

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

**November 25, 2014**  
**[approved on 12/23/2014]**

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, November 25, 2014.

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

## **Approval of Draft October 23<sup>rd</sup> Board Meeting Minutes – David Stone**

The minutes were reviewed and approved after amending the date of the October meeting on the draft minutes.

## **Process for Replacing Board Members who Resigned – David Stone**

The BOD held an extensive discussion on a process to replace two BOD members who resigned. One resigned BOD member's term will expire at the end of the NORDP year while the other resigned BOD member was newly elected to a four-year term.

Among the many suggestions discussed:

- Solicit names of potential BOD members from the Nominating Committee
- Extend one Past President's term on the BOD by one year to free up the four-year slot for its entire term
- Add one of the 2015 conference co-chairs to complete the six-month term. Anne Geronimo, who previously served on the BOD, was suggested for this replacement, to represent the conference committee on the BOD. If the BOD agrees to this suggestion, a notice will be sent to the membership describing the action and the reasons for it.
- NORDP By-Laws state that the BOD is supposed to appoint new board members in a timely fashion following resignations but there is no prescribed process for doing this in the By-Laws.
- Given the new election process, what is the best option?
- Following discussion, the BOD agreed on the following action items:

### **Action Items:**

- David Stone will reach out to Anne Geronimo to fill that slot; if she is not willing, he will reach out to Susan Carter, also a former BOD member and conference co-chair.
- Once that BOD position is filled, he will notify the general NORDP membership about an opening for the treasurer-elect position on the BOD, inviting nominations/applications from the NORDP membership to fill that four-year term on the BOD. There will be a three-week window for applications.
- A final decision on this process will be made by the BOD at the next meeting on December 23, 2014.

## **2015 NORDP Conference Committee Report – David Stone reporting**

Three keynote speakers have been identified, with one slot remaining for the BOD to fill. This will be a topic of discussion for the December BOD meeting. The conference rate has not been determined yet; Dave will push the conference chairs to decide the conference rate and also issue the call for speaking proposals and workshop sessions. The BOD suggested a panel on the BOD retreat, to update membership about the vision and direction for NORDP in the future.

### **Committee Reports:**

#### **Enhancing Collaborations – No report**

#### **External Engagement Committee – Jacob Levin**

Jacob Levin reported that several committee calls have occurred but it is difficult to get the whole committee to participate in these calls. Some NORDP liaisons have been active with other groups and have submitted reports on their liaison work. A new NORDP brochure is part of the committee's strategy, along with a slide deck for taking to meetings of other organizations to promote NORDP. Jacob will share the new NORDP brochure with the BOD for their input. He also will add information on Basecamp about what NORDP does, for internal and external use. Ann McGuigan noted that NORDP does not have a U.S. relationship with Horizon 2020.

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

Ann noted that two additional NORDP regions now have liaisons to the Communications Committee. Alicia Knoedler has a communications liaison to suggest from the southwest region. Ann requested that Kentucky be added to the list of states on the brochure posted on the NORDP web page. Ann also requested the NORDP secretary to review the By-Laws about whether BOD members need to sign an annual conflict of interest statement. In other committee action, Gretchen Kiser is completing the membership survey, which will be distributed to NORDP members shortly.

#### **Effective Practices and Professional Development Committee – David Stone**

The Preconference Workshop working group is meeting regularly and will soon issue a request for workshops presenters.

#### **Communications Committee – no report**

#### **2016 Conference Planning—Anne Windham**

Designing Events will send out an RFP to four potential host cities for the 2016 meeting: Atlanta, Miami, Nashville and New Orleans. The goal is to have a conference hotel identified by January of 2016.

#### **Other Business –**

The BOD agreed to hold the December 23 conference call, as established.

#### **National Science Board Presentation – Alicia Knoedler**

Alicia summarized her presentation on research development to the National Science Board, noting that the NSB was favorable to the concept of research development as a growing field and was interested in engaging with NORDP. In particular, the NSB wanted NORDP to help with public presentations of science to counter some of the negative political publicity about funded science projects. Alicia noted that the NSB is concerned about better communication of science and sees research development professionals as key players in doing a better job of communicating science and also helping principal investigators write clear and credible proposal abstracts. David Stone noted that this is a good opportunity for NORDP to be a bridge to faculty and assist the NSB with its concerns.

Alicia pointed out that Kelvin (need to insert last name) continues as vice chair until 2016, giving NORDP a great chance to be of use to the NSB. Another NORDP member also serves on the NSB (VCR from ASU—get his name). Alicia will summarize the presentation and share her notes with the general NORDP membership.

**For consideration at the next meeting –**

Discussion of revenue and institutional membership issues

There being no further business, the meeting was adjourned at 2:40 p.m.

Respectfully submitted,  
Marjorie Piechowski  
NORDP Secretary

**Note:** The next Board Meeting is scheduled for Tuesday, December 23, 2014, from 1:30 p.m. – 3:00 p.m. Central Time (2:30-4pm Eastern, 11:30am- 1pm Pacific and 12:30-2pm Mountain)