

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

**February 24, 2015**

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, January 27, 2015.

The following Directors were present at the meeting: Rachel Dresbeck, Gretchen Kiser, Ioannis Konstantinidis, Jacob Levin, Marjorie Piechowski, David Stone, Michael Spires, Peggy Sundermeyer and Anne Windham. Michael Spires acted as secretary. Absent were Directors Anne Geronimo, Ann McGuigan, and Alicia Knoedler.

**Approval of Draft January 27 Board Meeting Minutes – David Stone**

David Stone noted that the last sentence of the first paragraph at the top of page 2 of the draft minutes, “Anne Geronimo will ask Susan at Talley to forward the draft to Board members for review,” was inaccurate. It should read either “Susan Carter” or “Denise at Talley.” The Secretary will check with Anne Geronimo and correct it. Anne Windham moved (seconded by Peggy Sundermeyer) to approve the minutes with that correction. The motion passed unanimously.

**Update on 2015 Conference**

David Stone began the discussion and said that he had approached Kara Hall (NIH) about participating on the knowledge management panel for the open general session. While Hall is interested, she’s having some personal issues at the moment and may not be able to participate. David will keep in touch with her in case she’s available. Jacob Levin was to have reached out to UIDP and NSF’s I-CORPS program, but was not sure he had received the information about the session (its goals, time, location, etc.) that David was supposed to send out after the last Board meeting. David did send some information, but will update it and re-send it to Jacob. When Gretchen Kiser joined the call at 1:40 p.m., she said that she had contacted Erik Lium about participating, but he is unavailable during the time of this year’s conference.

Jacob Levin said that he had been contacted by Sidd Chopra, a speaker on effective communications in science, about possible participation at the meeting. David Stone asked him to pass the information on to Susan Carter on the Conference Committee, with a copy to Gretchen Kiser. Michael Spires added that Marc Kuchner, author of the book *Marketing for Scientists*, is an astrophysicist at NASA’s Goddard Space Flight Center in Maryland, and who might therefore be able to present along with Chopra or in his place, if the Conference Committee agrees it would be beneficial to include the topic. He will pass the information to Susan and Gretchen as well.

Rachel Dresbeck gave an update on conference sponsors. While the Board had earlier agreed to provide the conference budget with \$25,000 from sponsorship fees, we already have more than that either committed or already billed, with additional discussions still ongoing. The following organizations have either committed or been billed for sponsorships, for a total of \$35,000:

- Elsevier for \$10,000 (platinum sponsor)
- Plum for \$7,500 (gold sponsor)
- ProQuest for \$7,500 (gold sponsor)
- Thompson-Reuters for \$7,500 (gold sponsor)

- Cactus for \$2,500 (bronze sponsor)

Discussions are in progress with the following organizations:

- Symplectic for \$2,500 (bronze sponsor)
- InfoReady (bronze sponsor last year; no indication of support level this year as yet)
- Hanover
- E-Visions
- GrantScoop

Jacob Levin noted that a UK firm, Epigeum, had been approached last year but, while interested, did not agree to sponsor. Dresbeck said that no one had contacted her about sponsorship this year from Epigeum, but she would reach out if Jacob could provide a contact. He will send contact information to her for follow-up.

As of the end of the meeting, 151 registrations had been received for this year's conference. This is approximately the same level where we were at the same time last year. However, since this year's conference is earlier, Peggy Sundermeyer pointed out that this leaves us less time to make up the additional reservations needed and suggested that the Conference Committee needs to be pressed to do a better job of communicating/marketing the meeting. Jacob Levin said that the liaisons had been given information about the conference and asked to post it to the listservs they have access to. Peggy will follow up with Jeff Agnoli about communications (N.B.: Jeff posted an announcement about the meeting and the travel scholarships while the Board meeting was ongoing), and Gretchen Kiser will follow up with Susan Carter about marketing the meeting.

Rachel Dresbeck noted that to date, 43 registrations had been received for the pre-conference workshops. Conference planning had figured that 123 total registrations would be needed for the break-even point, so we will want to promote these workshops going forward. David Stone suggested that EPPD could help in the effort, and Ioannis Konstantinidis agreed that he would discuss it with the committee. He will get information from Kari and send it out in the next day or two.

#### **Final Financial Report on 2014 Board of Directors Retreat – Peggy Sundermeyer**

The report was posted to Basecamp on Monday, February 16. Peggy noted that we had enough money in the budget to cover expenses for Board members arriving at the annual meeting early to participate in the pre-conference Board meeting on April 28. Negotiations are still in process with the conference hotel to make rooms available for several Board members who will be arriving on Monday, April 27. They should all have been placed on a list to get rooms, and have been notified about procedures to make sure they get the conference rate.

#### **Committee Reports:**

**Membership Services – Ann McGuigan.** As Ann McGuigan was not on the call, Gretchen Kiser reported that the Metrics Subcommittee had closed the NORDP salary survey on Sunday, February 22. We had a response rate of approximately 40%, which is quite good. After approval from the Board, the subcommittee had purchased a cost of living index table, which Terri Soelberg at Boise State is using to normalize the data and beginning the analyses (with and without the normalization). The subcommittee hopes to be able to update the salary information currently posted to the NORDP website before the annual meeting.

David Stone will reach out to Ann McGuigan to find out how the committee is doing in terms of outreach and connecting with new NORDP members and will report back if Ann is not able to join next

month's call. Gretchen Kiser said that the full committee is definitely meeting (and had a meeting on February 23), but since it conflicts with her schedule she hadn't been able to participate in the last three meetings of the full committee.

**Communications – Rachel Dresbeck.** Rachel has been focusing on sponsorship issues, so nothing to report yet. She will be sending out a call to committee members to organize the next meeting today. David Stone said that he will have some time free in the next couple of weeks, and that he would try to get a new Dispatch from 20 North Wacker post to Rachel for dissemination.

**External Engagement – Jacob Levin.** The committee had collected several articles for the last NORDP News (scheduled to go out at the end of January), but it isn't clear that it was ever sent out. Working with Matt Dunn on the one-page handout of NORDP activities. The liaisons are continuing their business, but no new reports to pass along. The committee would welcome suggestions on how to engage with members who are not already involved with NORDP in some way.

Not related to the External Engagement Committee, Jacob met with Bruce Darling (executive director) and Jim Jensen (government relations) from the National Academies while they were at UC-Irvine for an NAS Council meeting. He provided information about NORDP and had a nice meeting, discussing ways for NORDP to get more involved with the Academies and in their efforts. Most of what NAS does is research reports (commissioned by Congress or other public officials). Possibly NORDP could provide information to these reports and/or help to disseminate and publicize them after their release. Suggested that Susan Sloan (GUIRR) would be a better, more consistent point of contact. Jacob had scheduled a call with her, which needed to be rescheduled but which should take place in a few days. If anyone has information that we want to pass to NAS, get it to Jacob.

**Enhancing Collaborations – Michael Spires.** Michael has gotten access to the committee workspace. In the short time available before the meeting, he will reassess where we are with the Centers document and try to publish it in some form. We've described it all along as a work in progress, so it doesn't necessarily need to be completely finished for it to be a resource that can be useful. A concern is that some of the links, which haven't been updated in several years, may be out-of-date or no longer available, so this will be his task. Once the members can see it, they can provide additional insights or information, which allows us to get additional help with completing it and keeping it up to date. David Stone suggested, as a means of allowing members to work on the document without it taking over the listserv, either publishing the document as a wiki or building a new Circle around it on the NORDP site. He will investigate ways to make those mechanisms work.

### **Effective Practices and Professional Development Committee – Ioannis Konstantinidis**

The full committee report is on Basecamp. The committee met January 30 and has a new membership. Ioannis and Kari Whittenberger-Keith are the co-chairs and Marge is the other member. As EPPD is a committee with corporate authority under the Bylaws: is it in fact the case that this means the committee can only have three members? If it is not correct, they would like to have more members to help with the work. David Stone noted that if it's simply a matter of having a majority of members on the committee from the Board, Ioannis can add as many Board members as needed and then bring in non-Board members to bring them up to full capability.

Leigh Botner has asked to step down as the lead for the mentoring program, but has agreed to stay on in an advisory role during the transition, and has provided a couple of names for possible replacements.

The committee is contacting these and other individuals, and hopes to have a meeting of the mentoring group, with a new lead individual, sometime before the next Board meeting.

The webinar on January 29 had 140 attendees, a new record for NORDP. The evaluations received were unanimously positive: the speaker was knowledgeable, the talk was well-organized, and adequate time was provided for Q&A.

One of the webinars the committee was planning to do (Paul Tuttle on how to critique proposals without being a subject matter expert) is now a workshop at the annual meeting, so that webinar has been canceled. The original targeted speaker for another webinar, on research development in a non-STEM world, has had to step down, and the facilitator is looking for someone else who can present it.

EPPD is working with the Communications Committee and the president to have a couple of webinars this spring. David Stone has had numerous requests to do the “Jane of All Trades” talk from last year’s conference as a webinar. What he would like to do is to present it as a recorded webinar, then do a live Q&A afterward, so the recorded portion can be maintained on the website. Alternatively, the entire presentation, including Q&A, could be recorded during the event and then posted. EPPD is looking into Webex as a vehicle for this webinar. Dave’s hope is to have this presentation done before the conference this year. He will get back in touch with Ioannis to coordinate.

Michael Spires offered to fill in as a presenter for the non-STEM webinar if no one else can be found. Ioannis asked him to send an email with information to pass to the facilitator.

No items to report on the professional certificate.

#### **Executive Conference Committee for 2016 Location – Anne Windham**

The committee has narrowed down the date to sometime in May in the Southeast. After evaluating five potential host cities, the committee has narrowed the field to two, Atlanta and Orlando, with the best series of dates being May 21-25. The committee will be doing site visits shortly, and has identified NORDP members in the area who will accompany the Designing Events staff on these visits. There are five hotels in Atlanta and four in Orlando that are being considered. It looks as if Atlanta may be the more reasonable option in terms of both cost and flexibility for space, but the site visit reports will be back soon and then the committee will make its decision.

#### **Nominating Committee – Michael Spires**

The committee has finalized the call for nominations. Denise at Talley is working on getting the website updated so that, similar to last year, we can include links for individuals to nominate others for a Board position, or apply themselves. As soon as we have the URLs, the call will go out to the listserv and be posted to the NORDP website. The committee will attempt to have the slate of candidates finalized by mid-March, and has a conference call scheduled for March 17 to start that process. It may be necessary to push the deadline back by a short period (a week) if the website update takes longer than anticipated. David Stone reminded everyone that we now have about a week to 10 days to reach out to individuals and encourage them to nominate themselves (or nominate them ourselves), so we have a good pool of engaged candidates who understand who we are and what we’re doing to choose from.

### **Institutional Memberships and Revenue Generation – Alicia Knoedler and David Stone**

As Alicia was not on the call, David Stone said that Alicia had scheduled a call with Philip from Point Consulting, which has hopefully already happened, and we will get a report from Alicia at the next Board meeting.

### **Board Positions and Terms: Treasurer – David Stone**

We will need someone to step up between now and the election to agree to consider transitioning into the treasurer role. Otherwise, we will likely need to press one of the new Board members to take on that responsibility. It would be better to have a current Board member agree to be the apprentice treasurer than to ask a new member to take on this role before they've gotten acclimated to the Board. Peggy has done yeoman's work for us the last few years and it's someone else's turn.

### **Renewal of Contract with Talley Management – Peggy Sundermeyer**

Talley has sent us a contract amendment. Peggy will forward details to the Board. Talley wants to continue working with us. There have been some issues, which Peggy attributes to the Board not having anyone who can take the time to provide Talley with needed direction and oversight. This sometimes results in matters not being handled in as timely a fashion as we would like, but Talley always does come through eventually. Talley is asking for 1.5% more, and additional costs associated with conference preparation (approximately \$2,000), a total price increase of \$3,500 over the current amount. Peggy recommends that we continue the association with Talley. We are not currently providing additional support for the conference, but Talley has asked for \$2,000 more. It would be added in across the full 12 months of the contract period. Jacob Levin asked that Peggy or David send the details back to the Board about what Talley does and can do, and how Board members can get in touch with them, and proposed an email vote by the Board on approval of the new contract. Peggy will send the information, and then the Board will vote.

There being no further business, Jacob Levin moved to adjourn (Gretchen Kiser seconded) at 2:35 p.m. Central. The motion carried unanimously.

Respectfully submitted,  
Michael Spires, acting Board Secretary

**Note:** The next Board Meeting is scheduled for Tuesday, March 24, 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)

*Approved by the Board of Directors at its meeting on March 24, 2015.*