

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

**Saturday, September 23, 2017**

President Michael Spires called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 9:40 am Eastern on Saturday, September 23, 2017.

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

**Approval of Draft August 22, 2017 Board Meeting Minutes – Spires**

Kathy Cataneo moved (seconded by Gretchen Kiser) to approve the minutes as drafted. The motion passed unanimously.

**Consent Agenda – Spires**

Spires announced the need to extend the NORDP Budget which would end on September 30th, asking the Board to vote on the budget next month.

Kellie Dyslin moved (seconded by Kari Whittenberger-Keith) to extend the current budget for one month.

**Election provider**

Jeff Agnoli reminded everyone that there are other ways to host NORDP elections that could save NORDP ~\$2000/year. A move would require more legwork by NORDP members/committees. Dyslin suggested the need to keep our current provider based on the discussions at the retreat the day before as the benefits of having a comprehensive election provider allows Board members to concentrate on their current work load. The Board may need administrative assistance before we choose a new provider/method. Dave Stone suggested we focus more on increasing the amount of qualified nominations before we focus on shopping for election providers. Rachel Dresbeck suggested that we postpone the election provider discussion for another year until the Board has administrative support secured. Dyslin moved (seconded by Whittenberger-Keith) to retain our current election provider. Three opposed. One abstained. Motion passed. Jan Abramson moved (seconded by Whittenberger-Keith) to keep this topic on the agenda for another year and revisit it at the next retreat. Motion passed unanimously.

**Committee Reports**

**Communications Working Group – Rachel Dresbeck**

No report. Discussion was held during the retreat the previous day.

**Diversity Working Group – Gretchen Kiser**

Kiser reported that the Diversity Working Group selected three potential diversity keynote speakers for the conference. This should be a yearly priority for us, given that diversity is a major theme in academic and other research.

Kiser reminded the Board that the diversity statement for NORDP is in Basecamp and should be included on all NORDP materials going forward. Whittenberger-Keith will include it in conference materials and have Matt Dunn add it to the NORDP website and the conference page of the website.

### **2018 Conference Planning Committee – Karen Eck**

Eck reported that the call for conference abstracts went out last week; if the deadline is extended, it will not be beyond Thanksgiving. The review of abstracts will take place in early December so that presenters can be notified in late December or early January.

Jan Abramson reported that the Pre-Conference workshop call for abstracts will go out shortly. The InfoReady system is being used through Southern Alabama, to coordinate the reviews.

Discussion on possible keynote speakers included the names of: Rush Holt, Saul Kaplan, Alan Alda, and the Director of the Smithsonian African American Museum.

Jeff Agnoli mentioned that the MemberClicks system could help determine space allocations for the conference by having attendees sign up for sessions; this would allow Designing Events to choose the rooms based on approximate number of attendees.

### **Executive Committee – Michael Spires**

No report

### **Executive Conference Committee – Michael Spires**

Spires reported that the Designing Events Contract under review is a multi-year contract. The current contract is \$34,000, plus travel expenses for the DE staff.

Two additions to the contract are available: 1) Sponsor Management for ~\$2400; to handle paperwork and registration and the administrative aspect of sponsorship after the sponsor has been identified.

Designated NORDP members would still be responsible for maintaining the relationship with the sponsor. 2) Conference Registration for \$800 flat fee plus \$10 per registrant; this could easily add up to \$5000+. The major portion of the cost is time for DE staff to learn the MemberClicks system; they will build the registration form, administer the back end including cancellations, refunds, pre-conference charges, etc.

Discussion: Dave Stone asked how much money we were willing to spend to save time. Rachel Dresbeck said that the breakeven point for the Sponsorship assistance would be to add \$15K more in sponsorships, which she and Agnoli believe can be done. Gretchen Kiser suggested that we make this a pilot year. Kellie Dyslin suggested that the upfront cost of the registration portion was prohibitive; this was met with consensus. Agnoli volunteered to train volunteers on the Memberclicks registration system to assist in the registration process.

Dave Stone moved (Kiser seconded) to include the sponsorship portion in the multi-year contract, but not to include the registration portion. The motion passed unanimously. Spires will call Designing Events Monday to sign the contract. Agnoli suggested that maybe DE could recommend an Association Management company for NORDP to work with in the future.

Jan Abramson asked if there were any things that the Board members should know about the conference. The list included: Board members would attend an annual Board Meeting the day before the conference; Board members are encouraged to lead a roundtable discussion; Board members should attend the President's reception, Board members are encouraged to host a networking dinner on the second night of the conference.

### **Member Services Committee – Kathy Cataneo**

Cataneo reported that Jan Abramson will be co-chairing the Member Services Committee while Kay Tindle is out on parental leave. Abramson is also chairing the Travel Awards Committee for the conference.

Criteria for conference travel awards - Abramson reported that the committee will use InfoReady to collect travel awards (InfoReady is giving NORDP an instance). Abramson asked the Board for input on

the criteria for evaluating the travel awards: Dresbeck suggested “How will you use this conference to improve the climate or bring resources to your university” and “Is this someone who is already contributing to NORDP? Are they involved with committees, etc?” Kiser mentioned that there are supplemental funds to support diversity applicant travel. Kiser requested that there be a way to communicate to the Board the recipients of the Travel Awards. Agnoli said that historically the travel award recipients’ names have been confidential; but this could be changed so that the Board members and the conference co-chairs would know. Cataneo said that the last awardees were required to serve as volunteers at the conference. Cataneo shared concern that announcing names could be awkward if a Board member applied for travel funds and not all were awarded. Kiser suggested that there should be a separate fund to support Board travel if needed. Abramson and Cataneo will look at the current policy and suggest changes to the Board in the future. Agnoli reminded everyone that Memberclicks has a platform for the travel award application.

Southeast Regional Application for recognition as an affinity group – Board members should read the application for discussion next week on Basecamp and be ready for a vote by email. If approved, Karen Fletcher will be the Board liaison to the Southeast Region Affinity Group.

Agnoli asked if we should form a task force to help prospective affinity groups organize themselves. The Competitive Intelligence group that is headed by Arizona State built their own listserv and have their own structure in place – this is a missed opportunity NORDP could have helped with; the Grand Challenges group is another prospective affinity group. Jennifer Lyon-Gardner will reach out to both groups to let them know about the benefits of being an affinity group (WebEx, MemberClicks, etc. access), and give them Cataneo’s name as a point of contact for more follow-up. Kiser suggested that we have a point of contact on the Board for all prospective Affinity Groups. Cataneo said she can do this as part of the Member Services Committee role. Spires cautioned that it is not NORDP’s job to encourage groups to become Affinity Groups. Agnoli suggested that it does represent a strategic offering. A suggestion was made that perhaps the Communications Working Group could craft a message for this. But a message would need to be defined.

Non-academic institution prospects – Cataneo reported that there are close to 1000 people on the prospect list in MemberClicks. There is a cost to maintaining the member list and suggestions were asked for how to decide if we should delete certain prospects, namely those who are affiliated with non-academic institutions and people who work for sponsors and who ended up on the list because they worked a booth at one of our conferences. Discussion: If they are not a member, they can be deleted as a contact and remain on the prospect list. Dresbeck cautioned that some commercial vendors are active in RD and are members on their own.

#### **Mentoring Committee – Karen Fletcher**

No report. Discussion was held during the retreat the previous day.

#### **NORD Steering Committee – Dave Stone**

The committee members are: Michael Spires, Rachel Dresbeck, Karen Eck, Kellie Dyslin, and Gretchen Kiser. No further report.

#### **Strategic Alliances – Rachel Dresbeck**

No report. Discussion was held during the retreat the previous day.

There being no further business, Spires moved to adjourn (Dyslin seconded) at 11:40 am Eastern. The motion carried unanimously.

Respectfully submitted,

Karen Fletcher, Secretary

**Note:** The next Board Meeting is scheduled for Tuesday, October 24, 2017, from 1:30 p.m. – 3:00 p.m. Central Time (2:30-4pm Eastern, 11:30am- 1pm Pacific and 12:30-2pm Mountain).