

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

August 25, 2014

[approved on September 23, 2014]

President David Stone called the teleconference meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:30 pm Central on Tuesday, August 25, 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 and Peggy Sundermeyer. Denise Smith from Talley Management also joined the call.

Approval of Draft July 27th Board Meeting Minutes – David Stone.

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

Treasurer's Report – David Stone

The Board of Directors reviewed and discussed the draft 2015 budget submitted in advance by Treasurer Peggy Sundermeyer and provided the following observations:

Overall the BOD approved of the budget but questioned two items as being high: the event coordination and the conference call costs. Jacob Levin requested that language be changed to describe what is included in the event coordination and that the Treasurer look into considering lower conference call options, possibly through Talley. Rachel Dresbeck noted that it is important to have a central NORDP-owned conference call service so the BOD has a track record of calls and a central repository. Dave Stone agreed to ask Talley to look into options.

The BOD then voted to approve the proposed 2015 budget on a motion by Michael Spires and a second by Rachel Dresbeck. The vote passed unanimously.

[Anne Windham joined at 1:40.]

Communication Committee: Rachel Dresbeck

Rachel reported that she needed to get volunteers for the Communication Committee, aiming to get committee members from all other NORDP committees, to facilitate effective cross-committee communication. The volunteers need not be committee chairs but could be appointed persons to represent the various committees.

Demonstration of Electronic Voting Software:

BOD logged into the demonstration of proposed electronic voting software with a generally favorable response to the capabilities of the system. Several financial options are possible, with \$1000 to set up the system ourselves and \$3,385 for company set-up. David Stone preferred to have the full service for the first year of member voting to ensure efficient use of the process. The BOD also had several questions to be investigated before making a decision to go forward: can the system be used more than once a year and will the model developed for NORDP in the first year be saved for future years of

voting? Michael Spires agreed to look into these questions. David Stone requested that a decision on membership voting systems be decided at the BOD retreat in September.

[Ann McGuigan joined at 2:30.]

Related discussions on membership issues followed, with Gretchen Kiser asking whether NORDP should have unique membership ID numbers. Such IDs would be useful for connecting membership data with various surveys. Jacob Levin agreed that unique membership IDs would be part of the professionalization of NORDP as an organization.

Discussion on Proposed Voting Procedures -- David Stone

The BOD reviewed the proposed voting procedures and suggested rewriting the opening paragraph to clarify member composition on the board. A discussion followed about direct election of officers with concerns raised about the need for officers to have some prior service on the BOD to become familiar with the organization and functions of the BOD. Other discussion concerned the representation on the BOD by types of institution, noting that members change positions and institutions. A member elected to the BOD from a type of institution might change during the term. Another concern was the need to ensure that sufficient candidates emerged to fill the designated slots. Michael Spires agreed to prepare a new draft document incorporating the suggested changes.

David Stone will work with the secretary, Marjorie Piechowski, to finalize the notice to NORDP members and send the notice out on Wednesday August 27, with member responses and comments to be sent directly to the NORPD president.

Retreat Update – Rachel Dresbeck

David and Rachel will finalize plans for the September 28/30 retreat at the Oakbrook Marriott, seeking a scribe rather than a facilitator as in the past. The retreat will be recorded, as in the past, but David also wants a non-board member to take notes, preferably someone with prior board experience.

Membership Services Committee – Ann McGuigan

Ann reported on two current activities, a membership survey underway with Gretchen Kiser as the responsible person and an initiative to identify regional liaisons for membership communication. Both of these activities are in progress.

Other Business – There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,
Marjorie Piechowski
NORDP Secretary