—Jeff Anderson. There were a number of applications for the Liaison program, all of the people who wanted to take part have been assigned to an organization. There are 22 people participating in the program, 21 organizations, 2 people are company employees, 1 is a gov't employee, 1 from the UK.

In making matches, the External Engagement Committee looked at the applicants' preferred selections, and if their backgrounds were appropriate to their selections. The "launch" will happen once all liaisons confirm their commitments. Then Jeff will announce on the listserv and post the names of the liaisons on the External Engagement webpage. Are they getting instructions, a packet of information to share? Jeff said there will be a first meeting and instructions will be shared with the liaisons then. As far as what or how they share with organizations, it will vary depending on organizations. We do have the NORDP brochure to share. The idea too is that these liaisons will also be gathering RD information from the organizations and bringing it back to the External Engagement committee. A Board member pointed out that consistency of message is important too and so having written information or a slide deck to share would be helpful. In terms of how liaisons would report back, rather than providing them with something as structured as a template, perhaps they could be provided with a series of questions they would answer.

Jeff said that along with the brochure, perhaps a 10 slide presentation could be put together.

- c. Other committee reports

- 2. Additional business

- 3. Adjourn

There being no further business, the meeting was adjourned.

Respectfully Submitted,

Anne Windham, NORDP Secretary