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

**NATIONAL ORGANIZATION OF RESEARCH DEVELOPMENT PROFESSIONALS**

**Tuesday, December 18, 2018**

President Karen Eck called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:34 pm Central on December 18, 2018.

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

**Approval of FY2019 NORDP budget** – Hansen

* Cataneo moved (seconded by Tuttle) to approve the FY2019 NORDP budget presented to the Board by Hansen. The motion passed with one abstention (Hansen).

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

* The Board discussed its willingness to invest in the conference
* Conference program committee is reviewing program abstract submissions this week, will be able to put together a rough outline of the Conference shortly thereafter

**Approval of charge for non-members posting jobs to Career Center** – Agnoli

* Agnoli proposed a $100 fee per posting for any recruitment done by non-members during the conference. There will be no charge for current members to recruit during the conference.
* Dyslin moved (seconded by Ward) to approve the $100 per posting fee. The motion passed unanimously.

**Approval of Member Needs/ Satisfaction Survey and Climate Survey**  - Fletcher, Cataneo, Agnoli

* FirstPoint Management Resources has recommended using the Member Needs survey to increase awareness about existing NORDP services/offerings, and to learn what else members might want or need
* Some Board members expressed concern about survey fatigue for members - many surveys coming out simultaneously: Member Needs, Climate, Salary Survey
* Decision: Keep Member Needs and Satisfaction Survey separate from Climate Survey, rather than adding climate questions to the Member Needs survey.
* Timeline: Aiming to release Member Needs and Satisfaction Survey in January 2019, as a prelude to the conference.
* Tuttle moved (seconded by Jividen) to accept the Member Needs and Satisfaction Survey as presented to the Board and to release it to the membership in January 2019. The motion passed with one abstention (Fletcher).

**Review of Call for Conference Attendance Grant Applications**  – Cataneo

* The Board discussed the need to carefully consider language that is used to describe inclusivity and diversity when crafting the call
* **Action: Agnoli, Ward** will send suggested edits to Cataneo

**Discussion: Nominating Committee Election Guidelines** – Fletcher

* The Nominating Committee has drafted proposed revisions to Board member election guidelines
* **Action: Entire Board** to review proposed revisions in Basecamp3, and be prepared to vote on the revisions at the January 22 Board meeting

**Basecamp3 Migration Schedule** – Fletcher/Lyon Gardner

* Everyone should be using Basecamp3 as of 1/1/2019
* Board members should continue to move their committee files from Basecamp Classic over to Basecamp3
* Lyon Gardner sent a calendar invite to all Board members for 1/10/2019 Zoom conference on Basecamp3 migration. Committee co-chairs may invite a delegate from their committee to attend the Zoom conference, as well.

**Committee Updates:**

**Member Services** – Cataneo

* No updates other than those provided in monthly committee report

**Mentoring** – Abramson

* No updates other than those provided in monthly committee report

**Professional Development** – Tuttle

* Committee has been discussing the possibility of offering continuing education unit (CEU) credits for members who attend webinars or other PD events
* Board will continue discussion at January 22 meeting

**Revenue and Finance** – Hansen

* No updates this month

**Strategic Alliances** – Dresbeck

* No updates other than those provided in monthly committee report

**Inclusive Excellence** – Ward

* Decision: Board will contract with the Peace Learning Center to provide inclusivity training to all Board members in April 2019

**Communications Working Group** – Dresbeck

* New initiative: selling NORDP apparel as a revenue generator
* One challenge is that a minimum number of orders must be confirmed before the vendor will do a print run
* Goal: use in social media strategy during the conference (photos of people in their NORDP gear)

**Executive Conference Committee** – Karen Eck

* Working on a multi-year deal with hotel chain to secure conference locations for 2020, 2021, 2022

There being no further business, the meeting was adjourned at 3:02 pm Central.

Respectfully submitted,

Jennifer Lyon Gardner, Secretary

**Note:** The next Board Meeting is scheduled for January 22, 2019, at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.