

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

**July 23, 2013
(final version)**

President Alicia Knoedler called the meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:30pm Central on Tuesday, July 23, 2013.

The Following Directors were present at the meeting: Jeff Anderson, John Carfora, Rachel Dresbeck, Alicia Knoedler, Jacob Levin, Ann McGuigan, Marjorie Piechowski, Jaine Place, Peggy Sundermeyer, and Anne Windham. Absent: Matthew Christian, David Stone.

Approval of June 17th Board Meeting minutes – Alicia Knoedler. It was moved, seconded and passed unanimously to approve the minutes as submitted.

Treasurer's Report – Peggy Sundermeyer. The monthly budget and the 2014 draft conference budget are posted in BaseCamp. For the conference budget, it was decided (in consultation with conference chair) to estimate registration revenue based on a similar number of registrants to this year's number, with fees projected at \$349 (early bird special). Peggy is projecting sponsorship to be about the same as last year (\$30,000). Proposed pre-conference workshops probably will be revenue-neutral (any income generated would be used to cover additional production costs). Jaine noted that EPPD thinks pre-conference workshops would be a good idea, but the committee has not come forward with any possible topics yet. Hotel costs are expected to be similar as they were this year. There is discussion about having one of the three keynotes be local, which would save on costs. Administrative support would be more substantial than the service we used in Austin, Rachel will be getting bids for that within a week or two. The number of scholarships will be increased. Peggy asked that any feedback or questions be e-mailed to her. Peggy is drafting the fiscal year budget. She'll circulate it to the Exec Committee in advance of the next Board meeting, then share with the Board.

It was moved, seconded and passed unanimously to approve the Treasurer's report as submitted.

NORDP Committee reports

Membership – Ann McGuigan. No Membership Committee meeting yet but one to be set soon. Ann has reviewed previous activity of this committee to make recommendations for further action. Outreach plan for non-members is something that was discussed in the past and should be continued. Ann recommends setting up a subcommittee to review membership management system and membership application reporting processes. Applications are now being processed without any discussion about criteria for membership, etc. and we need to develop some policies about membership. The salary survey was conducted by the Membership Committee in the past, too. Subcommittee could develop a report of peer organization best practices for membership. Ann wants to review the role and function of the committee, look into the current membership fee, and to develop and implement a plan for Board nominations. The Board recommends putting this suggested plan in writing, as well as a regular meeting schedule.

External Engagement – Jacob Levin. New people are signed up for this committee, which is very good. The general sense from members is that they don't know what NORDP leadership's goals and plans are, so members can't clearly represent the organization to their colleagues or at other professional organization meetings. NORDP leadership has an obligation to inform our membership about our activity. Second, we need to update all of our information (NORDP flier, etc.) to share. Jacob recommends a second flier be created that describes everything that we do (conferences, webinars, etc.). Sharing this information will make it easier for our members to keep updated.

Alicia noted that there's a committee report form posted on BaseCamp. If the committees fill these out monthly (or quarterly, if the committee meets on that schedule), and post them to BaseCamp, the forms can be compiled and shared with our members. We can also post our monthly Board meeting minutes as well. Anne W. will talk to Matt Dunn about where to place this information on the website.

Retreat Plans – Alicia Knoedler. October 21st and 22nd appear to be the best dates for the majority of the Board for a retreat (this would require travel on Sunday October 20th for some). Potential locations are (in no particular order) 1) Raleigh, NC 2) Norman, OK 3) Minneapolis, MN. Norman appears to be the favorite, but Peggy and Jaine will get hotel quotes for the other two locations to Alicia by the end of the week.

Action Items and those items discussed via email

Newsletter – Rachel Dresbeck. There will be one more call to members for news items, going out today or tomorrow. The External Engagement Committee will be responsible for this last newsletter, it will go out by September and then the Communications Committee will take over production of the newsletter. Katie Wilkes, who has been responsible for much of the organization and design of the newsletter, will also transition to the Communications Committee.

Conflicts of Interest – Ann McGuigan. There was a discussion about requiring "members of committees with Board delegated powers" to complete the COI forms annually, as this group is specifically mentioned in the ByLaws. There was some discussion about which committees have "Board delegated powers," and it was noted that the Nominating Committee is the only standing committee. At this point, it doesn't seem like we have an issue with this and only Board members would need to complete the annual COI.

Technology for NORDP – Alicia Knoedler. Latonia will share her report on videoconferencing systems with Matthew, who will update it to share with the Board. EPPD in particular is waiting for a more robust system to host their webinars. Board members shared their experiences and opinions of various systems—WebEx, etc.

NORDP Membership – Alicia Knoedler. A subcommittee of the Membership Committee (as stated above) should take on looking at how we grant membership, and to whom (specifically individuals working at for-profit companies). NORDP needs to standardize how members are categorized in the system, and also how members are permitted to communicate via the listserv.

Discussion of Administrative Staff Support. For Board meetings, we need to make sure that we all have the access code as organizer, so that any Board member can initiate the call.

Latonia will send out this information for GoToMeeting, Anne will include the organizer code for Free-Conference in the next agenda. For other committee meetings, Latonia will check that members' contact info is appropriately updated in FreeConference, so that they will receive notification reminders about meetings. Committee meeting agendas should also include the organizer code.

NORDP Business Plan. This is an ongoing topic, we will take it up at the retreat, but need to do some preparation in advance. This may be an Executive Committee project.

Roles and activities of Board members – Alicia Knoedler. Alicia asked for Board members to speak up if they felt that they were being underutilized, and want to be more engaged in Board activities. There was discussion about the Enhancing Research Collaboration Committee, particularly how to develop the international research aspects of this committee. John Carfora and David Stone are co-chairs of this committee [8.27.13 correction: David Stone and Fruma Yehiely are co-chairs, but John is still a member of this committee]. John is also a member of the Membership Committee.

Other business. FreeMind is going to be at a conference in San Francisco in August and is looking for collaborating universities. Ann and Jacob will discuss more at a later meeting.

Alicia asked if it would be helpful for her to do another, updated action items list and the Board agreed that it would be helpful.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Anne Windham
NORDP Secretary