

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

Tuesday, May 23, 2017

President Gretchen Kiser called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order on Tuesday, May 23, 2017.

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

Approval of Draft Board Meeting Minutes – Kiser

Kiser moved (seconded by Knoedler) to approve the March 2017 minutes as amended. The motion passed unanimously.

Election Provider – Kiser

The Board has defined the criteria for elections and election providers as follows: 1) the election must be secure (only members can vote and they can only vote one time; and the results are not viewable to anyone until the voting period has ended; 2) candidate information (CV's and statements, etc.) need to be on a voting website providing a one-stop shop; 3) voting process should be easy and assistance for help should be available; 4) building, designing, and maintaining the election process online should not be the Board's responsibility.

Action Item: Spires, Stone, and Agnoli will assess options and bring a recommendation to the Board by next June.

Mentors for the Board – Kiser

An updated onboarding manual is available for new Board members.

Action Item: To create a policy on committees that a Board member should be a co-chair of each committee.

Professional Liability Insurance – Kiser

Professional liability insurance has proven to be expensive and difficult to find in order to cover the type of work PEERD will be doing (No one on the Board will see the final PEERD document/recommendation.) Can we take the liability away in the contractual language?

Action Item: Dresbeck will work with our Insurance broker and look at other organizations to benchmark what we should do.

Association Management Company – Kiser

Routine changes to the website should be done by the Memberclicks team. Website design requests should go to Matt Dunn. All requests should go through Jeff Agnoli, Kathy Cataneo, and Kay Tindle.

Should each committee identify an association management rep who understands the Memberclicks platform and can support their respective committee?

Action Item: Kiser, Dresbeck, Spires, and Agnoli will define what we need and if we should work on moving towards using an Association Management Company.

Action Item: Onboarding packet and Communications 101 document should be updated to reflect the process to make changes to the website.

Continuing Education Units – Kiser

Institutions might reimburse the cost of attending the conference if people could come and earn continuing education units.

Action Item: Whittenberger-Keith will have the Professional Development Committee do some research on this and will bring a report back to the Board by retreat time.

Board Leadership Retreat – Kiser

The Board Leadership Retreat will be in Columbus, OH.

Officer Structure – Kiser

Should NORDP be structured so that every officer has a co-chair?

Action Item: Kiser and Fletcher will find out what other organizations do.

Committee Updates

Member Services – Cataneo

The committee is updating a document that lists the roles of each member on the committee so that people who are recruited to the committee will know what they are expected to do.

Cataneo is finishing up collecting responses from the Regional discussions about having the meeting in one location and using regional groups as testbed.

The Membership Campaign reflects 198 new members since October 1, 2016.

Photography from conference – Kiser

We need to make sure that if we are posting a picture in a blog article, we get that person's permission to use that picture.

Finance – Agnoli

Bank of America approached NORDP and offered us a more competitive rate from what Moolah charges us for each credit card transaction.

Action item: Agnoli will create a document that compares Moolah and Bank of America for Board members to evaluate which company to sign with.

Communications – Dresbeck

An editorial calendar is being created to increase Blog articles. The big goal this year is to overhaul the website and increase blog subscribers.

Action Item: All Board members should sign up for the Blog.

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

Respectfully submitted,

Karen "Fletch" Fletcher, Secretary 2017-2019