

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS, NATIONAL
ORGANIZATION OF RESEARCH DEVELOPMENT PROFESSIONALS
October 22, 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 12:25pm Central on Tuesday, October 22, 2013, held at the NCED Conference Center, Norman, OK, as part of the annual Board Retreat.

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

Approval of Sept minutes (tabled)

2014 conference updates – Rachel Dresbeck. Engaged conference planner and she has started setting up a spreadsheet timeline. Rachel is working to develop program which is relevant and interesting to membership. Alternative presentation types or information sharing. More Q & A time needed. Integrate pre-conference workshop and Board activities. Recognition Committee (R.C.) will be a subcommittee of the conference committee. Goal for this year to improve recognition ceremony. Anne W. to be Board rep to the R.C.

The planning schedule for the 2014 meeting well underway; the budget needs to be established. The electronic process for meeting timing needs to be improved. 2014 conference chairs established, and the program chairs are to be selected. These need to be included in board meetings and the past conference chair will be included on next conference committee. The program will be available in draft form by February 2. The call for proposals will go out next week, October 26-27.

There was a long discussion on the process for site selection and setting up annual conference committee for 2015. The site selection committee for 2016 needs to be established. It was suggested that Board should appoint a site selection committee that will also develop a process for future site selection. Rachel, Ann M. and Marjorie volunteered to do this process.

EPPD pre-conference workshops – Jaine Place. There are two proposed topics for all-day workshops from 10:00-3:00:

1. Facilitating Multi-disciplinary and Multi-institutional Research Proposals and
2. Effective Assessment Processes and Metrics for Research Development

Jaine has already uploaded a report to BaseCamp, see this for details. She asked the board to approve this proposal. Peggy moved to accept the pre-conference workshop proposal, with subsequent modifications of details; Rachel seconded.

Discussion followed:

Question: why offer the workshops concurrently instead of consecutively?

Jaine: the committee recommended concurrent and more members can be served with concurrent workshops

Question: can you get the necessary expertise from the EPPD committee to run these?

Jaine: will need to go outside the committee for the required level of expertise

Question: are there target persons to recruit as presenters?

Jaine: No; the committee will need to reach out.

The board voted unanimously to approve, with a recommendation to choose a neutral selection committee for the workshop presenters.

The next two Board meetings will need to be rescheduled as they fall during holiday weeks in November and December. Executive Committee meetings will be set up through the end of December.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Anne Windham

NORDP Secretary