

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

**December 23, 2014  
(minutes approved January 27, 2015)**

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, December 23, 2014.

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

**Approval of Draft November 25 Board Meeting Minutes – David Stone**

The minutes were reviewed and approved.

**2015 NORDP Conference Committee Report – Anne Geronimo and [Susan Carter and Jeff Agnoli joining at 1:45]**

Anne Geronimo was welcomed to the Board of Directors to fill a one-year vacancy. As one of the three 2015 conference chairs, she reported on progress for the 2015 meeting, as follows. A marketing subcommittee has been formed for the meeting. Abstracts have been received and are being reviewed for early January notification to members. Jeff Agnoli presented the conference budget to the BOD for input and approval. Board members had several questions, including a clarification of audio visual and food and beverage costs relative to the conference itself and the pre-conference workshops. The BOD reminded the conference chairs that NORDP owns several projectors and will ask for volunteers to provide computers. Anne and Jeff noted that Bob McDonald (USDA) will help with audiovisual tasks at the conference.

Other questions from the BOD concerned planning for conference giveaways such as tote bags, being handled by Designing Events. Three keynote speakers have been identified, all from the DC area, so there will be cost savings on travel. Susan Carter noted that the conference committee is looking for 65 abstracts and expects to notify members by January 21 of their acceptance.

Other questions concerned the place of sponsorships in the budget and the conference registration price. Suggestions included setting the registration price to cover the entire cost of the conference, or increasing the rate by \$50 for each of the next three years to reach that goal. The BOD consensus was to alert members well in advance of any increase in conference registration fees.

Additional questions concerned the sponsor contribution and the preconference workshop income and expenses. Jeff Agnoli agreed to rework the budget to reflect these changes and request BOD approval through an e-mail vote. [This action was taken in January 2015, with the BOD unanimously approving the 2015 conference budget by e-mail vote.]

**Committee Reports:**

**Enhancing Collaborations – No report**

### **External Engagement Committee – Jacob Levin**

Jacob Levin reported that a new brochure for committee members to use in reaching out to other organizations is under development and will be uploaded to the NORDP web page. He will share the slide deck and flyer with the BOD when they are completed. Jacob also noted that the NORDP liaison program is going well and he will issue another NORDP notes in January. The committee is thinking of increasing the travel scholarship to \$750 for domestic meetings and \$1,000 for international meetings.

### **Membership Services Committee – Ann McGuigan and Gretchen Kiser**

The regional map is now on the NORDP web page; Ann will wait until January to request more regional representatives. Gretchen noted that the membership survey has been submitted for IRB approval, which is expected shortly. The survey should be ready for dissemination early in January. Individual membership ID numbers have been assigned and members have been assigned to correct regions. Ann will request a quarterly membership report from Talley.

### **Effective Practices and Professional Development Committee – David Stone**

The Preconference Workshop working group is meeting regularly and will soon issue a request for workshop presenters.

### **Communications Committee – Rachel Dresbeck**

The Communications Committee held its first meeting and committee members will be added to the NORDP web site. The committee still needs representatives from External Liaison; Jacob noted that he had two names for consideration. Rachel stated that the committee will focus on optimizing the use of Memberclicks rather than any new system and will also use social media to the extent possible. The goal is two-way communication with members, including working to update the NORDP membership brochure (Peg AtKisson leading this initiative) and working with Matt Dunn on the newsletter template. Another plan is to have NORDP calling cards for BOD and members to distribute. These cards would have additional information on the back regarding NORDP's mission.

### **Other Business**

#### **– Filling BOD Vacancies- David Stone**

David Stone presented two candidates to fill a four-year vacancy on the BOD following the resignation of Charlie Senn. After considerable discussion the BOD voted unanimously to invite Ionnanis Konstantinidis to join the BOD and complete that term.

#### **--Elections Update –David Stone**

David announced that Meredith Muir was stepping down as chair of the Nominating Committee but will start the election process with the committee. The committee will notify the BOD about the new chair and will work with the BOD to add BOD representatives to the committee. Michael Spires volunteered to serve in that capacity, with one more BOD member to be identified.

**For consideration at the next meeting –Discussion of revenue and institutional membership issues**

David Stone has approached David Kennedy from COGR to help NORDP develop a costing plan for potential institutional memberships.

There being no further business, the meeting was adjourned at 3:04 p.m.

Respectfully submitted,  
Marjorie Piechowski  
NORDP Secretary

**Note:** The next Board Meeting is scheduled for Tuesday, January 27, 2015, from 1:30 p.m. – 3:00 p.m. Central Time (2:30-4pm Eastern, 11:30am- 1pm Pacific and 12:30-2pm Mountain)