

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

Tuesday, October 25, 2016

President Gretchen Kiser called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order on October 25, 2016.

The following Directors were present at the meeting: Gretchen Kiser, Michael Spires, Karen Eck, Jeff Agnoli, Rachel Dresbeck, Kathy Cataneo, David Stone, Karen Fletcher, Kari Whittenberger-Keith, Terri Soelberg, and Alicia Knoedler. Director Ioannis Konstantinidis was absent.

Approval of Draft September 27th, 2016 Board Meeting Minutes – Kiser

The September minutes were not yet available to the Board and approval was postponed until the next meeting.

Committee reports:

Revenue/Finance Committee – Agnoli

Budget requests have been received and a draft budget is on Basecamp – will continue to accept committee budgets. Do we still want to use the same Election software tool? Yes.

2017 Conference Planning Committee – Spires

No report.

Preconference workshops - Whittenberger-Keith

The Call for Proposals for 2017 Preconference Workshops was announced on October 17, 2016. The current deadline for proposals is November 11. Reviews should be complete by late December. We are aiming for four workshops this year.

Professional Development Committee – Whittenberger-Keith

Mentoring and PD are close to completing their revised websites; once they are done, we will ship all the materials to Matt at one time to post the new websites.

PD is working to schedule six webinars for the coming academic year; topics and dates are still being finalized. To help generate a range of ideas, PD is using a category system to classify webinar topics: 1) Skill Building—both professional (editing; developing training, etc.) and personal skills (time management; conflict management, etc.); 2) Career Planning—mentoring, career ladders, networking, etc.; 3) Operationalizing Research Development—implementing color team reviews; preparing for site visits, strategic planning, etc.

PD is also reviewing other tools for knowledge dissemination for members, including You-tube and iTunes university, to see if any of these may provide another flexible and cost-effective vehicle for professional development activities. A working group is evaluating options and will make recommendations to the board.

Member Services Committee – Soelberg

Discussion: Affinity groups could help add perceived value to cost of membership. It offers structured support to established regions. How should they be defined? Regionally: defined by organization; Other: self-organized, self- defined group (at least 10-20 people), sustained activity (6 months or more). What is the support from group to NORDP national? Alignment or coordination with national priority or activity.

What is the support from NORDP national to group? Providing that a group drives a national initiative forward, not just for the benefit of a few members. Listservs built; member of Board as a contact to NORDP national; basic website set-up and maintenance; collection of registration fees; access to on-line meeting platforms. Should they have a Communication/coordination plan? Internally: Listserv of affinity group members; to NORDP national: through Board member liaison. How should they be structured within the organization? Stand alone or under existing committee depending on topic. An issues from the treasurer perspective is that our current MemberClicks subscription charges us a fee for each use of a registration form, membership profile, a fee per survey, etc. If we upgrade we will pay a flat rate and we will not be charged. Therefore, the affinity groups should be asked to submit a budget for review and approval if they want to use NORDP services, listserv, registration forms, paypal, etc.

Action Item: To put together a guidance document, one that could be reviewed and voted on by the Board.

The Membership Drive has been focusing on individual member strategies: Promote NORDP on professional and social outlets (LinkedIn, Twitter, etc.); Refer a colleague—direct contact—try to recruit at least 1; Could include, but not target, VPRs, AVPRs, college level colleagues, faculty in RD roles; Query NORDP member database for their state – see which orgs are missing – outreach at the peer level; Internal Communication (website posting, blog post, email list); Promote NORDP at other conferences when presenting.

Governance Committee – Spires

Review policies posted on Basecamp.

Strategic Alliances Committee – Dresbeck

No report

Mentoring Committee – Fletcher

No report.

Communication Working Group – Rachel Dresbeck

No report.

Special Task Force on NORD - Gretchen Kiser

NORD Task Force members have access to Trellis. Sessions are being considered for the NORDP 2017 meeting for a “NORD Track” – similar to RD Fundamentals and LDRD. Looking for groups to develop nomenclature/definitions for RD. Develop Process/Structure of a NORD Institute; How will the NORDP BOD be involved (or not, e.g., oversight issues, data sharing, management of Trellis). Identify topics for ½ or full day workshop with sponsors to attract outside interest at intersection of RD and other areas (e.g., International Collaborations (w/Elsevier); Fostering Creativity...). Publish article/white paper on RD as a discipline, worthy of study.

Enhancing Collaboration – Karen Eck

No report

Nominating Committee – Michael Spires

No report

There being no further business, Kiser moved to adjourn (Spires seconded). The motion carried unanimously.

Respectfully submitted,
Karen Fletcher, Secretary (2017-2019)

Note: The next Board Meeting is scheduled for November 15, 2016, from 1:30 p.m. – 3:00 p.m. Central Time (2:30-4pm Eastern, 11:30am- 1pm Pacific and 12:30-2pm Mountain).