

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

July 28, 2015

President Rachel Dresbeck called the meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:32 pm Central on Tuesday, July 28, 2015.

The following Directors were present at the meeting: Jeff Agnoli, Rachel Dresbeck, Karen Eck, Gretchen Kiser, Alicia Knoedler, Jacob Levin, Marjorie Piechowski, Terri Soelberg, Michael Spires, David Stone, and Peggy Sundermeyer. The following Directors were absent: Ioannis Konstantinidis.

Approval of Draft June 23 Board Meeting Minutes – Rachel Dresbeck

Peggy Sundermeyer moved (seconded by Gretchen Kiser) to approve the minutes as drafted. The motion passed unanimously.

Committee Reports:

Member Services Committee – Rachel Dresbeck

The committee is currently without a chair as Ann McGuigan stepped down when her Board term ended. Dresbeck has spoken with both Marjorie Piechowski and Terri Soelberg about the possibility of co-chairing the committee as going forward. Although Gretchen Kiser has been heavily involved with the committee during the salary survey process, as vice president she is heavily involved in the conference committee, so cannot take a leadership role here. Dresbeck will schedule a call with Kiser, Piechowski and Soelberg to keep momentum building for this committee.

Peggy Sundermeyer gets reports from Talley Management of new NORDP members and sends them to the Member Services chair and the regional member representatives so they can contact the new members. She will send those reports to Piechowski and Soelberg going forward.

External Engagement – Jacob Levin

The committee has not met recently, but has three main issues it is dealing with. The first is the question of the committee chairs. Jeff Anderson has stepped off the committee after stepping down from the Board. Cassie Rauser is still adjusting to her new job at UCLA, and Levin's office has been undergoing some major changes. The committee is having difficulty in getting people to participate. A few people are doing liaison activities, but no one has so far stepped up to do the heavy lifting of meeting people and reporting back. Levin feels this is in part due to a lack of communication of what we have already out to the membership, or to the external engagement community. He feels it would be helpful to get more frequent digests of what's going out to the membership so they are up to speed with what's going on. External Engagement is obviously part of that, but having the communications committee up and running is their priority outside the External Engagement group.

Rachel Dresbeck clarified that the Communications Committee was an idea that didn't pan out in execution. She noted that she spent a year trying to organize the committee, rather than actually communicating anything, leading her to conclude that having a committee do the work wasn't the way to go. Instead, we should identify one person on the Board who is tasked with communicating to the membership, and serving as the conduit for communications. Levin noted that Jeff Anderson had played that role for the Board some years ago, and added that the communications person should have a designated back-up, so the workload can be shared between them instead of landing entirely on one

person. Dresbeck concurred. Levin added that more communications from NORDP as the organization, and from the Board, should be going out on the listserv which is now being used primarily for low-level discussion among the members. At other professional organizations such as NCURA or SRA, fully half of what goes out is high-level, well-thought-through material from the board.

Peggy Sundermeyer noted that many of the liaisons get travel assistance as part of their taking on the role. They send her reports of their activities as one of the preconditions. Are these being shared with the External Engagement committee, or should she be forwarding the ones that she receives to someone and, if so, who should be receiving them? Levin replied that six to eight people had received funding, out of more than 30 liaisons designated. Sundermeyer added that if these reports were publicized, it would be an incentive for others to write up their own interactions. Gretchen Kiser suggested summarizing these reports, or publishing them if they aren't too long, would help in terms of providing more communications from NORDP. Levin replied that the liaisons' reports make up most of the NORDP Notes, which have gone out twice, but given that it's been a year since the liaison program was started and there have only been about a dozen items published (three of which Levin wrote himself), that's not enough when we have more than 30 liaisons with other organizations. Having an additional co-chair to help shoulder the load would go a long way toward improving the timeliness of communications from the committee. NORDP Notes are supposed to go out to all the co-chairs, but having them sent to the full Board (and eventually to the full membership) would be a good way of making sure everyone's aware of the connections that the organization is making. Kiser asked whether it would be worthwhile to set up a short-term task force to look at the question of what we send, and how. Levin suggested making this a prime agenda item for the Board retreat, since communication has been an issue for a long time. Dresbeck has a process that's ready to go, but will require the attention of all the committee chairs, and agrees that this is an easy fix—the problem is in generating content. She will add this as an item to the agenda for the retreat.

Executive Committee – Rachel Dresbeck

The Board asked the Executive Committee to provide information about its meetings to maintain transparency. The Executive Committee wanted guidance from the Board about whether it would prefer to continue receiving full minutes of the committee's meetings, or whether a list of the action items taken by the committee (which could be provided more quickly) would suffice. Jeff Agnoli suggested that action items would be sufficient. Jacob Levin agreed, but asked whether we would still be keeping full minutes, since doing so is a requirement of the Bylaws. Peggy Sundermeyer replied that the Board meetings will still have full minutes, the question on the table is what the Board wants from the Executive Committee's meetings. Michael Spires noted that meetings of the Executive Committee are recorded just as those of the Board are. He can download the files and keep them with the records in case there's any need to go back for verification, or to get a sense of the full discussion that might not be captured in an action item listing. Spires added that the issue is that having to do full minutes for two meetings every month represents a lot of work for him, and creates a lot of reading for the Board members, so the committee wanted the Board to weigh in. Peggy Sundermeyer moved (Jacob Levin seconded) that the Executive Committee be directed to provide the Board with a list of action items from its meetings, rather than full minutes. The motion carried unanimously.

Dresbeck also shared that she had received an invitation, as NORDP's president, to attend the 2016 meeting of the Open Scholarship Initiative in Virginia next April. The meeting is about scholarly communication in general, and relates to NORDP's discussions about knowledge mobilization. Dresbeck asked the Executive Committee whether this should be treated as a NORDP function for which her travel would be covered, and that question was referred by the Executive Committee to the full Board. Subsequent to the Executive Committee meeting, her university has agreed to send her and will cover at

least some of her travel costs. Dresbeck will also represent NORDP at the meeting, and asked for feedback and discussion. Peggy Sundermeyer suggested that, in addition to subsidizing travel by NORDP liaisons, we might also want to look at supporting travel of this kind, where someone is invited to attend because of his/her role with NORDP. The consensus of the Board was that this should be supported.

Enhancing Collaboration – Karen Eck

Eck has been working for the past year with Quyen Wickham at the University of Oklahoma and Kelly Deal at Duke, and with Beth Riley at UC-Irvine on a collaboration continuum. The work was presented at this year's conference in Bethesda, and the committee has a list of 25 people with contact information who are interested in providing more content to help the working group add to the tool. The group meets monthly and is working on a survey to collect more qualitative data to add to the continuum to develop a more useful tool, and possibly to publish. The survey won't be long, but will go through IRB approval through Old Dominion (and possibly through OU and Duke as well). The hope is to submit the protocol to the IRB in August or early September, with data taking this fall and to have data by December. The committee has also been in discussion with the Effective Practices and Professional Development Committee about the possibility of doing a webinar in early 2016 to report on the data that have been collected and the development of the continuum. There was also interest in having a pre-conference workshop at next year's meeting around this topic, though that has not been confirmed or finalized at this point.

Effective Practices and Professional Development Committee – Rachel Dresbeck

In the absence of Ioannis Konstantinidis, Rachel Dresbeck provided a brief update on EPPD's activities, to supplement the written report posted to Basecamp ahead of the meeting. In addition to soliciting topics for future webinars, the committee has an action item for the Board and for the committee chairs and co-chairs in particular. The committee would like to organize a webinar, geared to new NORDP members, in early fall, on how to engage with NORDP and derive benefits from their membership, and available resources. EPPD would like each committee to submit 1-2 slides with relevant material about their activities as a starting point for that orientation to NORDP webinar. EPPD is also seeking suggestions about who might be a good presenter for the webinar. Dresbeck suggested that Terri Soelberg might be interested in taking on the presenter role. Soelberg asked about the timeline, and Dresbeck replied that Konstantinidis has asked for slides no later than August 23. Soelberg felt that perhaps as a new Board member, she might not be the best person to present on this material, but is willing to take on the role if she can get some more information and support on what the committee is asking for. Jacob Levin also expressed an interest in presenting, and asked that the request be made formally by email so it could be tracked. Michael Spires copied the relevant information from the EPPD report and emailed it to the Board members during the meeting.

EPPD is also working on developing an archive of job postings to the NORDP job board and listserv. Ashton Waite from Nebraska is creating a digital archive and a process to organize the data moving forward. The 300+ job descriptions that Holly Falk-Krzesinski had are the first batch: they will be converted to PDFs, and then naming conventions similar to the ones used for the recent salary survey will be developed to code the information so it can be searched. The ultimate aim would be to leverage these data for NORDP and other NORDP initiatives, and also to develop a more standardized process for the job posting activities, which are currently mainly ad hoc and need to be addressed. Alicia Knoedler volunteered to work with the team as a Board champion. Gretchen Kiser will email her with some other issues around the way job postings are handled.

Dresbeck, as NORDP president, will hold an “ask me anything”-type of webinar this fall for EPPD. Details are still in flux. The committee is waiting to get feedback from the conference as a factor in their decision about webinars. They are also working on reinvigorating the mentoring group.

Revenue/Finance Committee – Peggy Sundermeyer

The third quarter report was posted on Basecamp. Sundermeyer thanked committee chairs for their input in putting together the draft budget for FY 2016. Sundermeyer had previously requested that the Board amend its Bylaws to change the start of the NORDP fiscal year from September 1 to October 1, but because we will need to file a public audit next year and because the change would require a double tax filing (for the Form 990) that also represents an increased expense, she would prefer not to move forward with that change at this time. She asked that the Governance Committee keep that change on the table as it discusses other Bylaws changes, but it is no longer an urgent action item that requires a separate change.

The systems group has met once and has made a lot of progress, but is not yet ready to present a written report. A couple of things to comment on: there are more Board members (six) than non-Board members (three), so Sundermeyer will reach out to some more non-Board members with interests in this area to bring the task force up to a size that will permit it to break into smaller working groups. There would likely be one group for each of the three systems areas they are looking at: 1. Professional association management software (currently Memberclicks), 2. Third-party payment options (currently PayPal), and 3. Teleconferencing (currently FreeConference). The working groups will be seeking feedback from the Board as it develops its recommendations, so that all of the functionalities needed by the Board (and its various committees) are noted and considered while options are evaluated.

The draft budget for FY 2016 was emailed to Board members and posted to Basecamp. Membership dues and renewal figures are not perfectly accurate, since our current system (PayPal) does not allow us to track which payments are renewals and which are for new memberships. As a proxy, we have historically looked at the membership data from Memberclicks and apportioned the revenues shown in the PayPal reports accordingly. The difficulty with this proxy is that sometimes members forget to renew on time, or create a new profile when renewing instead of using the renew option, which throws off the counts for new and renewing members. We continue to have more renewal memberships than new memberships, but renewals do not seem to be keeping pace with the rise in new members that we have seen in recent years. Sundermeyer suggested that this disparity should be an item for discussion at the Board retreat.

The projection is that revenues for membership will remain approximately constant for next year at \$80,000. There are also some regional activities, especially in the Northeast region. These are normally budgeted as break-even. Sponsorships continue to grow. We raised \$48,000 this year, and Sundermeyer expects that to rise at least a little and has budgeted at \$50,000. As discussed at the last Board meeting, sponsorships should move out of the conference budget and into the operating budget. This will also be reflected in the conference budget this year, which should not assume that sponsorship revenues will be available to support the conference.

The expenses listed in this draft are all for costs incurred outside of the conference (which has its own budget, a copy of which will be provided to the Board as soon as it is finalized). Talley Management Group, at more than \$30,000 a year, is the largest of these, but that cost is still substantially less than what we were paying for just a part-time staff person when we had to pay benefits on top of salary. Gretchen Kiser asked whether the figure for Talley’s support includes their support for the conference. Sundermeyer replied that it includes those services that Talley provides, such as updating the

registration forms and discount codes in Memberclicks. Rachel Dresbeck added that if we decide to continue using Memberclicks as our platform, it is probably a good idea to budget for Denise to attend the annual meeting to cover on-site registrations and other last-minute issues, which would mean augmenting this line item by a small amount. Sundermeyer agreed with the recommendation, but that would more likely be handled as part of the conference budget (as was done last year with the on-site expenses for Designing Events that weren't part of their regular contract as the site selection team support).

The line labeled "BOD retreat" covers both the annual Board retreat, but also the Board's in-person meeting at the conference. Sundermeyer suggested that we may also want to augment this line to cover Board travel to events such as the OSI 2016 conference that Rachel Dresbeck mentioned in the Executive Committee report.

External Engagement asked for \$10,000 to cover its travel scholarship programs. Sundermeyer noted that we also pay the APLU membership from the same line, and feels that all similar membership fees should probably also be included under the heading of External Engagement. Jacob Levin agreed that this would be appropriate.

EPPD's main budget cost item is the expense of the webinar platform (\$380 per month). She has rounded up to \$5,000. EPPD is satisfied with the platform and its ease of use. Sundermeyer's concern is that since we are paying a monthly fee to use the platform, we should probably be using it more often. Gretchen Kiser noted that the platform could also be used for other communications activities not related to EPPD, which would help to offset the cost. Sundermeyer agreed, but noted that since EPPD is the primary user for the platform, that is how the expense is currently tracked.

Karen Eck asked about the committee budget lines. Enhancing Collaboration did not request funding in the regular budget this year, but if they do present a pre-conference workshop there may be some small expenses (such as copying handouts). Sundermeyer replied that costs associated with the conference, including the pre-conference workshops, form part of the separate conference budget. The only other expense the committee identified for work that it wanted to do this year was for the survey, but they think they may be able to use the institutional Qualitrics subscription at Oklahoma for that purpose. Dresbeck asked whether we still paid for a subscription to Survey Monkey. Sundermeyer said that we do, but that it's a basic subscription and the interface is not as secure. Terri Soelberg added that this was a concern for the salary survey working group as well, particularly given that with an institutional subscription to Survey Monkey it isn't clear exactly who would have access to the data, so the decision was made to use Boise State's Qualitrics subscription instead, where only one person would have access to the identifiable data. Sundermeyer added that perhaps the systems group should also evaluate whether we can find other survey platforms besides Survey Monkey, or discontinue the subscription altogether if we aren't going to use it enough to justify the expense.

The line item for legal fees is higher this year because as we look at making changes to the Bylaws, the attorneys must be involved to ensure that we are in compliance with applicable laws in Illinois, and consequently we'll be using more of their time this year than last. The line item for the accountant is also increasing, since our revenues this year exceeded \$300,000, the level at which an audit requirement is triggered. After discussions with the accounting firm, the projected costs for the audit are in the range of \$5,000-\$7,000, rather than the \$4,000 in the draft budget, so Sundermeyer will make that change in the final draft that will be sent to the Board for approval later in the month. Jeff Agnoli asked whether there were options for the audit. Sundermeyer replied that this is a State of Illinois requirement, and that the audit will satisfy the terms for a non-profit organization with revenues under \$500,000, the

simplest version that's available in Illinois. The accountants will send a letter outlining the requirements, documents needed, and so on. It is likely that a number of these will not be applicable to NORDP, so once the requirements are clarified, we'll get a more accurate quote for the audit costs. Jacob Levin asked whether this meant we would have to file a Form 990 this year. Sundermeyer replied that we have always filed 990s, but that they have not been posted to the NORDP website in past years. Illinois also requires two filings, the state version of the Form 990 and a short two-page statement as a charitable organization. Sundermeyer asked whether these should be posted publicly on the NORDP website, or just on Basecamp. The consensus of the Board was that the Form 990 should be posted behind the members-only firewall on the NORDP site.

Michael Spires recommended increasing the line item for election services to \$3,500, on a par with the amount spent this year. If the Board decides to keep the basic look of the site this year and opt for a less-expensive self-service contract, some of that amount will not be needed. On the other hand, the full-service option which was used last year will likely cost at least the same amount if not a bit more, and it seems prudent to budget for that eventuality.

Sundermeyer has suggested a substantial increase in the line item for training and education materials. Last year NORDP became a member of Board Source, an organization that serves non-profits in developing boards and board members. Since one of NORDP's mission goals is to foster professional development, we feel that serving on the Board should provide Board members with those opportunities. The basic membership cost is \$500 per year for an organization of NORDP's size, but Board Source also offers training opportunities, webinars, and publications, and as we get to know Board Source and its offerings better, it will likely be useful to send Board members to some of these training opportunities, or purchase webinars or other materials, to contribute to the Board's development and that of its members. While a plan for determining who would attend which trainings is still to be worked out, it seems prudent to allow room in the budget for the opportunities.

There is also one 2017 conference expense on the operating budget, a \$6,000 down payment for retaining the conference site. Since the down payment is made a year in advance of the conference, it is more of an operational expense. Further, because NORDP accounts on a cash basis, moving the expenditure to the conference budget would require transferring funds from one fiscal year to the next, which would also require filing amended Form 990s.

If estimates prove correct, we should be able to add approximately \$23,000 in carry-forward funds to our operating reserve, primarily due to sponsorships. This would bring the operating reserve to approximately \$190,000. Sundermeyer requested that Board members send her any further changes or suggestions for additions to the budget, which she will incorporate into the final draft that will be presented to the Board for approval at its next meeting.

Terri Soelberg asked whether the Member Services committee had historically had a line item in the budget, or if one needed to be added to cover planned activities. Sundermeyer replied that Member Services' needs have primarily been covered as operating expenses for the organization (for example, the Memberclicks platform). However, if the committee has activities that it wants to consider, we can certainly add a line item to cover those costs in future.

Karen Eck asked what services Talley Management provides to the committees. Rachel Dresbeck replied that they can assist with setting up conference calls for committees who request that assistance. Gretchen Kiser suggested sending the Talley scope of work documents to the Board so that new members can see what Talley has agreed to provide us. Sundermeyer agreed to do so.

Governance Committee – David Stone

A year and a half ago, we made some significant changes to the NORDP Bylaws to move to membership elections. We discovered in that process that there were quite a lot of provisions in the Bylaws that no longer needed to be included, that could present obstacles to the Board in achieving its goals and objectives, that were inconsistent with the new election guidelines, or that involved grammatical or typographical errors that should be remedied. Michael Spires earlier this spring discussed a comprehensive revised draft of the Bylaws with the NORDP attorneys and brought back a lengthy list of changes to consider, along with the attorneys' advice about them. Discussing each of the proposed changes at the level of the full Board would be impractical, so last month the Board voted to create a Governance Committee to handle things such as Bylaws changes and other related matters. Stone, as immediate past president, and Spires, as secretary, are both ex officio members of the committee, but it needs additional members. It would be especially helpful to get a new Board member on the committee, so that understanding of the Bylaws and what they cover is carried forward into the next generation of Board leadership. In addition to the proposed Bylaws changes, which will be a project for this fall, the committee will also take up other activities, probably related to Board Source recommendations or best practices, that we want to implement.

Jacob Levin asked for an estimate of the time commitment that would be needed, and the scope of the activities planned. Stone replied that the up-front commitment with the Bylaws changes will be significant (but will provide those who participate in the process a deeper understanding of the Bylaws and how they work), but beyond that the time commitment should be similar to or even less than that of other Board committees. Stone added that he is serving on the Constitution and Bylaws Committee for CUR. From that experience, when there is a change in the works, everyone spends 45 minutes reading the proposed changes and weighs in on them, and then the committee's work is done for six months until another change comes up. Stone would like to build in more ongoing activities than CUR has, but the time commitment should still be manageable. Levin volunteered to serve as a member of the committee, as he has similar experience on a number of other boards. Karen Eck expressed an interest in governance, if it could be managed alongside her commitment as co-chair of Enhancing Collaboration and her role in Board communications. Terri Soelberg offered to volunteer for the Governance Committee as well, since communications is not an area of interest for her. Since she is also co-chairing the Member Services committee, Stone will endeavor to keep her workload on Governance light enough that it doesn't overwhelm her.

Other Committee Reports

Emeritus Board Member Task Force – Peggy Sundermeyer.

No report.

Nominating Committee – Michael Spires.

No report.

Board of Directors Terms Task Force – Alicia Knoedler.

A two-page document with tables was posted to Basecamp outlining the current situation with Board terms. The task force agreed to request time at the Board retreat to allow a full in-person discussion of the situation and its recommendations, so this report will largely be advisory in nature, to allow Board members to familiarize themselves with the issue ahead of next month's meeting.

Jacob Levin, Knoedler, Marjorie Piechowski and Peggy Sundermeyer have terms that could be extended (for two of the four), to allow for institutional memory and to enable some rotation in the election schedule so we don't have a large number of new members at once.

Jacob Levin asked whether we had not already made these changes, prior to moving to member elections, precisely so this kind of juggling of terms would not be necessary once that change had been made. Knoedler replied that terms had been extended for Rachel Dresbeck and David Stone, to allow them to serve their terms as immediate past president. Levin questioned whether making these extensions would be in conflict with the member elections policy. Peggy Sundermeyer replied that one way of extending the terms could be to have the affected Board members stand for election to one-year terms.

Knoedler continued that there were two decision points in the draft materials she had sent. First, with regard to the four members whose terms could be extended, we would want to decide whether or not to extend those terms, and if not, that decision should be voiced at the retreat or before. Second, who else will keep track of term rotations and other statistics for Board members, if we want to track it. Gretchen Kiser recommended making this task part of the duties of an officer, because it is important and it should be tracked. David Stone recommended entrusting it to the Governance Committee. Peggy Sundermeyer suggested that it should be part of the Secretary's duties, and Kiser concurred. This will also be discussed at the retreat.

Additional Business

APLU COR Meeting Report – Alicia Knoedler

The Council on Research of APLU met this summer. For this meeting there was an enhanced participation by associate VPRs/VCRs and also deans, which was something of an eye-opener for the VPRs/VCRs in attendance. This also clarified for many attendees that they are not currently well trained in many of the dimensions of being a VPR/VCR. This is a good opportunity for NORD and NORDP to do other training with this audience. Alicia will write up a more complete report, but this is likely to be a good community to market to.

Board Retreat – Rachel Dresbeck

Dresbeck has been reaching out to Board members to get a sense for where we all are, and to solicit ideas for moving forward. Her main item for the retreat is to attack the persistent problem of coming up with really good ideas, but not following up as an organization with many of the things we want to do (e.g., NORD, LDRD, hiring an executive director). She would like this to be a working retreat where we come up with a position description for an executive director, and a methodology and a timeline for making that happen. Another item would be coming up with a strategy for operationalizing NORD and LDRD. She would also like to spend time on the committees and the items discussed today. The substrate of the retreat will be the Board assessment from Board Source. The survey will come from Board Source, and Board members (current and past, plus some key committee people) are asked to fill it out expeditiously so we have information to discuss during that time.

Gretchen Kiser suggested that woven through the retreat is to carry through the initiatives that were brought forward at last year's retreat (e.g., repositioning research development's definition). Dresbeck agreed, because in order to engage at the higher level in both theory and practice, we need someone whose full-time job is to keep on top of these matters. There is so much to do in the presidency, it requires someone's full-time attention to ensure that the strategic issues don't get lost in the day-to-day minutiae.

Jacob Levin suggested that we're finally in a position to do just that. David Stone cautioned that it's still a bit early to start the job search: we have barely enough money at this point to hire someone for a year

with benefits, which is a tough sell in the current job market if we make it clear that part of the executive director's job will be to raise enough money to pay the position's salary beyond that first year. We might be able to look at a half-time person, a retired research development professional, who would be willing to come on board while we continue to find ways to add to the funds we already have, and who could also help with some of the fundraising to do so. Dresbeck noted that this is exactly the kind of conversation we need to have on this at the retreat.

The goal is to have everyone there for dinner on Sunday evening. Be prepared to do a lot of heavy lifting at this retreat, and a schedule will be forthcoming in the near future. If possible, please plan to arrive by 5 p.m., but otherwise make your own arrangements. NORDP will reimburse the cost of the ticket, and is covering the hotel and shuttle costs in addition to the meeting arrangements themselves. We'll have a working dinner Sunday night, and a full day on Monday, plus another dinner. We'll work Tuesday morning, and then at lunch we will have our regular August Board meeting, which is scheduled for that day. The plan is to adjourn around 2 p.m.

Platform for NORD – David Stone

Stone announced that it looks like NORD will use a new system, Trellis, which is being run by AAAS. He has been in touch with AAAS, and will work with Gretchen Kiser as things develop.

There being no further business, Peggy Sundermeyer moved to adjourn (David Stone seconded) at 3:00 p.m. Central. The motion carried unanimously.

By electronic mail on Wednesday, July 29, Peggy Sundermeyer moved (Marjorie Piechowski seconded) that Michael Spires be authorized to negotiate and enter into a contract for lodging, food and services with CU Conference Services (for the Board retreat), not to exceed \$7,800. The motion passed with seven votes in favor, none against, and one abstention.

By electronic mail on Monday, August 3, Gretchen Kiser moved (Jacob Levin seconded) that the Board approve an additional \$1,000 for the Salary Survey working group, to cover statistical analysis of the survey data beyond what the committee has already been able to provide. The motion passed with seven votes in favor, none against, and two abstentions.

By electronic mail on Monday, August 10, Peggy Sundermeyer moved (Marjorie Piechowski seconded) that the Board approve a transfer of membership from an individual who had left the institution that paid the membership, to another employee at the same institution. The motion passed with seven votes in favor, none against, and no abstentions. Historically, once or twice a year we get such a request, and they have been referred to the Board for a vote. However, this might be more appropriately handled by the Executive Committee. The Governance Committee has been tasked with developing a formal policy on how to handle such requests for transfer in future.

Respectfully submitted,
Michael Spires, Secretary

Note: The next Board Meeting is scheduled for Tuesday, August 25, 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) and will be held during the Board's annual retreat at the University of Colorado Boulder.

Approved by the Board of Directors at its meeting August 25, 2015.