

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

Tuesday, March 27, 2018

President Michael Spires called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:39 pm Central on Tuesday, March 27, 2018.

The following Directors were present at the meeting: Michael Spires, Karen Eck, Jeff Agnoli, Karen Fletcher, Gretchen Kiser, Jan Abramson, Kathy Cataneo, Rachel Dresbeck, Kellie Dyslin, Jeri Hansen, Jennifer Lyon-Gardner, Dave Stone, Etta Ward, Kari Whittenberger-Keith. No Directors were absent.

Approval of Draft May 23, 2017 and Draft February 27, 2018 Board Meeting Minutes – Spires Cataneo moved (seconded by Kiser) to approve the May 23, 2017 minutes as drafted. The motion passed, with three abstentions. Cataneo moved (seconded by Kiser) to discuss the February 27, 2018 minutes. Discussion: The section about Board members getting items to discuss at Regional Meetings to Cataneo should have been noted as an action item. The motion to approve the February 27, 2018 minutes with this amendment passed, with one abstention.

NORDP Officers for 2018-19 - Spires

New Officer positions will be voted on in May. Board members should consider if they would like to step in to an Officer role in the future, including an assistant Treasurer or Assistant Secretary role. There was discussion on the roles of the conference co-chair never being formally coupled with the Vice President (VP) role. These two roles have been combined in the past which allowed the VP to have a hand in programming, marketing, sponsorships, and conference planning. With the organization's growth, it was discussed that it might make sense for the VP and President role to take on a more strategic direction role, yet still be involved with the conference at a less hands-on level.

SE NORDP Affinity Group Application – Spires

The SE NORDP Affinity Group application was resubmitted with a neutral budget. They hope to be able to grow and stabilize enough in the future to host a regional conference where they would need a budget, but at this time, they did not feel it was feasible. The other activities they referenced in their application, including a Shadowing Program, did not require a budget.

Agnoli moved (seconded by Cataneo) to approve the SE NORDP Affinity Group Application.

Discussion: The creation and recognition of Affinity Groups was a strategic move in order to allow members with the same interests the opportunity to work together using NORDP resources if necessary. Already formed groups, like the Grand Challenge group, had voiced that they didn't want to have any affinity with one particular professional organization. We need to communicate to them what kind of benefits the NORDP organization could offer them. The application process to become an Affinity Group should not be daunting.

The motion passed unanimously.

Action Item: Cataneo volunteered to put together a simple template based off of the Affinity Group Policy, for future aspiring Affinity Groups to use as a guide and application form.

Action Item: Spires will send an official notice of approval to Kimberly Eck, the contact for the SE NORDP Affinity Group Application.

2018 Conference Update – Eck and Whittenberger-Keith

Conference registration reached 492 participants as of March 27, 2018. Sponsorships have increased over last year. The Mentoring pre-workshop was cancelled due to low enrollment. The inaugural RD

Fundamentals course has filled. All conference attendees who sign-up as non-NORDP members are being contacted and asked if they would like a one-year complementary membership; the response has been overwhelmingly: yes! To date, 56.4% of our membership is attending our conference. We should communicate this to our members, as this is atypical and most professional organizations have about 20% of their members attend their professional conferences.

Action Item: Eck and Whittenberger-Keith will write a blog post about the upcoming conference, including attendance numbers, and what they are excited about.

Action Item: Cataneo will pull all the relevant numbers so every Board member has the same information during the conference. She will include diversity statistics too.

Action Item: Cataneo will send the statistics to Alicia Knoedler to include in a presentation that will report some of these statistics.

Action Item: Committees that would like a poster at the conference should contact and coordinate with Abramson by April 15th.

Member Services Committee:

NORDP membership has reached 870 members. The initiative to reach out to PUI's and HBCU's has been ongoing. Stone will be assisting with the outreach to APLU members and top 100 research universities not already represented in NORDP. During the Conference Member Services: will be providing Ambassador ribbons to Board members and Member Services Committee members; will hold a new-member reception; have requested that new-members are recognized during Regional meetings; and Spires will host a new-member networking dinner on Tuesday night of the conference. A template agenda has been created and distributed to Regions for use at their Regional meetings and Member Services will create a poster about their committee for the Poster session at the Conference.

Discussion on what items Regional meetings should discuss included: Questions from a BoardSource email about needs assessment; leadership development programs and how regions can nominate Board members; offering options on what kinds of groups made sense for an Affinity Group application; and what do members want resources about.

Action Item: Board members should sign up to host Tuesday night dinners at the Conference.

2017-18 Initiatives

Communications – Dresbeck

Blog subscriptions are up 50% from this time last year. First Point and Matt Dunn are working on website homepage revisions, focusing more on calls-to-action, and updating a few other sections.

Professional Development – Spires

The working group is working on the course slides for the RD Fundamentals course.

Establishment of the Committee on Inclusive Excellence – Kiser

The working group would like to move to a committee status dedicated to diversity, inclusivity, and equity. This move would make inclusivity a more intrinsic part of Board and organization activity.

Kiser moved (seconded by Spires) to establish the NORDP Board Committee on Inclusive Excellence.

Discussion: A vision and mission should be developed. Member Services has a template on committee responsibilities and the Mentoring Committee has used the same template.

The motion passed unanimously.

Action Item: Cataneo will share the template of member duties and responsibilities with Kiser and anyone else who is interested in using it for their committee.

Action Item: Kiser will send Spires a list of committee members.

PEERD - Hansen

Kay Tindle has agreed to take on the non-Board member role, replacing Peggy Sundermeyer. The institution and reviewer agreements have been finalized. Obtaining Errors & Omissions Insurance is ongoing; we have no formal offer but have several companies considering us. Hansen is working with FirstPoint to update the PEERD information on the NORDP website. PEERD will be offering a stand-alone flier on PEERD to include in conference bags, and is looking into the possibility of an advertisement on the conference app. Hansen hopes to get the PEERD reviewers together at the conference to meet informally.

Action Item: Hansen will contact the current PEERD reviewers to inform them of what has been happening behind-the-scenes.

Nominating Committee – Abramson and Hansen

Nathan Meier is chairing the committee. This year’s election includes four at-large seats; there are no special designation seats. Since we will not have forced voting this year, what is the guideline for electing candidates? In the past, majority rules, but this isn’t written down formally anywhere. Should we have a minimum number of votes in order to get elected? Whatever our process is, it needs to be communicated to the membership. We need to market what the Board is doing so members can see the exciting things we are focusing on in order to get them interested in joining the Board. If only three seats are filled during the election, what do we do with the fourth? We can either appoint someone or hold the seat open. We will hold the seat open.

Action Item: Every Board member needs to nominate someone for the Board.

Action Item: Abramson and Hansen will work with Meier in creating marketing material.

Action Item: The Nominating Committee will review and make a written process that addresses vote numbers for elections after this election.

Stone and Agnoli left the meeting.

NORDP Service Awards – Spires

Discussion over the HFK nominations took place.

Kiser left the meeting.

Abramson moved (seconded by Ward) to send votes over email to Fletch.

Motion passed unanimously

Action Item: Fletcher will sent out notice to vote on the HFK award.

There being no further business, Cataneo moved to adjourn (Eck seconded) at 3:04 p.m. Central. The motion carried unanimously.

Respectfully submitted,
Karen “Fletch” Fletcher, Secretary

Note: The next Board Meeting is scheduled for May 6, 2018, from 12:00 p.m. Central Time in Arlington, VA.