

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

Tuesday, July 25, 2017

President Michael Spires called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 2:33 pm Eastern on Tuesday, July 25, 2017.

The following Directors were present at the meeting: Karen Eck, Jeff Agnoli, Karen Fletcher, Gretchen Kiser, Jan Abramson, Kathy Cataneo, Rachel Dresbeck, Kellie Dyslin, Jerilyn Hansen, Jennifer Lyon Gardner, Kari Whittenberger-Keith. Director Ioannis Konstantinidis and David Stone were absent.

Approval of June 27, 2017 Draft Board Meeting Minutes – Spires
Draft Board minutes from June 27th, 2017 have not been prepared.

Consent Agenda – Michael Spires

Kiser moved to appoint Kathy Cataneo as Board Chair for Member Services. Agnoli seconded the motion. Motion passed unanimously.

FY 2018 Budget Process – Jeff Agnoli

Agnoli presented the tentative budget schedule below. A draft budget for each committee should be submitted to Jeff who will answer any questions about things that are paid for centrally versus a committee expense. The Board will discuss and vote. Fiscal year begins October 1.

- a. Tentative Budget Schedule (subject to change following leadership meeting):
 - Monday, 8/7 – committee chairs submit *initial* budget requests to Treasurer
 - Monday, 8/21 – initial draft budget to Board (includes actual/budget from the last FY)
 - Tuesday, 8/29 – Final budget approval by Board

Kiser asked if Working Groups can put forward a budget request. Agnoli said that a request can be made and the board will discuss.

Agnoli put out a call for an Assistant to the Treasurer. This position will explore the Treasurer position to learn the role – no commitment necessary. Agnoli does not plan to serve as Treasurer after this year (his second year) and a Treasurer is needed starting in the 2018-19 year. If anyone is interested, please contact Agnoli.

Fletcher put out a call for an Assistant to the Secretary. If anyone is interested, please contact Fletcher.

Kiser and Fletcher were assigned to a working group at the last Board meeting to look at the titles and roles of “co-” positions or “assistant” positions (Treasurer and Secretary) in order to define the role each could play. The current Bylaws state that each position may have an assistant.

PEERD – Karen Eck

We have received ten applicants to be a reviewer for the PEERD program. Peggy Sundermeyer will be “grandmother-ed” in as a reviewer due to her previous reviewer experience in the program.

Policy for reviewers.

Discussion: Spires reports that he spoke with NORDP attorney, David Bea, and he says that our bylaws state that Board members cannot be compensated *as* board members. Nothing in the bylaws precludes

a Board member from serving as a reviewer and being compensated as long as the payment is reasonable. Kiser shares concerns about Board members serving as consultants due to member perception of Board member motivation and suggests Board members wait to be reviewers when they are no longer Board members. Whittenberger-Keith agrees. Abramson weighs in from a non-profit and member perspective and would want to know that Board leadership is focused on internal functions, not external functions. Hansen, who was a reviewer previously before being a Board member, agrees that a Board member should wait until their four-year term is up. There are nine applicants who are not board members.

Spires moved that it be policy that serving Board members cannot also serve as PEERD reviewers. Whittenberger-Keith seconded the motion. The motion carried unanimously.

Liability Insurance

Discussion: Spires has received guidance from the NORDP attorney, David Bea, that we should carry insurance for the PEERD program and it could be covered under an Errors and Omissions Policy. Agnoli said that a broker he talked to suggested that any underwriter would want someone on the Board (or attorney or other appointed person) to review the PEERD reports in order to provide oversight. Board members would need to disclose certain activities via a questionnaire for underwriters to review before they would insure us. Insurance would be needed otherwise the Board could be liable if there was a lawsuit filed due to the PEERD report. A PEERD coordinator could research these options further.

Appointment of a PEERD coordinator

Discussion: Expecting 3-4 PEERD consultations a year. Spires asked if the PEERD coordinator needs to be a non-board coordinator because of member perception. Eck suggests that Sundermeyer could be the non-board member coordinator to co-coordinate the PEERD program with a Board member. Kiser suggests that the coordinator position is more of a logistical position of lining things up and probably isn't considered a conflict of interest by members. Eck believes it would be important for the Board to know what is going on. And should represent NORDP and is knowledgeable about NORDP.

Spires moved to appoint Jerilyn Hansen as PEERD coordinator. Kiser seconded the motion. The motion passed unanimously.

Hansen will lead a working group that includes Jan Abramson, Sundermeyer, and Agnoli to research liability insurance options further. The working group will look into the question of insurance and tailoring the agreement to limit NORDP's liability to the maximum extent.

Eck will let Sundermeyer know that she has been appointed as a co-coordinator to PEERD and as a member of the working group.

Agnoli suggests that we could charge an application fee for reviewers in order to recover administrative and logistical costs for the PEERD program. Spires argued that we should build it into the fee structure. Kiser and Agnoli ask that the working group looks into this option.

Committee Reports

Conference Planning Committee 2018 – Karen Eck

Eck and Whittenberger-Keith are co-chairs of this committee. Eva Allen is the chair for pre-conference workshops; Mary Fechner is the chair for evaluation; Kiser and Dresbeck will head the Leadership Forum; Whittenberger-Keith and Eck are creating the agenda & program; Michael Thompson will lead communication and marketing efforts; Jenna Maguire will lead volunteers & networking.

Whittenberger-Keith and Eck are revising the call for abstracts. The theme being considered for the conference is “Resilience in a shifting research landscape” with a focus on how we adapt as professionals in supporting individuals, teams, and institutions. Looking into ways on how to “use” the theme throughout the conference, including inviting strategic key-note speakers and the leadership forum, as well as the presentation sessions. Kiser cautions that we consider that the theme doesn’t feel foreign to the more junior members of NORDP (ie analysts or specialists) who might work on a particular program (ie limited submission) or a grant writer.

Spires asks Eck to request that Matt Dunn put next year’s meeting date on the website. Agnoli suggests that a call for abstracts announcement/save-the-date should go out soon. Whittenberger-Keith says something will probably go out mid-September.

Executive Committee – Michael Spires

Voted to spend \$500 for NORDP to become a member of ResearchAmerica! (\$500 a year membership). An institutional membership gets NORDP an invitation to attend their annual leadership conference with access to national research leaders in healthcare; partnerships with data companies – we have the potential to add questions and topics to their surveys to gather information; and we can be involved in calls-to-action with legislators and directors on the research level nationally. Kiser will be attending the forum in September to represent NORDP this year.

Executive Conference Committee – Michael Spires

The Northeast region has been chosen for the 2019 meeting. The call for NORDP members to nominate places or people to coordinate any sites of interest has gone out and are due in mid-August. Cataneo has submitted a nomination. Designing Events has been asked to look at possible cities as well. The location must be easily accessed and the cost must be reasonable. We also need to look at what region to go to after 2019. We need to look at re-shifting regions. The regions were re-aligned around 2014 in order to have around the same number of members in the different regions, but those numbers have changed. Three regions currently lie along the East Coast and we’ve had complaints that our meetings are along the East Coast a majority of the time.

Spires asks Agnoli to do the following:

The NORDP conference email address should be switched to Eck.

The NORDP president address should be moved over to Spires’ new email address.

Member Services – Kathy Cataneo

Cataneo reports that the Membership Drive has yielded 228 new members as of July 1st and now is 238 new members as of July 25. Membership has grown from 641 on October 1, 2016 to 777 members, an increase of 136 people. Member Services is now concentrating on member retention. Regional reps are writing personal messages to members who have lapsed memberships encouraging them to renew their membership. NORDP blog subscribers has increased to 94 followers, 15 of which are Board members.

MemberClicks has advised NORDP that it is not feasible to grant MemberClicks permission to regional members who are not regular NORDP members in order to access the NORDP-hosted regional listservs.

Cataneo asked Kiser to report on the Salary Survey. Cataneo left the meeting.

Kiser reports that Cataneo and Kay Tindle have discussed the NORDP Salary Survey and are deciding on how to proceed with it. The intent was to dive into the data and publish data on it but it did not materialize. The Salary calculator is valuable to members. What is the best frequency to conduct this

survey? Consensus was the survey be conducted every 3 years. The cost would be \$10,000 or less. Last time we paid for the analysis to be done by professionals at a university. We would need to move the survey over to the NORDP Qualtrics account since it was done on a university account last time. The target date to send out the next survey will be Spring of 2018.

Additional Business

Spires has accepted a position at Oakland University and will start August 14th.

The Leadership Retreat will be September 21st – 23rd. NORDP will reimburse the cost of the meeting to Board members.

Agnoli noted that the Financial report was not on the agenda, but the reports are in Basecamp. It looks like we made a profit of \$5,000-6,000 from the conference. There was an increase in membership dues and we are not paying for an administrative assistant nor an executive director. Our fiscal year ends on September 30th.

The Board congratulates the new Board members.

There being no further business, Spires moved to adjourn at 4:07 p.m. Eastern. The motion carried unanimously.

Respectfully submitted,
Karen Fletcher, Secretary

Note: The next Board Meeting is scheduled for August 22, 2017 from 1:30 p.m. – 3:00 p.m. Central Time (2:30-4pm Eastern, 11:30am- 1pm Pacific and 12:30-2pm Mountain).