**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**

**NATIONAL ORGANIZATION OF RESEARCH DEVELOPMENT PROFESSIONALS**

**Tuesday, November 27, 2018**

President Karen Eck called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:33 pm Central on November 27, 2018.

The following Directors were present at the meeting: Jan Abramson, Jeff Agnoli, Kathy Cataneo, Rachel Dresbeck, Kellie Dyslin, Karen Eck, Kimberly Eck, Karen Fletcher, Jerilyn Hansen, Jill Jividen, Jennifer Lyon Gardner, Dave Stone, Paul Tuttle, Kari Whittenberger-Keith. Director Etta Ward was absent.

**Approval of Draft October 23, 2018 Board Meeting Minutes** – Karen Eck

* Cataneo moved (seconded by Dresbeck) to approve the minutes as amended. The motion passed unanimously.

**Updates from the Board on Strategic Doing Progress** – Karen Eck

1. NORDP as a premier destination for RD training and education (Jividen)

* Michael Spires, Whittenberger-Keith, Jividen want to be involved in an overhaul of the “RD Fundamentals” training workshop; they invite others who are interested to join
* Group has been collecting various resources on RD Fundamentals, including Spires’ slides and participant feedback from RD Fundamentals workshop offered at 2018 Conference
* Key feedback was to focus on basics for true beginners; incorporate more variety in learning techniques and content delivery
* Consider presenting RD Fundamentals more than once a year, once at conference and once somewhere else in the country
* Could consider presenting RD Fundamentals both in person and as a series of webinars

1. NORDP defining the field of RD - identify, scale and define RD practices across the membership (Dresbeck)
   * Group decided that it should fold in with the NORD-related Strategic Doing group, because definition of the field of RD cannot be separated from NORD itself
   * In a separate, ongoing effort, some NORDP members led by Kimberly Eck are collecting input on various RD job descriptions across the membership
   * Dresbeck and Kimberly Eck will talk offline about transitioning reporting on this Strategic Doing area from Rachel to Kimberly Eck

1. NORD hosting 1 or more 2019 conference sessions with internal & external stakeholders (Stone)

* Stone had a conversation with Holly Falk-Krzesinski about jointly hosting a discussion about RD that invites other sectors (expertise in higher ed, economics) - did not discuss timeline; not planning for Providence conference

**Discussion: Conference Awards Strategy and Plan** – Karen Eck

* Last year NORDP provided 24 comped conference registrations across multiple award types; some awards also included comped hotel rooms. Funds were awarded by multiple committees
* For 2019 Providence conference, Karen Eck proposes to standardize the award process - have a single committee, e.g., Member Services, govern the awards, and standardize the amounts awarded
* Cataneo has had discussions with Inclusive Excellence (Kiser, Ward) about ensuring inclusivity in granting awards
* Member Services plans to publish call for conference award applications in early December
* **Action: Cataneo** to post call for conference award applications to BC3; Board will review and comment so that call can be publicized ahead of next BOD call on Dec 18
* Conference registration will open in mid-January, with early bird deadline in mid-March

**2019 Conference Update**  - Abramson/Whittenberger-Keith

* Call for Conference Abstracts closed on November 25, 2018
* Received 96 abstracts
* Working to bring better balance of programming content in terms of range of topics and level of content (beginner/intermediate/advanced)
* 3 workshops were accepted; training will be provided to help presenters develop their workshops
* Webinars will be presented on how to develop good conference presentations, including how to incorporate interactive techniques into conference presentations

**Discussion: Feedback on Conference budget from FirstPoint Management Resources**  – Abramson

* 2018 conference was a big success in several regards - increase in conference sponsorship, highest attendance ever - yet conference revenue was low
* FPMR has put forward two suggested reworkings of the 2019 budget that include shifting some expenses from the conference budget to NORDP committee budgets
* Abramson also seeking feedback on cap on number of registrations due to fire code of conference venue (ballroom holds max 550). Board members expressed support for capping registration in the event that the conference co-organizers and Designing Events cannot find a work-around to increase the number of registrants over 550. Conference committee will closely monitor registrations with the goal of accommodating all who want to register for the conference.

**Special Board meeting to Discuss Organizational and Conference Budget** – Hansen

* Committees are sending in their annual budget requests for 2019; Board needs to consider all the committee requests and determine what to fund and whether to ask committees to cut back
* Organizational budget and conference budgets are intertwined; need to discuss both when discussing one or the other
* Request: schedule special Board meeting ahead of next scheduled Board call on 12/18, during week of December 10
* **Action: Meeting scheduled** for Tuesday, Dec 11, 2:30 - 3:30 Eastern to discuss finances

**Discussion: Bill.com for Accounts Payable** – Hansen

* $30/month to streamline accounting, recommended by FPMR to better manage finances
* **Decision:** NORDP will pay for this service

**Discussion: Nominating Committee and election service provider** – Hansen

* Nominating Committee has put together their proposed timeline for Board elections 2019
* **Decision:** Board will adopt this proposed timeline for Board elections
* Survey & Ballot Systems (SBS) has been our election provider for several years
* FPMR put together a spreadsheet of alternative election service providers for potential cost savings
* NomComm reviewed spreadsheet and recommends ElectionRunner to replace SBS as our service provider
* **Decision:** ElectionRunner will be our service provider for the 2019 Board elections

**Extend budget to Dec 31, 2018** – Hansen

* Cataneo moved (seconded by Kimberly Eck) to extend the NORDP operating budget for FY18 to 12/31/2018. The motion passed unanimously.
* Plan is to approve FY19 budget at December Board meeting

**Pre-planning for 2019-2020 Strategic Plan** – Fletcher

* In preparation for 2019-2020 strategic planning, two surveys will be released to NORDP membership soon: a member services satisfaction survey and a salary survey
* These surveys will help to capture the membership’s opinions about the future of RD

**Committee Updates:**

* Committee updates were tabled for this call because of the long meeting agenda
* Committee reports for November are posted to Basecamp3 for Board review

There being no further business, the meeting was adjourned at 3:13 pm Central.

Respectfully submitted,

Jennifer Lyon Gardner, Secretary

**Note:** The next Board Meeting is scheduled for December 18, 2018, at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.