

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

Sunday, May 6, 2018

President Michael Spires called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 12:23pm Central on May 8, 2018.

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

Approval of Draft June 27, 2017 and Draft March 27, 2018 Board Meeting Minutes – Spires

Spires moved (seconded by Kiser) to approve the June 27, 2017 minutes as amended. Spires noted that the Board will address the action items in the minutes at following meetings. The motion passed; three abstentions.

Spires moved (seconded by Abramson) to approve the March 27, 2018 minutes as amended. The motion passed unanimously.

2018 Conference Update – Eck and Whittenberger-Keith

The 2018 conference starts tomorrow with 596 registrants. NORDP stationary/cards were provided for Board members to write notes to committee members or others.

FY 18 Board Initiatives and Activities to Share at Regional meetings – Cataneo and Fletcher

All regions have a pre-set agenda which includes Board members bringing a greeting from the Board, talking about what the Board has accomplished over the past year, answering questions, and encouraging people to go to the Candidate's Forum and to vote for new Board representatives by May 31, 2018. Each Region should discuss four questions: 1) Willingness to pilot a program locally that could be scaled to national level; what kind of program would the region envision; 2) Whether the annual conference should be extended by a day; 3) What is the most important benefit you derive from NORDP membership? 4) What is the biggest things that are missing?

Color-coded cowbells will be distributed at Regional Meetings for regional pride and for members to make some noise at the conference when celebrating great accomplishments of the past year.

The Board Initiatives for FY 2018 were the RD Fundamentals program and Communications. Among the numerous other Board activities and accomplishments in FY 2018 was approval of the Southeast Region as an official Affinity Group.

Stone moved (seconded by Cataneo) that the Northeast Region be 'grandmothered' as an official Affinity Group under the current Affinity Group Policy, with the proviso that the region's policies and procedures be brought into conformance with NORDP's By-laws and Affinity Group policy. The motion passed unanimously.

Spires moved (seconded by Dresbeck) that Cataneo be the official Board Member Liaison for the Northeast Region. The motion passed; Cataneo abstained.

Moolah vs. authorize.net – Agnoli

We will switch our credit card processor from Moolah to Bank of America's authorize.net after the conference. This should save NORDP a couple thousand dollars a year as we will get more cash rewards

because authorize.net is a Bank of America service and we currently bank with Bank of America and we will receive wholesale rates instead of retail rates.

E&O Insurance Quotes – Hansen and Agnoli

It is our fiduciary responsibility to obtain and hold this insurance as an organization to cover both the organization and the individuals who sit on the Board. Our insurance broker has recommended two options which Hansen and Agnoli will review again. E&O insurance will cost ~\$3000/year with a \$1Million liability. Our General liability costs about the same so this will double our annual cost.

American Society of Association Executives Membership Renewal – Agnoli

The cost is \$350/year. The Board has access to this resource, and it is similar to Boardsource. The Board agreed to renew NORDP's membership.

Basecamp Version 3 – Fletcher

Basecamp3 provides a more user-friendly interface and offers unlimited storage.

Fletcher moved (seconded by Dresbeck) to upgrade the NORDP Basecamp subscription to the Basecamp3 version. The motion passed unanimously.

Action Item: A working group will meet to decide how to best organize and move data from Basecamp Classic to Basecamp3. The working group is: Fletcher, Whittenberger-Keith, Cataneo, Spires, Agnoli, Dyslin, Laura Nakoneczny from FirstPoint Management, and Nina Exner (will be asked). The target date to roll out Basecamp3 is January 1, 2019.

NORDP Officers for 2018-19 – Spires

Karen Eck will move into the President role on July 1, 2018

Agnoli nominated (seconded by Dresbeck) Fletcher for the role of Vice President/President Elect.

Discussion: Does the VP have to be the chair of the Conference Committee? No, this has never been a formal designation but it had been encouraged in the past because the VP got to work with various people involved in the organization. As the organization grows, this might not be sustainable as it might make more sense for the Vice President role to be more involved in the visioning with the President and for there to be a functional partnership between the President and Vice President. The VP should be involved in the conference planning but not be the driving force behind it.

Whittenberger-Keith moved (seconded by Hansen) to close the nominations. Spires announced by acclamation that Fletcher was named Vice President/President Elect.

Fletcher will have to step down from her position as Secretary, which was from 2017-2019. Dresbeck nominated (seconded by Abramson) Lyon Gardner (current Assistant to the Secretary) to finish out Fletcher's Secretary term of one more year.

Whittenberger-Keith moved (seconded by Dyslin) to close nominations. Spires announced by acclamation that Lyon Gardner was named Secretary.

Agnoli nominated (seconded by Abramson) Hansen for Treasurer.

Whittenberger-Keith moved (seconded by Ward) to close nominations. Spires announced by acclamation that Hansen was named Treasurer.

Discussion about who would lead the next conference:

Whittenberger-Keith (current co-chair of the 2018 Conference) volunteered to be the 2019 Conference Chair; Abramson volunteered to be the co-chair. Abramson volunteered to be the 2020 Conference Chair with Jill Jividen as co-chair. This would begin a four-person co-chair model to encourage leadership

development. It was suggested that Abramson and Jividen could be concurrent chairs of the Program Committee for the 2019 conference.

Anne Windham and Amy Carrol have volunteered to be the on-site representatives for the 2019 conference in Providence, RI.

Kiser moved (seconded by Dresbeck) to formally appoint Whittenberger-Keith and Abramson as the 2019 Conference co-Chairs. The motion passed unanimously.

Updating NORDP's Strategic Plan – Stone

The current strategic plan was developed in 2014 and was for five years. It was suggested that the Board do prep work to ask questions about NORDP as a whole, gathering data before the Board Retreat in the Fall of 2018. Eck said she will be planning the retreat this summer and expects the retreat to have a strategic planning focus.

Action Item: Agnoli will get quote for an outside needs assessment.

Transitioning Certain Accounting Duties to First Point – Agnoli

We don't pay anything currently for certain accounting duties, as these services are donated by an Ohio State colleague of Agnoli. However the Revenue & Finance Committee has recommended that we take this burden off of the Treasurer. Laura Nakoneczny (First Point Management) recommended that when any organization reaches 800 members, it becomes necessary for a committed Association Management Company to help with tasks like this. Having a corporate address at an Association Management Company will help with accounts payable processes as well since the address won't change when the Treasurer changes.

Membership Management is a paid position in some organizations, and the Member Services Committee will be transitioning some of their duties over to Nakoneczny in the future, too. This cost is not in the current budget.

Spires moved (seconded by Whittenberger-Keith) to authorize up to \$600 per month to negotiate with First Point to keep NORDP's books. Motion passed; Agnoli abstained.

Succession Planning and Process for NORDP Sponsorships – Dresbeck

Discussion: NORDP secured more than twice as many sponsorships this year than last; however some of these sponsors will not stay with us when we move our conference out of the Washington, D.C. area next year. Sponsorships have historically been tied to the conference; some are exhibitors and some are interested in getting more involved in thought-leadership (whom to contact and insight into their business development as we can tell them what problems we need solved). Dresbeck and Kiser will work with sponsorships for one more year, but we need to discuss whose responsibility it is (two people alone can't hold the knowledge). In other organizations the Board takes ownership of the organization's financial health. How can we, as a Board, better manage the really important role of sponsors? How can we support sponsorships? There should be more Board representation on the Sponsorship committee and at least one Board owner of the Sponsorships committee.

Action Item: A challenge to the Board to bring new sponsors to each meeting/year.

NORDP's Relationship with Other Professional Associations – Spires

Discussion: There are three different groups in Strategic Alliances: 1) complementary and parallel organizations (e.g. NACRO); 2) Aspirational (e.g. INORMS); and 3) Feeder groups (e.g. National Post-Docs Association).

NORDP should have a Conflict of Interest/full disclosure form for Board members to fill out each year, which would include their work with other organizations. If there is a conflict, a management plan should be created.

Should “NORDP” be trademarked? Trademark protection allows control of how concepts are used. NORDP and the Board needs to be more conscious and explicit of how we define what we do.

Election Process – Ad hoc

Discussion: Because a sitting Board member was on the slate for re-election, the Nomination Committee decided to exclude them from the Board vote on the slate of nominees. This set up an awkward situation where the Board leadership didn’t even know that a Board vote had taken place.

Action Item: The Governance Committee needs to look at how Board members are re-elected.

Action Item: The Nominating Committee needs to create SOP’s for when Board members and officers are in the re-election process.

Scheduling Future NORDP Conferences – Spires

Science of Team Science has asked NORDP if we want to consider a joint conference. Kiser approached them 2 years ago on this topic but they weren’t ready to alter their schedule. They have their conference scheduled for four-years out so we would have to use their schedule if we consider this. The conference committee will discuss this.

There being no further business, Spires called the meeting to a close at 6:00 p.m. Central.

Respectfully submitted,
Karen Fletcher, Secretary

Note: The next Board Meeting is scheduled for Tuesday, May 22, 2018, from 1:30 p.m. – 3:00 p.m. Central Time (2:30-4pm Eastern, 11:30am- 1pm Pacific and 12:30-2pm Mountain).