

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

**September 24, 2013
(approved by Board December 19, 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, September 24, 2013.

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

Approval of August 27th Board Meeting minutes – Alicia Knoedler. It was moved, seconded and passed unanimously to approve the minutes.

Treasurer’s Report – Peggy Sundermeyer. Comparison spreadsheet between last and this fiscal year. Membership is down a bit, showing in part because of 30 day lag for membership renewal. Memberclicks made some system upgrades in August that caused some issues with how members were tracked, that should be corrected now. Latonia to report on numbers of renewal and numbers of new members, Ann M. (as Membership Chair) and Peggy to review. Total revenues are very comparable between two years. Higher conference revenue this year, higher membership last year.

Current reserve is \$108,000. A question was asked if lower member revenues represented a reduction in the membership. Peggy said yes, this is indicated, but there was also an issue of the system doing a 13-month count, which inaccurately elevated earlier numbers. Peggy has noted more institutional checks rather than personal checks, which demonstrates more institutional buy-in. It was noted that every effort should be made to balance the budget at the end of the fiscal year.

It was moved, seconded and passed unanimously to approve the Treasurer’s Report.

Proposal from External Engagement Committee for Travel Scholarship Program to national and international meetings – Jeff Anderson and Jacob Levin. The External Engagement group put together this proposal, for travel funds to be awarded to those NORDP members going to professional conferences. A simple online application (through MemberClicks), applicants can apply for up to \$1,000 and must submit a report after use of funds. A priority is to help applicants from small, primarily undergraduate institutions and minority serving institutions. Some preference given to applicants who are presenting at conferences, not just attending. They are planning to grant about five awards this year.

There was a question of how this fund will be advertised—on listserv and also on NORDP homepage.

The External Engagement Committee should encourage NORDP members to inform the committee when they attend conferences. Ways of sharing this information were discussed—Twitter feeds, bulletin board. It was suggested that the External Engagement Committee send out a regular email to the listserv to remind people to check in with the Committee when they go to conferences.

A friendly amendment was proposed to allow \$5,000 to be distributed at the Ext Eng Committee's discretion, to be reported by the chair back to the Treasurer.

Another friendly amendment to make sure that the expectations are clear that attendance at the meeting should be substantive to NORDP's mission, engaging in discussion about NORDP

It was moved, seconded and passed unanimously to approve the allocation of funds for the Travel Scholarship.

2014 Conference updates – Rachel Dresbeck. Rachel has shared the Conference Committee report from the week before on BaseCamp. All committees are formed except the evaluation committee, but Rachel has a request in to last year's group. The budget for Designing Events is almost completed. They will do some work with sponsors, not identifying them but logistical management during the conference. Their role with the sponsors at the conference will be as an aid to Ann.

EPPD is starting to plan the pre-conference sessions. The program committee has many good ideas for the conference. Rachel has some questions about keynote compensation and will talk to Dave about this outside of the meeting. Jacob recommends that the program committee have some autonomy in making the selection of keynotes.

2015 conference—we need to identify a chair, and also Designing Events needs to locate a hotel very soon. Ann McGuigan would be happy to help Designing Events look for hotels. It was suggested that we put out an email request to present and past board members about finding a conference chair.

It was moved, seconded and passed unanimously to grant the Conference Committee the full authority to identify and approach potential keynote speakers without prior approval of the full Board.

Proposal for Expert Consultation as a NORDP Service – Peggy Sundermeyer.

Consultation as a revenue-generating mechanism and also a way to increase NORDP's reputation. The first time this was done was at Merced and it was very successful. Peggy is looking for the go-ahead to develop a business plan with roll-out of the program 3-5 years in the future. For this planning year, there would be consultant costs, admin costs, including marketing materials, and perhaps travel costs to visit and interview at RD offices to get a sense of the needs. The total request for this project is \$10,000. Peggy, Susan Carter,

Jennifer Eardley, and Holly Falk-Krzesinski as the core group have been working on the business plan.

The Board recommended that the committee examine what is done at more long-standing organizations, like NCURA, and also to investigate how this might affect our 501c3 status. It was also recommended that there be a menu of options, for consultation at various levels.

There was discussion about how to present the service in a balanced and unbiased manner, because of the inherent benefit to NORDP of increasing RD office size. Establishing trust and operating in a transparent manner will be important. The current four-person group will be engaging others, reaching out to those who would serve as consultants, the core group members would not actually be serving in this role.

Board Retreat agenda discussion - Alicia Knoedler. Alicia asked that those Board members who cannot attend to identify themselves. There was some discussion about the Strengths Finder activity, which everyone completed. Logistics of travel were reviewed.

Alicia requested that Board members come forward with topics for the retreat. Development of a business plan, development of services/training for members, growth of organization. There was a discussion about hiring a facilitator, and what things we might need that person for.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Anne Windham
NORDP Secretary