

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

**July 22, 2014**

**[approved on August 25, 2014]**

President David Stone called the teleconference meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:35 pm Central on Tuesday, July 22, 2014.

The following Directors were present at the meeting: Jeff Anderson, Rachel Dresbeck, Gretchen Kiser, Alicia Knoedler, Jacob Levin, Ann McGuigan, Marjorie Piechowski, David Stone, Michael Spires, Peggy Sundermeyer, and Anne Windham. Absent: Charlie Senn. Denise Smith from Talley Management also joined the call.

**Approval of Draft May 27<sup>th</sup> Board Meeting Minutes – David Stone.**

The minutes were reviewed and voted on, approved as written.

**Treasurer's conference budget report – Peggy Sundermeyer**

Peggy provided an overview of the budget from the May NORDP annual conference and preconference workshops, as follows.

Preconference workshops: Not all expenses have been submitted and processed but the workshops will likely net \$1,500, with 105 participants. Food costs were under-budgeted and one sponsor has not yet paid. The workshop balance will be carried over to the regular conference budget once all expenses and revenue are accounted for. One presenter waived the \$1,500 reimbursement.

Conference budget revenues and expenditures: The registration fees do not include \$14,000 from the preconference workshops and do not equate to the number of attendees because of scholarships awarded. BOD expenses and the President's Reception have been moved off the conference budget and onto the BOD budget. This year there were new costs to ship five projectors and on-site support was higher than anticipated. Supplies, program design and printing also were higher than last year but were of higher quality. Conference revenue was \$179,204 and expenses were \$155,690, leaving a surplus of \$23,500 at this point. The final conference budget will be posted for BOD approval. Peggy will prepare a 2015 conference budget for approval at the August BOD meeting.

**Update on Talley Management – Peggy Sundermeyer**

Peggy will be responsible for oversight of the Talley Management contract because she pays the NORDP fees. She requested that the BOD copy her on any requests to Talley for services. Denise Smith from Talley will keep track of BOD members, committee chairs and members for accurate e-mail lists and setting up meeting conference calls. This service will provide consistency and accuracy for everyone involved. For contacting Denise the address is Admin at NORDP.

**Responses to RFI – Marjorie Piechowski**

Marjorie has received no responses to the RFI on membership voting procedures. Rachel suggested asking one more time for responses and Peggy suggested that the BOD let the membership know that no responses were submitted. Dave Stone stated that the BOD will go forward with a subcommittee of the BOD to implement the election process. Dave asked for volunteers for the subcommittee that will revise the letter, including relevant dates for the process. The following BOD members volunteered for

this subcommittee: Charlie Senn, Peggy Sundermeyer, Michael Spires, David Stone, Rachel Dresbeck, Jacob Levin and Marjorie Piechowski. Talley will send out a Doodle poll to determine a meeting time, with the goal of preparing a draft announcement to NORDP members. The announcement will allow time for member comments before the September BOD retreat.

#### **NORDP Communications** – Rachel Dresbeck

Rachel shared several ideas to improve NORDP communications, including outsourcing certain tasks for the newsletter to volunteers. She proposed developing a digital strategy for NORDP communications, including internal communications for members only, external communications, and social media for both constituencies. Memberclicks does not seem to be the best mechanism for these actions. The BOD discussed the purpose of the current newsletter, its current and future audience, and whether there should be two separate versions for internal and external audiences. One suggestion was using an easy blog format. SRA's Catalyst electronic newsletter was cited as an example of multiple uses, including marketing. Peggy noted that NORDP does not need to use Memberclicks as a newsletter/blog but Memberclicks has the option to be used as a website. Jeff suggested using Memberclicks for NORDP members but pointed out the challenge of interweaving Memberclicks for other communication purposes. Peggy will look into Memberclicks' capability for expanded and multiple communication needs. Rachel asked what the external communication needs might be for other formats, such as print materials (pamphlet, brochure), the relative cost, and whether to replace the current NORDP newsletter with a flyer.

Peggy proposed establishing a subcommittee made up of committee chairs and co-chairs, who can ensure that their specific communication needs will be addressed with appropriate formats and venues. Rachel noted that there still is a Communications Committee (CC) that is not populated now but is being redefined. The CC needs new models and a functioning committee.

Jacob suggested three purposes of the CC:

1. serve NORDP members, maintaining a sense of community and keeping them informed of NORDP activities;
2. recruit new members, show who NORDP is; a one-page flyer might be most useful for this purpose;
3. communicate to other groups about NORDP: sponsors, peer groups

Dave recommended that Rachel get input in the next few weeks and come to the retreat with a new communication plan.

#### **Retreat Update** – Rachel Dresbeck

The BOD retreat is scheduled for September 28-30 at the Chicago Oakbrook Marriott. Anne Windham gave a brief summary of the retreat and its purposes for the new BOD members, noting that NORDP pays the direct costs for the BOD to attend the retreat. The retreat includes several days of engaged discussions on where NORDP is going, with a detailed agenda, team building, and use of an external facilitator for previous retreats.

Dave suggested several topics for discussion at the retreat, including the election process, a business plan for revenue generation, institutional memberships, dues strategy and other topics arising. He requested that the BOD submit agenda ideas in the next month before the retreat. Peggy requested that the BOD approve a description of BOD member responsibilities, to be done through e-mail.

#### **Committee Reports**

- a. **Membership Services** — Ann McGuigan. The MS committee has been meeting regularly through teleconferences and is planning to have regional liaisons on the committee. MS will seek volunteers for

this role, who will reach out to new members from the region, will reach out to other organizations in the region and invite new members from these groups. MS plans to do a September outreach to such organizations as NFS regional meetings, sharing NORDP materials and information. Gretchen reported on the Metrics subcommittee that is working on a new salary survey. Dave pointed out that the informal renewal date for NORDP membership is August so it is too late to change dues for this year. Current members have until January 1 to renew. Any decisions about increased dues need to be announced in advance of the renewal date.

- b. **External Engagement**—Jeff Anderson. The Liaison program has been launched, with many representatives and no negative feedback. A standing conference call will be established for the liaisons. Jacob requested that the liaison program do regular and frequent communication to the members about its activities, similar to the SRA Catalyst. He proposed using a regular template with graphics, possibly using Memberclicks as the mechanism. He also asked whether there was a designated BOD liaison to Memberclicks to deal with emerging and recurring issues. Dave asked whether Talley could assist with this issue and that further discussion might be a retreat topic.
- c. **EPPD**— Anne Windham  
In the absence of a committee chair, Anne informally reported on the most recent teleconference in which subcommittee assignments were discussed. The Certification subgroup needs a chair, with potential recruitment at the NE NORDP meeting. The Online Professional Development group will work with the Conference Committee about future programming. The Mentoring subcommittee is led by Lee Botner. All subcommittees were encouraged to identify a second in command.

**Other business**—There being no further business, the meeting was adjourned.

Respectfully submitted,  
Marjorie Piechowski  
NORDP Secretary