

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

Tuesday, November 15, 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 Time on Tuesday, November 15, 2016.

Roll call

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

Absent: Karen Fletcher, Ioannis Konstantinidis, and Jacob Levin.

Minutes

Discussion was postponed to the next meeting.

Consent Agenda

Gretchen Kiser moved (seconded by Michael Spires) to accept the following consent agenda:

A. Upgrading the NORDP Memberclicks subscription

B. Retaining Avery Buffa as the lawyer for NORDP

C. Approving the Draft Process Document for Scholarship/Service Awards

D. Approving the Draft Code of Conduct Policy and Document Retention Policy

E. Replacing current NORDP subscription to Paypal by switching to Moolah

F. Obtaining an income-earning (cash rewards) credit card for NORDP use

G. Moving the Mentor/Mentee Qualtrics survey over to the NORDP instance of Qualtrics

The motion carried unanimously. David Stone noted that since Avery Buffa is moving from his current business address, the official NORDP corporate address will have to be changed accordingly.

Revenue and Finance Committees

Memberclicks Upgrade: Jeff Agnoli noted that he, Terri Soelberg and Kathy Cataneo will head the working group for implementing the Memberclicks upgrade. The current Listserv and Circles content will be archived, and other decisions about migrating content to the new system will be run by the Executive Committee first and (if needed) the full Board. The cut over will happen in January, and there will be a three month overlap period after that when both the classic and the upgraded platform will be available.

Recognition: The Board recognized Jeff Angoli's efforts to comprehensively review NORDP systems and processes to identify savings.

Qualtrics: The Executive Director informed the Board that the NORDP Qualtrics contract goes into effect on December 1.

Member Services Committee

Membership Drive: Terri Soelberg invited the Board members to offer ideas on how to operationalize the membership drive and how to best articulate the uniqueness of the NORDP value proposition. As to the former, Terri Soelberg noted that there is a group working on

defining steps and milestones, aiming to make an announcement after Thanksgiving. The Board liked the current plan, and Terri Soelberg agreed to keep the Board informed of the progress. As to the latter, Kathy Cataneo has rewritten the membership brochure focusing on practical benefits and will share with the Board on Basecamp, updating it based on the Board discussion.

Sponsorships: Gretchen Kiser informed the Board that NORDP is considering a proposal to compensate Hanover Research with a conference sponsorship for the task of tagging and categorizing the existing list of job descriptions, resulting in a jobs database for NORDP use. This is a task that Michael Preuss would be undertaking as part of an independent study he is conducting within the NORDP initiative.

Affinity Groups: The Board discussed the straw man document on affinity groups as posted on Basecamp, and agreed that affinity should not be limited to geographic criteria (for example, it could be based on PUI or EPSCOR status). It was agreed that all NORDP affinity groups should be structured based on the NORDP Bylaws, and that NORDP needs to provide guidance on their structure (how does NORDP support these groups, and what are the groups' limits). Kathy Cataneo, Gretchen Kiser, and Terri Soelberg agreed to put together a guidance document for a structural model based on the above.

Conference Committee

Conference Budget: Michael Spires asked for questions and provided clarifications on the planning committee's draft budget document posted on Basecamp. The Board requested more detail on the breakdown of costs for honoraria, pre-conference workshops, designer fee, and on-site fee. Jeff Agnoli also noted that the cost of service and recognition awards should be removed, as it is now part of Member Services Committee budget. The planning committee agreed to provide a revised draft.

Conference Publicity: Gretchen Kiser asked Michael Spires to work on preparing vignettes for the confirmed keynote speakers to generate interest.

Pre-conference Workshops: Kari Whittenberger-Keith informed the Board that deadline for applications for pre conference workshops is December 1, and decisions will be made by end of December.

Governance Committee

Nothing further to report, as the items were covered in previous discussion.

Strategic Alliance Committee

Rachel Dresbeck informed the Board that she will post updates on Basecamp after the committee meets on Thursday, and noted that the new sponsor prospectus is up on the website. Rachel Dresbeck and Gretchen Kiser agreed to work with the Executive Director to start approaching sponsors.

Mentoring Committee

Discussion was postponed to the next meeting.

Professional Development Committee

Kari Whittenberger-Keith informed the Board that she will post updates on Basecamp after the

committee meets on Wednesday.

Communications Working Group

Gretchen Kiser asked the Board to read and comment on the document titled “Communications Plan (dated Oct 7)” posted on Basecamp.

NORD Task Force

Gretchen Kiser informed the Board that the Task Force held its first meeting and have initiated an outline of what NORDP will look like, which she will present to the Board.

Nominating Committee

Discussion was postponed to the next meeting.

New Business

Karen Eck requested feedback on the draft documents posted on Basecamp regarding the NODRP consulting program.

Gretchen Kiser moved to adjourn (seconded by Kathy Cataneo) at 3 PM Central Time. The motion carried unanimously.

Note: The next Board Meeting is scheduled for Tuesday afternoon, December 20, 1:30 – 3:00 PM Central Time (2:30 - 4:00 PM Eastern, 12:30 - 2:00 PM Mountain, 11:30 AM - 1:00 PM Pacific)