

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

Tuesday, July 26, 2016

President Gretchen Kiser called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:30 pm Central on Tuesday, July 26, 2016.

Roll call

Present: Jeff Agnoli, Kathy Cataneo, Rachel Dresbeck, Karen Eck, Karen Fletcher, Gretchen Kiser, Alicia Knoedler, Ioannis Konstantinidis, Terri Soelberg, Michael Spires, David Stone, Kari Whittenberger-Keith, and Executive Director Keith Osterhage (as Ex Officio member).

Absent: Jacob Levin.

Approval of Draft June 28 Board Meeting Minutes – Gretchen Kiser

Michael Spires moved (seconded by Gretchen Kiser) to approve the minutes of the June 28 regular meeting as drafted. With no votes opposed and two abstentions (Kathy Cataneo and Karen Fletcher), the motion carried.

New members welcome - Gretchen Kiser

Gretchen Kiser welcomed the three new Board members, and invited them to give short introductions about their roles in their institutions:

- Kathy Cataneo, Director of Research Development at University of New Hampshire
- Karen Fletcher, Director of Grants Resources & Services at Appalachian State University
- Kari Whittenberger-Keith, Proposal Development Manager at University of Wisconsin-Milwaukee

After the introductions, Gretchen Kiser explained that in a renewed effort to formalize the on-boarding process the new members were presented with an (unofficial) manual, courtesy of Michael Spires, and assigned mentors (whom she thanked). The mentor assignments are: Karen Eck to Karen Fletcher, Terri Sollberg to Kathy Cataneo, and Ioannis Konstantinidis to Kari Whittenberger-Keith.

Action Items

There were no action items listed on the agenda .

Committee Reports

Executive Committee - Gretchen Kiser

Gretchen Kiser reported that the committee focus has been on-boarding and working with the Executive Director, to help him draft a workplan. The executive committee will serve as the direct supervisor of the Executive Director to better coordinate communication with the board as a whole and its different committees, and also help prioritize items.

- Gretchen Kiser requested the all committees copy the executive committee on their requests to the Executive Director.

Rachel Dresbeck commented on the role of the executive committee to provide context for the new members. That role is to set up the agenda and deal with anything else that comes up.

Typically the committee does not produce formal reports like other committees, but sends out a note to the Board for transparency.

Revenue/Finance Committee - Jeff Agnoli

Jeff Agnoli reported that he will be introducing some of the many standard QuickBook reports in addition to the monthly P&L and balance sheet, as he is learning the financial reporting platforms (maybe a new one every month). As an example he submitted the fiscal year to date P&L. Rachel Dresbeck asked if any of these reports could break down the “other” category into programmatic expenses (e.g., committees, scholarships). Gretchen Kiser agreed that more granularity would help, but not if it divvies up common “overhead”, and Jeff Agnoli remarked that “other” mostly comprises common, ongoing subscriptions (Basecamp, member clicks, WebEx, freeconferencecall).

- Jeff Agnoli will look into the options available.

Gretchen Kiser stated the importance of members reviewing reports in advance and having access to them during the meeting, and Jeff Agnoli commented that the Board could switch to using a screen sharing platform to hold meetings to that end (such as existing WebEx subscription).

Jeff Agnoli clarified that the NORDP Fiscal Year is currently September-August, but will be adjusted to October-September (in response to Kathy Cataneo’s inquiry). Michael Spires stated that this change in bylaws was approved last year.

Jeff Agnoli remarked that the expenses reported were typical and there were no items of concern, in response to Gretchen Kiser. He also stated that almost all annual conference expenses had posted, in response to Gretchen Kiser’s remark that it would be good to close out on this year’s conference to use as reference for next year.

- Jeff Agnoli will close out the conference report.

New teleconferencing service: Jeff Agnoli reported that he is considering a trial run for a vendor called Level 3 Communications, who is offering teleconferencing services at a 75% discount compared to the current NORDP vendor FreeConferenceCall. The intent is to try both vendors for a month to verify that they offer similar/same quality/service. Jeff Angoli’s experience with Level 3 Communications at OSU has been positive, and would like to solicit Board comments. Michael Spires concurred with Jeff Agnoli’ assessment based on some of his own research. Keith Osterhage remarked that 75% savings means \$6K/yr.

- Based on the positive feedback, Jeff Agnoli will set up a trial run and ask for a formal quote.

New and renewal membership dues: Gretchen Kiser brought up the need for a separate announcement clarifying the new cost structure for new members, as it relates to the now approved \$30 set-up fee and its ramifications for conference fees for non-members. Rachel Dresbeck noted that the automatic renewal reminders should also include the clarification, as the changes take effect on September 10 (meaning new members or renewals on that Saturday will be charged under the new rates).

- Gretchen Kiser asked Terri Soelberg to update the language for the new members dues receipt and renewal reminder, with input from the Executive Committee, making clear the receipts reflect the set-up fee as a separate item from membership fees.

- Jeff Agnoli asked Denise (Talley Management) to add a sentence to the 30 and 60 day notices stating that renewals after Sep 9 will be at the new rate.

Gretchen Kiser stated that it is good to visibly empower committees by charging them with messaging the membership, and Rachel Dresbeck noted that it is difficult to set up committee email aliases under the current system.

- Terri Soelberg agreed to send out the reminder.

Kathy Cataneo inquired whether “membership for full year begins the date you join or renew”, as stated in current message, or at a fixed 1 year interval. Asked by Rachel Dresbeck about other organizations’ practices, Denise (Talley Management) replied that NORDP is about their only client that does anniversary from last renewal, with most clients offering calendar year memberships with no proration, i.e., members pay full price if they join in August, but membership only goes out to December 31. Keith Osterhage added that this was consistent with his research, membership being for a fixed year, either FY or CY, no matter what date one joins.

- Gretchen Kiser asked Terri Soelberg to prepare a briefing on the scenario and stories and return by email.

Strategic Alliances (formerly External Engagement) - Rachel Dresbeck

Rachel Dresbeck prefaced her remarks by informing the new members that Board meeting discussions focus on action items or questions, rather than going over what is detailed in the written committee report which is uploaded to BaseCamp.

Rachel Dresbeck asked for guidance on whether liaison nominations should be a full Board decision or an up/down vote on the committee recommendation. Gretchen Kiser stated that the committee should present a cadre of candidate liaisons to the Board and Board can comment, but the decision is up to committee.

- The Executive Committee will set up a process for this.

Rachel Dresbeck asked for suitable candidate suggestions for liaison to the national Postdoc Network, as the current liaison Jennifer Lyon Gardner is based at UT Austin and is trying to limit travel.

- Board members are invited to provide candidate suggestions.

In the interest of time, Rachel Dresbeck stated that discussion on EARMA and INORMS will be moved to the Executive Committee and next Board meeting.

2017 Conference Committee - Michael Spires

Michael Spires reported that committee co-chairs had their first phone conference on July 13 to establish a general assessment and plan for what needs to be discussed/decided.

- Michael Spires will ask members of last year’s committee if they want to take on any specific role for this year’s conference.

Gretchen Kiser remarked on an issue that a member brought up to her attention, which is that some institutions will pay for conference fees, but not for membership fees. Kari Whittenberger-Keith clarified that this can be a state issue. Gretchen Kiser noted that the Board should

deliberate on whether receipts will delineate that one part of the fee goes to conference, and another to membership.

- Agenda item for a later meeting: Regarding the payment that non-members make for their NORDP conference registration, should NORDP have part of the cost be reflected as a member fee (\$30+annual fee), or offer the membership privilege as a marketing cost/option to convert to a membership a year out (which is the current status).

2017 Conference Committee - Gretchen Kiser

Gretchen Kiser will work with Jeff Agnoli to finalize expense accounting for the conference. This will allow for definitive statement on how many sponsorship dollars subsidized the conference and can be used as baseline for next year.

Effective Practices and Professional Development – Kari Whittenberger-Keith (new chair)

Kari Whittenberger-Keith provided a quick overview: OPD met last week under new co-leads Donnalyn Roxey and Tim Wood, Anna Brailovsky continues as mentoring lead, and Kari Whittenberger-Keith is recruiting a co-chair and restructuring the pre-conference workshops group. The last two groups will meet next week.

- Kari Whittenberger-Keith informed the Board that a written report is forthcoming, and will be detailing the committee's transitioning process.

Gretchen Kiser remarked that EPPD is one of a number of committees that could be involved in revenue generation (e.g., webinars), and Keith Osterhage will be interacting with these committees over the next month about these activities. Keith Osterhage agreed, and asked for a list of planned webinars and the existing webinar revenues and costs. Several members stated that there is no revenue from webinars as they are a free privilege of membership, and Ioannis Konstantinidis added that there has been no cost for presenter fees either, as they have been done as service to the organization. Ioannis Konstantinidis explained that only cost for webinars so far has been WebEx, and Jeff Agnoli elaborated that this is \$230/month and Level3 offers a cheaper webinar platform.

Gretchen Kiser remarked that maybe a separate structure (revenue committee or subcommittee) will be needed, with representatives from each of the committees that would be involved in revenue generation (e.g., EPPD and Member Services) to execute some of the things that we have in mind. David Stone replied that he would be careful about proliferating committees or subcommittees, which was the modus operandi before an Executive Director was hired. The role of the Executive Director is to work directly with the existing structures, rather than creating new structures, so the Board could instead figure out how not to have to take on additional direct work and learn to be more advisory to things that the Executive Director is proposing/trying out/doing/testing. In the interest of time, Gretchen Kiser asked to discuss this idea further at a later point and David Stone agreed.

Member Services - Terri Soelberg

Terri Soelberg referred to her submitted report on BaseCamp, which includes some draft language for new communication strategies, and requested feedback on one item in particular.

Member Services is proposing direct communication between a regional liaison and those members whose memberships are soon to expire (before the currently automated messages). Gretchen Kiser asked what is the rate that NORDP is losing members and Terri replied that Member Services has asked for numbers on the rate that NORDP is losing members, but Talley Management is not able to provide exact figures. Rachel Dresbeck remarked that NORDP currently has more members than it did during the conference. Gretchen Kiser concluded that it might be too much effort for a non-existent problem, but lacking data, being nice is a good thing.

- Board members are invited to provide their feedback.
- Terri Soelberg asked to be contacted by all parties involved in the transition plan for moving the awards and recognition committee from its current place to member services.

Enhancing Collaboration - Karen Eck

Karen Eck reported that the committee is mostly involved in follow-up work from the conference. Gretchen Kiser remarked that she would like to discuss the place of the committee now that the primary project is coming to end, and the potential for generated IP that NORDP could leverage for revenue. Karen Eck replied that the committee has also been thinking about the challenges that come with trying to do a research project as a side job, and Gretchen Kiser remarked that she and Terri had faced similar challenges. David Stone added that this speaks to why the NORDP initiative is important.

- Karen Eck will post notes on basecamp after the next committee meeting (which is July 27) on where things are and thoughts on what to do next as prep for discussion at retreat.
- Gretchen Kiser stated that she will reach out separately to everybody about the agenda for the retreat.

Governance Committee - David Stone

David Stone reported that the committee's agenda comprises the new policies proposed by Jeff Agnoli as uploaded to BaseCamp on June 13. Michael Spires clarified that two of these policies have been marked up by the committee.

- Michael Spires will repost them on BaseCamp.
- Board members are invited to review.

Following up on unfinished business regarding transferability of memberships, David Stone proposed to amend the bylaws by striking the language prohibiting transferability and Michael Spires suggested delegating to Member services the responsibility for how to implement transferability

- Gretchen Kiser directed the governance committee to do so as soon as possible

Nominating Committee - Michael Spires

Nothing to report

Additional business

Preparation for Board leadership retreat Jeff Agnoli and Keith Osterhage stated that hotel arrangements for the retreat had been completed, responding to an inquiry by Gretchen Kiser.

They added further that the hotel agreed to honor the government rate for those participants who will have to arrive on Saturday due to lack of available flights from their location arriving early enough on Sunday.

A brief discussion followed on the logistics of transportation to and from the airport and on the timing of the Board meeting, owing to the need of several participants to catch the last available flights to their home locations.

- The Board meeting will be adjourned by 1pm

NORDP Legal Representation Gretchen Kiser explained that NORDP received a notification from Michael Mosher, indicating that he is planning to transfer to a new law firm. The Board should deliberate on whether it will continue with Mosher & Associates as its legal representative, or move to the new firm with Michael. David Stone, Rachel Dresbeck, and Michael Spires all advised that their interactions had mainly been with Avery Buffa, and recommended staying with him, wherever he chooses to be.

- Michael Spires will find out what Avery Buffa intends to do.

Intra-institutional Membership Transfer This item was discussed earlier in the meeting.

Website Working Group Gretchen Kiser stated the need to initiate a website working group soon because online content is becoming outdated.

- Gretchen Kiser will initiate the process by email

New Business

Gretchen Kiser opened the floor to new business, none was put forward.

Kathy Cataneo moved to adjourn (Michael Spires seconded) at 3 pm Central. The motion carried unanimously.

Respectfully submitted,
Ioannis Konstantinidis, Secretary