

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

October 28, 2014
[approved 11.25.2014]

President David Stone called the teleconference meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:30 pm Central on Tuesday, September 23, 2014.

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

Approval of Draft September 23rd Board Meeting Minutes – David Stone.

The minutes were reviewed and approved as written.

2015 NORDP Conference Committee Report – Jeff Agnoli, Susan Carter and Anne Geronimo, co-chairs, joined the conference call meeting from 1:45-2:05 p.m.

The Board asked the conference co-chairs to clarify roles and responsibilities and terms of agreement for the proposed Designing Events contract. Other topics of discussion included clarification on whether Talley will build the registration form and when Designing Events will get access. DE will need Memberclicks information for on-site registration so DE will need this access on the weekend before the conference. Peggy noted that only co-chair Susan Carter now has Memberclicks access with the conference co-chairs, so the Board agreed to add Jeff and Anne to access Memberclicks; all three co-chairs will take the Memberclicks training to familiarize themselves with Memberclicks functions and capabilities. The Board moved and voted to accept Designing Events' contract as submitted if the total remains under \$42,000. Susan Carter will e-mail clarifications of some line items to David Stone on October 29 for his signature on the contract. Susan Carter and Anne Geronimo will mail a final copy to Peggy Sundermeyer for payment purposes.

Further conference plans: the Program Subcommittee will meet on Monday November 3, including BOD members Rachel Dresbeck and Gretchen Kiser. A call will be going out soon for program content and workshop slots will be available for the BOD to suggest topics. A different roundtable format is being planned for the conference. Three keynote speakers have been identified, as follows:

- Kathy Olson, former COO of the National Science Foundation, with a strategic presentation on supporting faculty development
- Hunter Rawlings, head of AAU, with a national overview of research development
- Jim Gates, National Science Medal awardee and PCAS appointee by President Obama.

There may be room for one more keynote speaker; Dave will ask the BOD for suggestions. John Holdren, head of OSTP, is one suggestion. The list of suggested speakers is in the Dropbox and the Program Subcommittee will evaluate the potential speakers.

Jeff Agnoli noted that he has a draft of the call for meeting proposals, with a meeting theme of Innovation, Strategy, and Partnerships. The meeting co-chairs also will add local events and tourism opportunities to conference communications.

The conference committee signed off at 3:05 p.m.

Returning to the meeting agenda, Dave noted that he wanted to invite the Conference Committee Co-chairs to report back to the BOD with regular updates. In further discussion of the 2015 conference, Rachel had a conversation with Designing Events about sponsors, with the idea of thinking more organically about the role and participation of sponsors in future conferences. Alicia Knoedler and Ann McGuigan joined in the conversation about increasing the level of sponsor contact with NORDP members, including a discussion about Infoready and its sponsor/member status.

Election Process – David Stone

Dave noted that Meredith Muir is ready to actuate last year's nominating committee to begin the new election process once the BOD finalizes the election process. Michael Spires offered to prepare a final version of the election process and upload it to Basecamp. The document also will be posted on the NORDP policy page. The BOD moved to accept the document with grammatical corrections and the substantive changes needed for the Bylaws. Dave will e-mail the procedures to the NORDP membership, working with Rachel Dresbeck as chair of the Communications Committee.

As part of the new election process, the BOD discussed the terms and conditions of the Election Services contract, with a proposed fee of \$3,385. Michael will get the finalized version for David to sign. The BOD unanimously approved entering into this agreement.

Alicia then led a discussion of BOD terms of office, with the goal of making all board positions be four-year terms. These terms will allow three new BOD members to be elected annually. To reach this goal, several current BOD members' terms need to be extended by one year. A motion to approve the revised BOD terms was seconded and approved. The BOD also briefly discussed processes to fill vacancies arising on the BOD from resignations but made no recommendations or conclusions.

Retreat Follow-up

Dave Stone led the BOD in a discussion of the new NORDP vision he proposed at the BOD Retreat. Among the topics discussed was approaching previous NORDP leadership for their insights and approaching NORDP committee chairs to acquaint them with these new ideas. Dave proposed quickly approaching committee chairs to bring them up to speed and empower them to approach their committees with this new vision in mind. He also proposed to include the 2015 conference committee in these initial discussions. The suggestions for broader dissemination included development of an initial Powerpoint to summarize these ideas, which Dave will prepare and drop into Basecamp and drafting an article for NORDP membership.

Committee Reports:

Membership Services Committee – Ann McGuigan

Ann led a discussion of the new regional alignment, reminding the Board that the regions need to be reviewed periodically to ensure that they reflect actual membership distribution. As part of this new

alignment Talley may need to revise membership profiles and add a unique member ID at the same time. The BOD unanimously voted to accept the new NORDP regions following a move for approval and a second.

Rachel Dresbeck, as chair of the Communications Committee, will work with the Membership Services Committee to communicate these changes to NORDP membership. Rachel also is working on updated materials to share with members. On other membership services issues, Gretchen Kiser reported that she has received no response from Talley regarding individual membership ID numbers. These ID numbers are needed for future membership surveys.

Effective Practices and Professional Development Committee – Dave Stone, reporting for the new co-chairs Wendy Hunter-Barker and Ioannis Konstantinidis.

Anne Windham will serve as the BOD liaison/contact person with this committee. The EPPD has established a new subcommittee structure. The Preconference Workshop and Online working group meetings are being held regularly. Ioannis has requested that the NORDP president make a short video on his 2014 conference presentation for use on the NORDP web site and potentially on a committee blog.

Communications Committee – Rachel Dresbeck

Rachel requested names of representatives of each NORDP committee to serve as core members of the Communications Committee and to contribute to various communication media. These representatives could also include persons from the active NORDP regional groups. The NORDP blog is alive and can be rebranded as needed. One possibility is a naming contest. Michael Spires volunteered to represent the Enhancing Collaboration Committee on the Communications Committee. Rachel is working on a new newsletter template and will seek contributions from NORDP regions and the general membership. For the next BOD meeting Rachel requested a discussion of new NORDP materials to be developed.

2016 Conference Planning—Anne Windham

Anne discussed potential 2015 meeting locations with leaders of the NORDP southeastern region and the regional leaders polled their membership. With 58 responses, the following cities were suggested for the 2015 NORDP conference: New Orleans, Atlanta, Orlando, Nashville, Raleigh, and Miami. The responses also included names of NORDP local volunteers for on-site meeting arrangements. Anne will work with Designing Events to cost out these locations and also look at flights from the west coast.

Other Business –

Peggy asked for BOD concurrence to sign up for BoardSource membership; she will send information for the BOD to do an e-mail vote.

Dave reported that Talley is providing just under twenty hours of service, as budgeted. Dave asked the BOD to consider raising NORDP's visibility with national academic search firms and offered to reach out to them. The BOD agreed that this was a good idea and asked Dave to continue this initiative.

For consideration at the next meeting –

Peggy Sundermeyer asked whether the Bylaws should be amended to raise the limit for the president's signing authority. Currently the president has signature authority up to \$1,000. One suggestion is to check into increasing flexibility by making the dollar limit part of the annual budget approval process.

On other financial matters, the process is moving forward toward institutional memberships and there may need to be consideration of raising dues but not until more member initiatives are carried out with additional benefits to members. The conference registration fee may also need to be raised as part of a larger financial strategy.

There being no further business, the meeting was adjourned at 3:11 p.m.

Respectfully submitted,
Marjorie Piechowski
NORDP Secretary