

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

Tuesday, June 26, 2018

President Michael Spires called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:34 pm Central on June 26, 2018.

The following Directors were present at the meeting: Michael Spires, Jan Abramson, Kari Whittenberger-Keith, Jennifer Lyon-Gardner, Kathy Cataneo, Karen Fletcher, Jeri Hansen, Karen Eck, Jeff Agnoli, Gretchen Kiser, Rachel Dresbeck, Kellie Dyslin, Dave Stone, Etta Ward.

Approval of Draft May 29, 2018 Board Meeting Minutes – Spires

Abramson moved (seconded by Kiser) to approve the minutes as amended. The motion passed with one abstention (Eck).

NORDP Northeast Retreat – Spires

The NORDP Northeast region was notified that they were ‘grandmothered’ in and has official Affinity Group status with Cataneo designated as their Board liaison.

Member Needs Survey – Fletcher

Kay Tindle, in Member Services, has agreed to lead the efforts of finding and recommending to the Board a company who can work with NORDP to conduct a member and organization needs survey. Member Services plans to solicit questions from each committee that address committee needs/questions to include in that survey. The plan is to conduct the survey over the next year, concluding before the 2019 Board Retreat.

Conference Image Dispute – Spires

We are waiting to hear an update from our legal counsel after we initially responded to the request that we would pay \$1000 for the image.

2018-19 Immediate Past President Role – Eck and Fletcher

NORDP bylaws state that we need to have an Immediate Past President on our Board, but because of election terms ending this year, our Immediate Past President will not be on the Board. In an effort to fill this role, past presidents still on the Board, Stone and Dresbeck, have both volunteered to serve in the Immediate Past President role as needed. There will be a Special Meeting on July 12 at 12:30 Central time, to discuss the role and how it will be filled in the 2018-19 year. Going forward, we will need to figure out how to fill this role long-term, as this situation could come up again if a Board member is serving in the President role the last year they are on the Board.

CARA Meeting Update and International Partnerships – Eck

A formal report on Eck’s attendance at the CARA meeting in June will be posted to Basecamp3 soon. Her biggest takeaways were that 1) we should give some attention to our International partnerships; 2) they talked a lot about ‘research facilitation;’ and 3) they don’t necessarily define ‘research development’ the way we do. Eck, Dresbeck, and Kiser spoke with Dr. Yamamoto, from Japan at the NORDP Meeting in May. Eck followed up with an email after the conference and Yamamoto responded wishing to understand the differences between ‘research administration,’ ‘research development,’ and ‘research management.’ Strategic Alliances and Member Services are also looking at the ways we can interact with our International colleagues. The CARA president plans on attending the NORDP meeting next year.

Communication Working Group/website updates – Dresbeck

Our blog had 10,000 views and 5000 visitors since January of this year. Website updates include: the website homepage is now promoting PEERD; the brochure will be eliminated and replaced with the postcard that Sharon Pound and Matt Dunn created for INORMS, and a postcard that was designed for the post-doc conference; NORDP member organizations are now listed on a unique webpage on the NORDP website. The next task is the “about” page and updating the SOP’s for Communications among and within the organization as a whole. Should we change the way we announce the Rising Star awardees so that we can have their information and post a blog about their award as soon as it happens? (Right now we do it weeks after the fact and it doesn’t seem to have much impact on the blog). It was pointed out that informing Rising Star Awardees in advance would help to ensure they attend the award luncheon. Next year we will have cameos ready for all the applicants, and then surprise the winners as usual, but the cameo can be posted immediately. Discussion will continue on letting awardees know in advance.

CEU Proposal for NORDP Programming – Whittenberger-Keith

The proposal is located on Basecamp3. A formal working group will be formed. FirstPoint Management should be contacted as a resource as they work with other organizations who offer this.

Basecamp3 – Fletcher

A working group has met to discuss the transition from Classic Basecamp to Basecamp3. Nina Exner, NORDP member and Research Data Librarian and Scholarly Communications and Publishing colleague at Virginia Commonwealth University, has offered to work with us on the transition. She will be asked to sign a non-disclosure form before getting access to the files.

Board Retreat – Eck

The Board Retreat will be September 15, 16, and 17th in Salt Lake City, Utah. The official start of the Retreat will be 3pm on Saturday, September 15th. New Board members will be asked to attend a morning session on the 15th to learn about Basecamp3 and Memberclicks and other NORDP programs as part of an onboarding process. Returning members are welcome to join this session if they would like, but it is not required of them. The 16th will be a full day, and the 17th will be a half day. Eck will be reaching out to all Board members to sign up for a time to speak with Eck and Fletcher about the Board members’ committee work and what they would like to address during the Retreat.

Additional Business

Board member mentors were paired with the following new Board members: Dresbeck/Etta Ward; Agnoli/Kimberly Eck; Whittenberger-Keith/Paul Tuttle; Cataneo/Jill Jividen.

The Finance Committee met and reviewed a Revenue & Finance policy that would allow for NORDP to invest in an account in order to have six months of operational cost on hand. The policy will be presented to the Board in July.

Committee budgets are usually presented at the Retreat in the Fall. Current year budgets should be spent by September 30th, which is when the fiscal year ends.

Action Item: Hansen will share the previous year’s budget and expenses with each committee.

Thank you to Michael Spires for his leadership over the past year as NORDP President and Secretary before that.

Thank you to Gretchen Kiser for her leadership as NORDP President and Past President while she served on the Board.

Thank you to all the members of the Executive Committee and all of the Board.

There being no further business, Cataneo moved to adjourn (Whittenberger-Keith seconded) at 2:48 p.m. Central. The motion carried unanimously.

Respectfully submitted,
Karen Fletcher, Secretary

Note: The next Board Meeting will be scheduled soon