

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

September 23, 2014

[approved on October 28, 2014]

President David Stone 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, September 23, 2014.

The following Directors were present at the meeting: Jeff Anderson, Rachel Dresbeck, Gretchen Kiser, Alicia Knoedler, Jacob Levin, Ann McGuigan, Marjorie Piechowski, David Stone, Michael Spires, Peggy Sundermeyer and Anne Windham. Absent: Charlie Senn. Denise Smith from Talley Management also joined the call.

## **Approval of Draft August 25<sup>th</sup> Board Meeting Minutes – David Stone.**

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

## **Treasurer's Report – Peggy Sundermeyer**

Treasurer Peggy Sundermeyer presented the proposed 2015 budget, with the following board discussion:

A total of \$166,457 was carried forward to the new 2015 budget year, including \$57 thousand from the 2014 fiscal year. The total carry forward is an increase of \$50 thousand over last year's carry forward and over the budgeted goal. Discussion of budget items followed. Anne Windham asked about revisiting the cost of Memberclicks relative to its services. Peggy noted that she is working with Talley to explore a new vendor that will be piloted with the Executive Board. Dave asked if Talley submitted reports of hours worked to the treasurer; Peggy pointed out that Talley's fee was a fixed retainer. Following up, Dave questioned whether NORDP is budgeting appropriately for these services and whether the board is taking full advantage of the contract with Talley. He would like to see actual figures of hours worked and services provided for comparison. Denise agreed to present a report on Talley hours and services at the October board meeting. Gretchen asked Joe (from Talley) to look at Memberclicks to determine whether a unique ID number could be assigned to members. Following the discussion, the Board moved and seconded to approve the budget. The 2015 budget was approved unanimously.

Peggy then reviewed progress of the committee working on NORDP Program Review and Evaluation Program. A business plan draft was presented in March 2014 and a recruiting tool was developed in May for NORDP members to join this program. Following that action the committee members resigned, citing the workload and uncertainties about NORDP's plan for raising revenues. Dave suggested that the Board review the document and discuss the business plan at the retreat, with a potential reconstituting the committee.

## **Retreat Planning: Rachel Dresbeck**

Rachel presented the goals for the upcoming Board retreat as follows:

- complete updating of the election procedures (request Jacob to call in and provide input)
- clarify roles and responsibilities of Board
- clarify BOD terms of office

- discuss BOD and NORDP long-term goals and a business plan
- discuss plans and ideas for revenue generation (conference, publications, dues, grants, etc.)
- discuss conference process, including a standing conference committee
- discuss the proposed communication plan (to be sent in advance of retreat)

There will be no external facilitators for the retreat, with written notes and an available tape recorder, if the BOD chooses to record parts of the discussion. The retreat will begin with Sunday dinner. The meeting room will have WI-FI and Dave will bring a projector.

### **2015 NORDP Conference Report -- Rachel Dresbeck and Peggy Sundermeyer**

Rachel reported that NORDP leadership has been added to the conference planning committee. The committee wants to identify and invite keynote speakers and then open the committee to additional NORDP members. A program chair has not been announced, another action the committee needs to complete soon. The conference committee is working with Designing Events and will bring its proposal to the BOD before October for a vote of approval. The conference committee plans to solicit other participants but there is no announced timeline for that action.

### **Discussion on Proposed Voting Procedures -- David Stone**

The BOD reviewed the proposed voting procedures and suggested rewriting the opening paragraph to clarify member composition on the board. A discussion followed about direct election of officers with concerns raised about the need for officers to have some prior service on the BOD to become familiar with the organization and functions of the BOD. Other discussion concerned the representation on the BOD by types of institution, noting that members change positions and institutions. A member elected to the BOD from a type of institution might change during the term. Another concern was the need to ensure that sufficient candidates emerged to fill the designated slots. Michael Spires agreed to prepare a new draft document incorporating the suggested changes.

David Stone will work with the secretary, Marjorie Piechowski, to finalize the notice to NORDP members and send the notice out on Wednesday August 27, with member responses and comments to be sent directly to the NORPD president.

### **Retreat Update – Rachel Dresbeck**

David and Rachel will finalize plans for the September 28-30 retreat at the Oakbrook Marriott, seeking a scribe rather than a facilitator as in the past. The retreat will be recorded, as in the past, but David also wants a non-board member to take notes, preferably someone with prior board experience.

### **Membership Services Committee – Ann McGuigan**

Ann reported on the proposed new regions for NORDP that she sees as key to future outreach activities. The BOD asked if the number of institutions in each region (by state) could be added along with the number of members. Denise will look into this addition. Ann requested a vote of BOD approval so other membership activities can move forward, including changes in Memberclicks.

Gretchen Kiser, heading a subcommittee on membership metrics, reported that a new salary survey is in the works and an initiative to get individual member ID numbers assigned to provide more value with future membership surveys. The numbers will allow much more data analysis in a deidentified manner.

Gretchen and her committee are working on a draft survey to be sent through Survey Monkey and will seek BOD comment and approval before the survey is sent out. She has already added a privacy statement to the survey and will get IRB approval through Boise State University. There was some BOD discussion about Survey Monkey costs and what is included in the NORDP subscription.

#### 2016 Conference Planning—Anne Windham

The committee, Rachel Dresbeck, Anne Windham and Peggy Sundermeyer, met at the end of August to discuss potential locations for 2016. They are especially looking at the southeast region as a host site for 2016 but will consider the northeast and Midwest as well. They will poll the southeast membership to recommend potential sites and local volunteers to be site managers. Cities under consideration include New Orleans, Orlando, Atlanta and Miami. Anne will report on progress at the next BOD meeting.

Ann McGuigan asked for clarification about the long-range planning role of this committee and whether it was administrative as a subcommittee of the BOD. Rachel asked whether the committee needed to be formalized, approved by the BOD and listed on the NORDP website. These topics will be addressed at the October BOD meeting.

#### **Other Business –**

Peggy Sundermeyer asked whether the Bylaws should be amended to raise the limit for the president's signing authority. Currently the president has signature authority up to \$1,000. Jacob noted that there needed to be more BOD discussion on this topic.

There being no further business, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,  
Marjorie Piechowski  
NORDP Secretary