

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

Tuesday, August 22, 2017

President Michael Spires called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 2:30 pm Eastern on Tuesday, August 22, 2017.

The following Directors were present at the meeting: Jan Abramson, Kathy Cataneo, Rachel Dresbeck, Kellie Dyslin, Karen Eck, Karen Fletcher, Jennifer Lyon Gardner, Jeriliyn Hansen, Gretchen Kiser, Kari Whittenberger-Keith. Directors Jeff Agnoli and Ioannis Konstantinidis were absent.

Approval of Draft July 25, 2017 Board Meeting Minutes – Michael Spires

Spires moved (seconded by Dyslin) to approve the minutes as amended on BaseCamp. The motion passed unanimously.

Old Business

NORDP file storage options – Deferred discussion until next Board meeting

Committee Reports

2018 Conference Planning Committee – Karen Eck

Eck reported that the conference theme is: Resilience in a shifting research landscape; focusing on resilience as an enterprise and on a professional level. The committee is re-writing the call for abstracts which will be released in early September. The Keynote speaker interest email will be sent out this week.

Whittenberger-Keith talked about revising the call for preconference workshops which will go out mid-September. Peer-coaches are being considered to assist in preparation of the pre-conference workshops. The final evaluation report will be available for the Board Retreat in September.

Executive Committee - Michael Spires

Spires reported that August Board Meeting agenda items were discussed

Executive Conference Committee – Michael Spires

Spires reported that Portland, Maine and Providence, Rhode Island have been nominated as possible conference locations in the Northeast region. Stone nominated Worcester, MA. Spires will reach out to Designing Events for more suggestions. We need to consider accommodating more than 500 people when we pick a venue for 2019. Kiser reminded the Board that we needed to keep in mind the multiple-year contract to work with Designing Events which needs to be reviewed and signed.

Communications Working Group – Rachel Dresbeck

Dresbeck requested time at the Board Retreat to talk about the Communication plan which focuses on working with each NORDP committee at the same time to redesign the website during the upcoming year. Cataneo mentioned that the Blog now has 100 subscribers. Content plans include trying to feature more new member cameos. An editorial calendar has been created to schedule blog posts. Kiser suggested that we create a campaign to instruct the membership to link or cite the blog as often as they can. A non-NORDP member can access the blog and subscribe to it. It is a public forum.

Photographs from the conferences – NORDP pays for a photographer to take photographs at the annual meeting. Kiser suggests that we need a plan on how to best utilize the photographs. A central storage system should be considered so all committees have access to them. Spires suggested we rotate pictures on our website more often. Previous conference photographs are currently used in future conference programs. Dresbeck suggested we address this at the September Board Meeting. The Communications Working Group will not be responsible for the photographs.

Diversity Working Group – Gretchen Kiser

Kiser reported that the Diversity Working Group crafted the following statement and recommended that NORDP include it in any official correspondence to the public: *NORDP fosters a culture of inclusive excellence by actively promoting and supporting diversity, inclusion and equity in all its forms to expand our worldview, enrich our work, and elevate our profession.*

Spires suggested that we could place this statement and its usage policy in the draft EEO policy. Kiser suggested it could be something separate and Spires said we should formally adopt this language as a Board policy; the Governance committee would need to formalize the policy and present it to the Board next month.

Kiser moved to formally adopt this language to be incorporated into various places within publically facing NORDP documentation. Seconded by Abramson. Motion passed unanimously.

Kiser brought up that members Barbara Walker and Susan Carter and other University of California colleagues received an NSF grant to foster training in diversity and to diverse populations. They are looking to sustain their workshop after funding ends this year and it could be a training and diversity event that we leverage or adapt as a preconference workshop, or during, the conference. Whittenberger-Keith said that the pre-conference committee will look at this as an option.

Member Services Committee – Kathy Cataneo

Cataneo reported on the Regional Groups: The Northeast Region held a full-day meeting that included a plenary speaker - forty-five people were in attendance. An affinity group application is forthcoming from the Southeast Region. The Great Lakes Region will meet in October. The mid-West and Mountain Regions are looking at how to increase listserv activity. A Texas network is beginning to meet as a branch of the Southwest Region.

Spires said that a discussion about realigning regions is slated for the Board Retreat in September. The Regions were initially created as an internal tool to equally distribute membership across the regions and to encourage better distribution in Board membership. Cataneo offered feedback on this topic from the Membership Committee: The vast distance in some regions makes it tough to meet as a region which isn't too difficult since we are a small organization of about 800 members, but this will increase in difficulty as we grow larger; if the regions are redistributed it should be done now when we are a relatively small organization, and not redrawn every few years; regional composition strengthens regional identities which may strengthen the organization as a whole.

Cataneo reported that we have exceeded the goal of increasing our membership by 100 members by October 1, 2017. She reported the numbers during the July meeting. Membership Committee members are embarking on a Prospect Project which includes an email campaign to 950 prospects whose membership has lapsed.

Cataneo reported that the committee is interested in increasing the diversity of the NORDP membership by reaching out to under-represented minority serving institutions. Under consideration is to create a diversity team that will reach out to these institutions. Kiser cautioned that the Diversity Working Group

is also working on this so the Member Services Committee and the Diversity Working Group should work together so as not to duplicate effort. Member Services needs a representative on the Diversity Working Group.

Cataneo reported that the committee updated the webpage on how to use the listserv and are now working on updating the comprehensive list of collaborative funding mechanisms so it can be reposted with correct links and up-to-date information.

Kiser reported on the Metrics subcommittee which has been working on the salary survey. Kiser reached out to Lorraine Mulfinger who partnered with us on the last survey, and her statistical analysis group at Penn State is interested in working with NORDP again. Spires suggested using the non-profit compensation report. Kiser stated that we need to buy the up-to-date cost of living index. Cataneo said that the total cost would be around \$6250 which will cover professional services and data analysis

Kiser suggested we should have more discussion on creating a process for the budget since we are getting to be a bigger organization. Spires suggested the process should be that the committees submit a budget of needs to the treasurer, who will present it to the Board for discussion, and at that point the committee chairs can support their requests once the draft budget has been presented. Kiser suggested we should discuss this at the September Board retreat.

Cataneo raised a question as to where the Travel Award was budgeted. Spires says it is in the Conference budget.

Mentoring Committee – Karen Fletcher

Fletcher reported that the committee is working to move the Qualtrics mentor/mentee matching survey, which is located on an individual institution account, over to the NORDP Qualtrics account. The committee is working with Whittenberger-Keith to find someone within NORDP who can analyze R-code or another statistical analysis code to keep the matching system moving forward.

Fletcher reported that the committee is looking at creating a shadowing program to mimic APLU's program, but is pausing to consider taking a poll on what NORDP members might really want out of a shadowing program and who would be the target audience, for example would it be looking at college level research administrators? Kiser expressed caution on rolling it out too slowly just because we are trying to take the pulse of the membership.

Abramson reported that the education subcommittee worked on a survey to follow-up with mentors and mentees on how useful they felt the education resources were that were provided to them. Kiser suggested that the Communication Working Group should look at the survey solicitation language so they can work on honing it to optimize the response rate.

NORD Steering Committee – David Stone

Stone reported that InfoReady is ready to partner with us on a proposed research project. We need to formalize this at the retreat and plan to launch the project in the Fall.

Kiser asked about the Job Description/Ontology that Michael Preuss was working on and if this project should this be associated with NORD? Whittenberger-Keith said we need to keep it updated and figure out where to house it and asked if we could discuss it at the Board Retreat in September. Spires asked that the NORD, Member Services, and Professional Development committees discuss it and make a recommendation at the September meeting.

Strategic Alliances – Rachel Dresbeck

Dresbeck reported that Kiser, Peggy Surdenmeyer, and Dresbeck are meeting to talk about NORDP sponsors and are trying to change how we approach and manage sponsorship this year.

Dresbeck reported that Surdenmeyer and Dresbeck presented at the NACRO meeting and it was very productive and worthwhile. Spires asked that a formal report be uploaded on BaseCamp.

Dresbeck reported that they decided not to have a formal relationship with PostDoc association because the association seemed to only want a sponsorship and not a mutual relationship. NORDP will continue to have a liaison to them but will not have a relationship with them.

Professional Development – Kari Whittenberger-Keith

Whittenberger-Keith reported that the WebEx account is reactivated as of September 1. Unsubscribing caused us to lose access to NORDP recorded webinars. We want to keep a 12-month subscription from now on because of member accessibility.

Whittenberger-Keith reported that the committee has created two permanent working groups: 1) Webinar Focus group which is working on a framework to categorize professional development activities to address the needs of members, provide a comprehensive list of training, and guidelines of webinar topic selections to develop things across the framework. The plan is to offer 6-8 webinars over the academic year; 2) Organization & Communication group which is focusing on setting up better communication strategies internally and setting up processes of PR and advertising. An adhoc group is focusing on continuing educational units and is drafting recommendations for Board consideration in September. Kiser volunteered to participate in this group.

Additional Business

Leadership Retreat

Spires reported that the Leadership Retreat will be September 21 – 23 in Columbus, OH. If there are any suggestions for topics to be discussed at the retreat, send to Spires by the end of August. Spires said a schedule will be out by Labor Day.

PEERD Liability Insurance – Jerilyn Hansen

Hansen, Abramson, Agnoli, and Peggy Surdenmeyer comprised a working group to look at liability insurance options. The group recommends that as an organization NORDP needs to get Errors & Omissions Insurance, with the requirement that individual reviewers also get E & O insurance, which is not that expensive (around \$200). Consultants would be required to carry insurance coverage during the period they were doing the work for the PEERD program. Agnoli started application to send to underwriter. Do we want to continue with that?

Spires asked for more information about the individual requirement. Wouldn't they be covered under NORDP as well? Hansen asked if our current liability insurance covers the reviewers? Does NORDP E&O cover independent reviewers? Kiser questions if they are considered independent or NORDP consultants? Spires thinks it will be harder to recruit reviewers with this stipulation. Dresbeck says it is a business expense and it is common requirement as an independent consultant. Insurance brokers said it would protect NORDP as an organization for individuals to have individual E&O. If someone sues they will most likely sue the organization and the individual. Abramson asked if we are taking advantage of any of our state organizations, like the Illinois non-profit association? \$225 to join this organization. They offer people who could assist us in answering some questions, and they could be used as a resource in addition to our lawyers. Spires would like to see a formal report with quotes on why the recommendation was being made for both entities to hold E&O insurance. Hansen will contact attorney

and insurance broker. Non-profit consortium should be looked at and reasoning should be included in the report.

Eck wrote up a summary of PEERD meeting and outcome and it is uploaded on BaseCamp. They told people who applied to be reviewers that they would have a response by August/Sept 1. Do we need a non-compete clause? Some applicants have their own business or they have their own company and they are consultants. Spires said to notify the ones who have been accepted and let them know that we are still working out the details of the agreement that we need to sign. They should be alerted that they may need to purchase E&O insurance if they don't already have it and maybe add this to the form next time. Eck asked for the letter to come from Spires. Spires says it should come from the coordinator, who is Hansen. Kiser suggests that reviewers should be a board level decision since they are representing NORDP and because this is an official revenue stream for NORDP. Dyslin says she thinks it does need to be vetted by board because it is a board initiative.

Eck asks everybody to read the BaseCamp report and write any comments or discussions. A week from now, Eck will move that the Board formally supports the committee recommendation and we can all vote online.

There being no further business, Spires moved to adjourn (Cataneo seconded) at 4:11 p.m. Eastern. The motion carried unanimously.

Respectfully submitted,
Karen Fletcher, Secretary

Note: The next Board Meeting is scheduled to be held during the Board Retreat, September 21-23