

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

**Tuesday, March 24, 2020**

President Karen Fletcher called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:35 pm Central on March 24, 2020.

The following Directors were present at the meeting: Kathy Cataneo, Joanna Downer, Rachel Dresbeck, Kimberly Eck, Faye Farmer, Karen Fletcher, Jerilyn Hansen, Jill Jividen, Kim Littlefield (joined 2:05 pm CT) Jennifer Lyon Gardner, Nathan Meier, David Stone, Paul Tuttle, Etta Ward, and Kari Whittenberger-Keith. No Directors were absent.

**Consent Agenda –**

- Draft February 25, 2020 Board Meeting Minutes - Fletcher
- Financial Report – Hansen
- Committee Reports (this list reflects those committees that submitted a report by 3/24):
  - Member Services – Cataneo
    - Kimberly Eck reported that the Salary Survey report will be shared with the Board in April
  - Mentoring – Farmer
    - Mentoring committee is considering using podcasts to share lightning talks. PD committee is also considering podcasts as a platform, although they have not yet explored the option.
    - Mentoring committee encourages Board members to mobilize their networks to recruit people into mentor roles
  - NORD - Littlefield
  - Professional Development – Downer
  - Revenue and Finance – Hansen
    - Reminder to include comped 2021 conference registration for both 2019 and 2020 Rising Star awardees
    - Downer asked whether any of the 2020 conference content that is being moved online could be monetized. Fletcher suggested that the Professional Development committee should make a proposal to the Board about this.
  - Cataneo asked how progress with regard to KRAs is being shared across committees. Fletcher encouraged Board liaisons and KRA champions to share other committees' KRA-relevant content with their own committees/working groups. Fletcher is also planning to initiate a monthly communication from the President to the membership, updating the membership on Strategic Plan progress and other Board progress.
  - Ward moved (seconded by Cataneo) to approve the Consent Agenda. The motion passed unanimously.

**General Announcements:**

**2020 Board election updates - Meier**

- Nomination window for 2020 Board candidates is open through March 31; application window will be open through April 15
- Voting will open May 18 and will close June 8

- Meier reported preliminary conversation between Mentoring Committee and NomCom representatives about a plan to create a Board renewal pipeline using Peer Mentoring Groups and Zoom's collaborative features
- Eck and Stone encouraged the idea and suggest a broadening of scope
- Whittenberger-Keith noted that many members don't know how to get involved with NORDP. Would be good to share ways to get involved, or how one could enter leadership in NORDP. Downer said that PD would be willing to organize this
- Fletcher asked committee liaisons to encourage their committees to nominate committee members as Board candidates

**Call for Volunteers: Regional Sponsorship Subcommittee - Fletcher**

- Looking for more volunteers to join the regional sponsorship subcommittee, whose charge is to determine what the role of sponsors should be in supporting regional meetings

**NORDP Annual Business Meeting – Lyon Gardner**

- **Decision:** 2020 Annual Business Meeting will be held Wednesday, May 20, at noon ET via Zoom webinar
- **Action:** Fletcher and Lyon Gardner to continue planning Annual Business Meeting

**Proposed changes to Board member terms (cont'd from February) – Lyon Gardner**

- At February Board meeting, the Governance committee presented an option to extend the Board member term from its current four years to five years, with limitations imposed on when a Board member can serve as President, in order to ensure that former Presidents remain on the Board as voting members during their Immediate Past President year
- **Action:** Lyon Gardner to post the option in Basecamp for continued discussion by the Board

**Discussion Items:**

**Conference Contracts - Fletcher/Hansen**

- Due to the cancellation of the conference because of the concern of COVID-19, the Board discussed the remaining conference-related bills due to Designing Events for work to have been performed at the conference.
- Dresbeck noted that NORDP's current contract with DE was negotiated carefully so that NORDP retained control of managing sponsor relations. This gives NORDP control to ensure that conference sponsors are always aligned with the organization's mission.
- NORDP is also negotiating with Hyatt Hotels to settle after canceling the 2020 conference. DE has been doing some negotiating with Hyatt on NORDP's behalf.
- Downer moved (seconded by Cataneo) to delay consideration of DE payment until the contract with the Hyatt is resolved. Motion passes unanimously.
- **Action:** Hansen to ask DE to cease negotiating with Hyatt Hotels; NORDP will settle with Hyatt directly, through NORDP's attorney.

**New Award Categories Subcommittee – Fletcher**

- A discussion about creating new categories for NORDP awards/honors is ongoing in Basecamp; will continue discussion online in Basecamp
- Meier recommended that the Committee on Inclusive Excellence should review the proposed new award categories/criteria, to ensure we're not introducing biases or disenfranchising anyone with the new award categories

- Downer noted that she is still looking for answers to questions she asked in Basecamp regarding eligibility designations for Innovation and Leadership award categories

#### **KRA Updates – KRA Champions**

- This discussion item was tabled to Basecamp. KRA champions were asked to report on their KRA progress in Basecamp.
- **Action: Lyon Gardner** to open discussion on this item in Basecamp.

#### **COVID-19 Response - Fletcher**

- Board discussed at length how to keep NORDP members engaged in the absence of the conference taking place this year
- Josh Roney is organizing a webinar on how various NORDP members' offices are responding to COVID-19, e.g., by moving their services online
- Other possible topics for future webinars or other PD events could include: positioning RD to respond to future federal stimulus post-COVID-19; moving RD content/services to an all-online, all-remote work format
- InfoEd is curating COVID-19 funding opps and is offering the list to people for free, even for those who are not InfoEd subscribers
- Hanover Research also planning to release a public-facing COVID-19 funding opps list
- InfoEd is a conference sponsor and Hanover historically is a conference sponsor; conference sponsor liaisons will reach out to them about posting these opps on the NORDP website
- Cataneo asked whether NORDP could offer resources to enable more robust remote gatherings for its members, or more robust online services
- **Action: KRA 3.3 working group** (year-round PD offerings, championed by Kimberly Eck) to look into more robust remote gatherings/online services models
- **Decision: Board** will compose a letter to NORDP members regarding NORDP's response to COVID-19. The letter will include a preview of online offerings being developed.

#### **Held over from Consent Agenda: NORD discussion – Littlefield**

- NORD is encouraging more proposal submissions to the current NORD grant cycle
- Littlefield is also seeking NORD committee volunteers. Dresbeck recommended reaching out to the 2020 conference committee; they can look into supporting NORD now that they are no longer working on the conference.

There being no further business, the meeting was adjourned at 3:30 pm Central (motion: Dresbeck; second: Littlefield).

Respectfully submitted,  
Jennifer Lyon Gardner, Secretary

**Note:** The next Board Meeting is scheduled for Tuesday, April 28, 2020 at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.