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

**NATIONAL ORGANIZATION OF RESEARCH DEVELOPMENT PROFESSIONALS**

**Tuesday, February 26, 2019**

President Karen Eck called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:49 pm Central on February 26, 2019.

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, Paul Tuttle, Etta Ward. Directors David Stone and Kari Whittenberger-Keith were absent.

**Approval of Draft January 22, 2019 Board Meeting Minutes**  – Karen Eck

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

**Vote: PUI Affinity Group Application** – Fletcher/Cataneo

* Karen Eck and Fletcher will talk with the group to clarify some proposed activities the Board and standing committees are already engaged on
* Cataneo suggested that a Board Liaison should be included in their leadership structure
* **Decision:** Affinity groups are encouraged to use MemberClicks technologies, including a dedicated listserv, to help with their communication needs, such as announcing and scheduling meetings. Affinity groups are encouraged to use the NORDP-wide listserv for knowledge exchange so as not to silo that knowledge among various subgroups.
* Stone moved (seconded by Tuttle) to approve the establishment of the PUI Affinity Group. The motion passed unanimously.
* Karen Fletcher left the meeting at the end of this discussion item

**Discussion: Annual Business Meeting** – Karen Eck/Dresbeck

* Discussion ensued about whether the 2019 conference agenda should include the annual business meeting
* Historical data from Designing Events says that only about 17% of conference attendees come to the business meeting during the conference. In addition, the NORDP bylaws say that the Board needs to meet during the conference, but not that the annual business meeting needs to take place during the conference
* Nevertheless, several Board members were in favor of an in-person meeting where everyone's invited. The optics of not hosting an open forum meeting would be poor – transparency of finances is very important
* Additional ways to communicate the state of finances to the membership were discussed, e.g., put a summary sheet of finances in conference packets, in addition to a meeting
* **Decision:** The annual business meeting will be held during the conference, on Wednesday afternoon at 3 pm Eastern
* Consider holding the meeting in a room smaller than the typical ballroom, to allow for better audience engagement
* Consider recording meeting for those unable to attend the conference to be able to view later

**Discussion: Societies Consortium on Sexual Harassment in STEMM** – Rachel Dresbeck

* Gretchen Kiser will be liaison for this effort, which will link the effort to Inclusive Excellence committee
* $500 to be an inaugural member in the consortium
* Membership includes access to resources developed by the consortium (policies, training programs)

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

1. NORDP as a premier destination for RD training and education (Jill Jividen)
   * Tied to member resources working group
   * Working with Kari Whittenberger-Keith on RD101 training, will be in touch with Michael Spires also; RD101 will hopefully be developed in full for 2020 conference
   * In discussion with communications working group re: website
2. NORDP defining the field of RD across the membership (Kimberly Eck)
   * Working with Susan Carter and salary survey committee to include formal analysis of tasks / salary
   * APLU CoR has a leadership fellows program, scheduling a discussion with that group and Alicia Knoedler, who's heavily involved with it, soon
3. NORD engagement with internal & external stakeholders (Dave Stone)
   * Action: Hansen will send Stone approved FY19 budget for NORD
   * Concern about lack of interactive sessions at the conference

**2019 Conference Update** – Abramson

* Registration as of 2/26: 314 (73% of 425 / 57% of 550)
* Karen Eck will work on Run of Show, and determine what handouts are needed
* Cataneo had Michael Thompson email all the NE region. NORDP conference dates overlap with an NCURA regional meeting taking place in Portland, ME
* Cataneo has encouraged all regional reps to reach out to their regions to encourage registration
* Committees have been asked to budget for, and cover committee related expenses as part of the conference budget. This is to accurately track all conference expenses. These funds are not ‘donations’ to the conference budget.
* Any posters/printing/bag stuffers to be preprinted must be submitted to Abramson by:
  + March 11 if they need to be formatted or developed
  + April 1 if ready to print as-is. Will make print-ready and return to you for final OK
  + Everything goes to printer 4/8
  + Shipping all printed materials to conference site 4/17
  + Conference budget cannot support on-site printing
* Sponsorship: Dresbeck confirmed over $30K committed. Hansen has record of $31K committed, 3 semi committed at $26K.
* The Strategic Doing Institute has met the threshold for Bronze sponsorship through an in-kind donation. Specifically, they are increasing the maximum capacity of their workshop from 35 NORDP conference attendees to 80, to accommodate popular demand, and they are forgoing the SDI presenters’ workshop fee.

**Reminder: Create your SOPs** – Lyon Gardner

* Encouraged committees and individual Board members to be documenting their conference-related tasks and procedures as SOPs
* Template for SOPs, as well as an example SOP, is provided in Basecamp3 (2018-2019 Board of Directors > Docs & Files > BoD Resources folder

**2019 Board Retreat Update** – Lyon Gardner

* 2019 Board retreat dates are confirmed, and hotel booked
* Retreat will take place all day on Saturday and Sunday, September 14 and 15, on the UT Austin campus (in the VPR suite). Fly to Austin Friday evening, September 13, and travel home Monday morning, September 16
* Rooms are held at AT&T Executive Education and Conference Center Hotel on the UT Austin campus; no need to book your own room; Lyon Gardner will provide the list of names to the hotel directly

**Holly Falk-Krzesinski Award** – Karen Eck

* Request for nominations will be announced to the Board soon
* Nominees will be discussed during March 12 Executive Committee meeting. All Board members, except those who are nominees, will be invited to the discussion

**Review of 2019 Conference Attendance Grant Recommendations** – Cataneo/Ward

* Requesting $11,695 from the Board to support the cost of conference attendance grants
* Board approves the request by consensus
* Karen Eck left the meeting at the end of this discussion item (2:40 pm Central)

**Committee Updates:**

**Communications Working Group** – Dresbeck

* Group has been discussing the website: who is its target audience? What is its purpose? These questions need to be addressed by the Board and overall org leadership
* Discussion about a website revamp, and resources to put toward it, is needed
* CWG expresses gratitude to NORDP News contributors

**Member Services** – Cataneo

* Conference ambassador recruitment letter is finalized – thanks to all who made suggestions

**Mentoring** – Abramson

* No updates this month – report is posted to Basecamp

**NORD** – Stone

* Next round of NORD grants will begin in the next few weeks
* InfoReady (sponsor of NORD grants) is pleased with the program

**Professional Development** – Tuttle

* Several webinars planned over the next six weeks
* Requesting feedback on continuing education credits plan for PD. Decision: Hansen will follow up with Karen Eck and Karen Fletcher

**Revenue and Finance** – Hansen

* Audit and tax preparation costs are ~$8000 annually. FPMR (Laura N.) was unable to find a more cost effective provider. Instead a discount has been negotiated with the Chicago firm that currently handles our financials

**Strategic Alliances** – Dresbeck

* No updates this month – report is posted to Basecamp

**Inclusive Excellence** – Ward

* No updates this month – report is posted to Basecamp
* Reminder that diversity training in Providence will begin at 9:00 am Eastern on Sunday, April 28. Let Etta know if anyone is missing from the invitation.

**Executive Conference Committee** – Karen Eck

* No further updates this month

There being no further business, the meeting was adjourned at 2:53 pm Central.

Respectfully submitted,

Jennifer Lyon Gardner, Secretary

**Note:** The next Board Meeting is scheduled for March 26, 2019, at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.