

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

January 27, 2015

President David Stone called the teleconference meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:35 pm Central on Tuesday, January 27, 2015.

The following Directors were present at the meeting: Rachel Dresbeck, Anne Geronimo, Alicia Knoedler, Ioannis Konstantinidis, Jacob Levin, David Stone, Michael Spires, Peggy Sundermeyer and Anne Windham. Michael Spires acted as secretary in the absence of Marjorie Piechowski.

Approval of Draft December 23 Board Meeting Minutes – David Stone

Michael Spires noted that the term, in the last sentence of the Communications Committee report on page 2, “NORDP business cards” was not accurate and should be replaced by “NORDP calling cards.” After some discussion, the change was made. David Stone moved (seconded by Anne Windham) that the minutes be approved as amended, and the directors present voted unanimously to do so. Anne Windham agreed to correct the draft minutes, post the approved version to Basecamp, and forward the file to Matt Dunn for posting to the NORDP website.

Membership Services Committee Report –

While waiting for Anne Geronimo to join the call, and in the absence of Ann McGuigan, Gretchen Kiser provided an update on the Metrics subcommittee of the Membership Services Committee. The salary survey has gone out to the membership (via the listserv). A reminder will be sent within the next week to members who have not taken or completed the survey, as it has now been open for approximately one month. The survey is set to close around February 8, at which time the committee will begin data analyses. The next meeting of the Metrics subcommittee will begin considering other questions that might be sent out to the membership in targeted surveys. If other committees have questions that they would like sent out to the membership in future surveys, please send them to the Metrics subcommittee for consideration.

(Anne Geronimo joined the call at 1:40 p.m. Central)

Update on 2015 Conference – Anne Geronimo

The conference registration form is likely to go live tomorrow (January 28, 2015). Notices have been sent out to the speakers selected to present posters, panels and presentations, and the topics for the round table discussions have been set, although moderators for the round tables are still being sought. Anne asked for details about the proposed general session reserved for the board. David Stone indicated that this was a question for the Board to discuss at the meeting today, and that he would have information by the original target date, either January 31 or February 1. (See subsequent discussions below.)

Jeff Agnoli has had two volunteers to help with the recognitions and awards. Anne Geronimo expressed a willingness to work on the Holly Falk-Krzesinski Award, which requires nominations from the Board, but needed information on how the process has worked in the past. Anne Windham, who has coordinated this award process in the past, will provide her with the details.

Otherwise, the conference is meeting its target deadlines. Marketing is looking at other groups beside NORDP to approach for marketing the conference (e.g., NCURA). Anne Windham asked if the Conference Committee could provide Board members with a snapshot of the conference schedule as it is today, acknowledging that it isn't yet complete. Anne Geronimo will ask Susan Carter to forward the draft to Board members for review.

Peggy Sundermeyer asked if the schedule on the Conference Committee's Dropbox site was current, especially with regard to the times for the regional meetings, as she is reaching out to potential chairs for those sessions, and wanted to be certain she was providing them with the correct times so they could arrange their schedules at the conference accordingly. Anne Geronimo said that the times on the schedule in Dropbox were probably not accurate, but she would check with Susan and would report back next week. As not all Board members have access to the Conference Committee's Dropbox site, she will forward the document to one of the Board members who will post it to the Board's Basecamp site.

Rachel Dresbeck reported on the sponsorships. We have a firm commitment from ProQuest, including the necessary paperwork, although they have decreased their sponsorship level this year to \$7,500 from last year's amount. We have a verbal agreement from Plum, who are increasing their sponsorship level to \$7,500 this year from \$2,500 last year. Several other conversations are ongoing at this time, but commitments have not yet been made.

Jacob Levin noted, with the concurrence of most of the Board, that the sponsor prospectus looks very well done, and offered congratulations to those responsible. Rachel noted that it was the work of Matt Dunn. Jacob also urged having conversations, after this year's conference, with Pivot about increasing their level of sponsorship support, given how many research development people use their product, and the fees that Pivot charges universities to subscribe. Rachel suggested that there should be a session on sponsor management at a future conference, given that we have needs that membership fees simply cannot cover. The Board felt that this was a valuable suggestion, and Jacob further noted that it would be advisable to include someone from the corporate relations environment as part of any such discussion, as they are intimately familiar with these sorts of issues.

David Stone said that he had been in preliminary conversations with Kara Hall at NIH, who is co-sponsoring this year's Science of Team Science (SciTS) meeting (which means, since NIH is a sponsor, that the meeting is free this year) about some kind of knowledge mobilization discussion to fill the open general session slot at this year's NORDP meeting. But since Kara's experience of knowledge mobilization is mainly limited to the translational arena, he would like to involve other participants to broaden the reach of the session. He had considered reaching out to UIDP, but thinking that their involvement is more along the lines of research administration nuts and bolts than true knowledge mobilization, felt that they might not be appropriate.

In the general discussion that followed, Gretchen Kiser pointed out that a lot of what we're thinking of as knowledge mobilization is still in the process of being worked out, which makes it difficult to pin down speakers who can address all of it, but that people who are contributing to that process of definition should be included. David Stone agreed, and said that his position was that just by making those involved in research development aware that this space was out there would be enough to start them moving to conquer it, so it wasn't completely necessary to have the concept fully defined for the session to be productive.

Gretchen suggested that Erik Lium, a former vice chancellor at UCSF's Office of Innovation, Technology & Alliances (and currently vice president of Mount Sinai Innovation Partners in New York) might be a good panelist, and since he's now on the east coast, the meeting location would be relatively convenient.

Jacob Levin suggested that inviting one or more program officers from NSF's I-CORPS program would also be advisable, and disagreed that UIDP involvement would be counter-productive, since half of their membership is from industry, and the group also includes a lot of corporate relations people. Michael Spires suggested that NSF's GOALI program might also be appropriate, given its long history of involvement with industry, although at a less-comprehensive level.

After further discussion about the time slot (on April 30, immediately following the breakfast session) for the general session, the Board agreed that David Stone will continue his conversations with Kara. Gretchen Kiser will approach Erik Lium, and Jacob Levin will reach out to I-CORPS and UIDP. David will provide a short description of the session's focus that those who are making contact with potential panelists can use, so everyone is on the same page about the topic for the session.

Committee Reports:

Membership Services – Ann McGuigan. No formal report; however, the Metrics subcommittee report is discussed above.

Communications – Rachel Dresbeck. Rachel has been focusing on sponsorship issues, so no meeting yet scheduled after the initial one discussed at last month's Board meeting. Randal Berg is now serving as the representative from the External Engagement Committee. Please send content and/or ideas for the blog!

External Engagement – Jacob Levin. Not much new to report Information is starting to come in from the external liaisons (two so far). The committee has been working on updating/revising the NORDP one-pager, but Jacob's staff member has encountered computer issues that have delayed progress. Rachel Dresbeck noted that she could ask Matt Dunn's assistance; Jacob will forward the document to Rachel for transmission to Matt. Jacob will meet next week with Bruce Darling, executive officer of the National Research Council at the National Academies (who will be visiting in his area), on ways for NORDP to keep up and become more involved with the National Academies.

Enhancing Collaborations – Michael Spires. No report.

Effective Practices and Professional Development Committee – Ioannis Konstantinidis

The full committee report is on Basecamp. As noted there, three members of the committee (Wendy Hunter Barker, Charlie Senn, and Leigh Botner) have had to resign from the committee because of other commitments. The committee will have a conference call this week to discuss how to restructure its operations, including the mentoring program which Leigh was managing.

Three pre-conference workshops have been selected, and contract negotiations are ongoing with the respective presenters. There will be a webinar this coming Thursday (January 29): to date, 200 members have signed up, which is the highest level of interest ever recorded.

Executive Conference Committee for 2016 Location – Anne Windham

The committee has not met since the last report to the Board. Four locations (Miami, Nashville, Atlanta, and New Orleans) were suggested as possible sites for the 2016 conference. Designing Events has reported back on two of them (Nashville and New Orleans), and finds that they are not suitable for the projected conference timeline of mid-May, due to music festivals and other events occurring at or near the same time. Designing Events has added Orlando to the list of possible sites remaining, and is continuing to evaluate location options. The committee will schedule a meeting shortly to discuss options. Rachel Dresbeck suggested adding Karen Scarpinato to the committee, as she is from the Southeast region that will be hosting. The current members of the committee are Rachel, Anne, and Peggy Sundermeyer.

Institutional Memberships and Revenue Generation – Alicia Knoedler and David Stone

After reaching out to David Kennedy at COGR, David Stone has been in conversations with Philip Kim at Point Consulting, a firm that Kennedy founded, to see whether Point Consulting might be able to work with us either pro bono or at a relatively low fee to analyze possible options. After discussion, since the fee would likely be below the \$1,000 threshold, David will continue conversations, looping in Alicia, and report back.

Board Positions and Terms: Treasurer – David Stone

This matter will need to be discussed further at our next meeting; however, David encouraged Board members to look at the document entitled “NORDP_Board_Terms_and_Rotation_2014.proposed.xlsx” on the Basecamp site (from this year’s Board retreat in October), as we will need to begin thinking about leadership positions shortly, and this will be affected by which members’ terms are about to expire.

Additional Business

–BOD Meeting at the NORDP Conference- David Stone

David Stone observed that it would be good to have the board positions and terms settled before the Board’s meeting around the time of the annual conference. A discussion of whether to have an in-person meeting in conjunction with the conference followed, with the consensus being that the Board should do so over dinner on the evening of Tuesday, April 28 (coincidentally the date set for its April meeting anyway). Board members in attendance at the conference should plan to arrive in time for this meeting.

--Elections Update –Michael Spires and David Stone

Michael said that Bob Claus, the representative from Survey and Ballot Systems, who will be running the Board elections this year, had contacted him to check that we were still on-target for our original date specified in the contract. Michael told Bob that he thought we were, but that he would check when the Board next met and report back.

David agreed that we are still on track for the original date, and that the Nominating Committee should have been on the agenda for today’s meeting. As previously reported, Meredith Muir wishes to step down from the committee, but was willing to initiate the process. There are five other members on the committee from last year willing to continue serving this year. David suggested that Alicia encourage

Marilyn at OU to consider stepping in as the new committee chair. The committee will need to look at its existing members and then select two Board members to round out the committee, making sure that no NORDP region has more than two members on the Nominating Committee. Peggy Sundermeyer again suggested Michael Spires as one of the two Board members, since he has been the primary point of contact with SBS. Michael again expressed his willingness to serve.

There being no further business, the meeting was adjourned at 2:25 p.m. Central.

Respectfully submitted,
Michael Spires, acting in lieu of the regular Board Secretary

Note: The next Board Meeting is scheduled for Tuesday, February 24, 2015, from 1:30 p.m. – 3:00 p.m. Central Time (2:30-4pm Eastern, 11:30am- 1pm Pacific and 12:30-2pm Mountain)

Approved by the Board of Directors at its meeting on February 24, 2015.