

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

**August 27, 2013  
(approved by Board Sept 24, 2013)**

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, August 27, 2013.

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

**Approval of July 23<sup>rd</sup> Board Meeting minutes – Alicia Knoedler.** Jacob asked if the Sponsor Committee planned to meet soon and follow through with some of the suggestions made in the last meeting. John requested that he, Marjorie, and Ann set up a meeting to discuss the Membership Committee, as they are all on it. John also noted that he is not co-chair of the Enhancing Research Collaboration Committee, but he is a member of this committee. It was moved, seconded and passed unanimously to approve the minutes, with the noted changes.

**Treasurer's Report – Peggy Sundermeyer.** Budget vs. actual for July indicates that we have a carry-over of \$20,000+. External Engagement was the only committee that in the past had a line-item on the budget, Peggy had requested that all committees report on what their budget needs might be. NORDP's 2013-2014 draft budget: It's a good policy going forward that we aim for revenue being equal to expenditures, but membership fees didn't make last year's projection (\$87,500). Preliminary figures indicate this year is about \$51,000 as of June 30th for membership fees, but last year we got over \$19,000 in the last two months so this may happen this year as well, bringing us closer to last year's projection. Membership projections for 2013-14 are \$71,000 (calculated with membership dues remaining at \$149), we have a budget shortfall of \$43,000 at this point. There was discussion about looking at membership fees, should they be increased (the Membership Committee will look into this). It was moved to approve the budget in its draft form so that Peggy can still pay the bills, with the condition that we revisit it in the next month or two to see that the budget is balanced. The motion was seconded and passed unanimously to approve the Treasurer's report with the draft as submitted.

Committee reports should be uploaded to BaseCamp well in advance of the Board Meeting, preferably by Friday August 23<sup>rd</sup>. Committees should plan to bring questions or concerns to the Board only. Discussion of how the committees will share information with the rest of the Board and the President, so that a communication can then be shared with membership.

**EPPD Committee Report – Jaine Place.** Tina Campbell from GWU will do a webinar in the fall (getting NSF funded investigators to apply for NIH funding). It was suggested that

webinars be advertised on NORDP's homepage, to encourage recruitment of new members (webinars themselves are available in members-only section, under "NORDP Professional Development." Currently the webinar listed is "Strategies for Supporting Junior Faculty"). The Online Professional Development Committee would like to increase the frequency of these webinars from once a quarter to once a month. Wendy Hunter Barker is the leader of this subcommittee, Board members are encouraged to contact her if they want to do a webinar or if they have suggestions for topics, presenters. Special Programs Working Group, Leigh Botner and Pollyanne Frantz came to Boston in late July and met with NORDP NE, very successful focus group on possible directions for an RD certificate program.

**Enhancing Research Collaboration – David Stone.** Jean Feldman has NSF approval for an MSI (Minority Serving Institution) workshop in Iowa. Would NORDP be interested in being involved in this somehow, perhaps have a booth? The Board asked him to investigate this further, John Carfora volunteered to look into this with David.

The Board discussed where to place the monthly minutes on the website. It was decided to put the minutes in the Member's Center area, under its own heading [this has now been done]. Also discussed putting Alicia's update on the NORDP landing page.

**2014 Conference updates – Rachel Dresbeck.** The Conference Committee has three finalists for meeting planners. One was very expensive and so not considered further. Designing Events and HelmsBriscoe are still in the running, both are very good and professional. Ann asked about sponsorship, is this something a meeting planner could do? HelmsBriscoe would recruit sponsors, Rachel thinks that Designing Events offered to manage sponsors while at meeting (so not recruit), but she's checking on what their actual proposal was. The Conference Committee felt that at this stage in NORDP's development, the organization should have a more hands-on relationship with sponsors. Ann mentioned that NORDP is viewed as a "multiplier organization" and this could affect sponsorship, different types of sponsors might be interested in NORDP. While it might be too early to engage with them at this level immediately, it would be good to engage with a company that has the capacity to work at this level with sponsors. The proposals were about \$30,000, twice what was budgeted. It was asked if NORDP could get a discount if we committed to a multi-year contract. This is a possibility.

Discussion of making money on the conference, should this be a goal? This year we've set a break-even goal, this seems appropriate for a non-profit organization. Ideally, we wouldn't need to use all of the sponsorship for the conference and that could increase revenue. For some NORDP members, their institutions are more willing to pay for conferences than for membership dues. NORDP should try to keep membership fees low. The topic of hiring an Executive Director came up again, as well as the possibility of using an organization like Federation of American Societies for Experimental Biology (FASEB). This is something that should be kept open for discussion, but at the moment this is not a possibility. A solution for the conference budget issue might be to increase the registration fee, a small increase would be enough to cover the \$15,000 extra incurred by hiring a meeting planner.

Rachel has shared the evaluation of this year's conference with the Board on BaseCamp. It's very instructive and informative, nothing really unexpected but will be helpful in planning for the future. Rachel wants to ask the same group to do it again. Jaine requested that Rachel share the data from which the report was derived, Rachel will get that to the Board.

One of the take-aways from the report is that the program needs to be improved, that NORDP's attempt to increase the number of presenters and panelists (in order to make the conference more inclusive, and help members justify to their institutions that it was important to attend) was not as successful as hoped. The presenters and panelists should be vetted more carefully in the future. Front-end work in terms of making expectations for presenters clear and requiring that planning and preparation of talks happen much earlier.

EPPD might have a pre-conference workshop, the hotel could probably accommodate this, afternoon sessions on Sunday afternoon or Monday morning, before the conference. The presenters should be compensated appropriately, additional costs of early arrival (food, etc.). The goal is to make this pre-conference activity revenue-neutral. It was moved, seconded and passed to approve Jaine and EPPD looking into costs for this. EPPD will come back to the Conference Committee with a recommendation, the two groups will prepare a formal report for the Board.

**Retreat updates – Alicia Knoedler.** The retreat is set for October 21 and 22. Oklahoma is the selected location, at the U.S. Postal Training Conference Center. For last year's meeting we had a reception on the fly in day in the afternoon, then a day and a half of meetings. Fly into Oklahoma City and Norman is about 25 minutes away. There will be a shuttle from the airport. Other discussion of logistics followed. Alicia has designated Susan Dubbs ([sdubbs@ou.edu](mailto:sdubbs@ou.edu)) as the administrative point person.

**Communications – Matthew Christian.** Matthew has done a report on communications, uploaded in BaseCamp. GoToMeeting/GoToWebinar and WebEx are comparable, neither go above 100 participants but we wouldn't need that. WebEx is the one used by NSF, can get through agency firewalls without difficulty. WebEx worked very well at the conference last year, no problems. We currently have a subscription with GoToMeeting, it was moved, seconded and passed to let GoToMeeting expire and to get a membership to GoToMeeting.

**Conflict of Interest forms – Anne Windham.** Anne will circulate to the Board the COI form and the excerpt of the ByLaws that covers this issue.

Additional Business. Alicia asked that the Board members complete the Strengths Finder.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Anne Windham

NORDP Secretary