

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

**Tuesday, July 31, 2018**

President Karen Eck called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:34 pm Central on July 31, 2018.

The following Directors were present at the meeting: Jan Abramson, Jeff Agnoli, Kathy Cataneo, Rachel Dresbeck, Karen Eck, Kimberly Eck, Karen Fletcher, Jennifer Lyon Gardner, Jerilyn Hansen, Jill Jividen, Etta Ward, Kari Whittenberger-Keith. The following Directors were absent: Kellie Dyslin, Dave Stone, Paul Tuttle.

**Approval of Draft June 26, 2018 Board Meeting Minutes – Karen Eck**

- Cataneo moved (seconded by Dresbeck) to approve the minutes as amended. The motion passed with one abstention (Kimberly Eck).

**Approval of Draft July 12, 2018 Special Board Meeting Minutes – Karen Eck**

- Lyon Gardner moved (seconded by Cataneo) to approve the minutes as amended. The motion passed with one abstention (Dresbeck).

**Zoom/conference lines – Fletcher/Hansen**

- NORDP's conferencing services have participant limits:
  - Level 3 (telecom): max 16 participants
  - Zoom (web conferencing/webinars): max 100 participants
- In some instances participation is exceeding the services' limits:
  - Some committees have >16 members and so they exceed the limits of our telecom service.
  - Some popular Professional Development webinars have had more than 150 registrants.
- At present, NORDP pays for only one Zoom account, so only one Zoom event can be scheduled at a time. To avoid double-booking of Zoom webinars, anything scheduled in Zoom needs to be scheduled on the Basecamp3 calendar as well. The meeting host can do this, or have Laura N. with FirstPoint do it.
- Whittenberger-Keith requested that if the budget permits, a separate Zoom account should be established for Professional Development. Abramson also requested a separate account for the Mentoring Committee, to use for multiple monthly committee and mentoring team meetings. This cost would be built into the Mentoring Committee budget request.
- **Action: Hansen** will ask Laura N. to assess how booked/oversubscribed Zoom is, to help determine whether separate accounts for the committees are needed, and will report back at the August BOD meeting.

**Basecamp3 Update – Fletcher**

- Working group has been meeting to discuss file hierarchy for migrating committees' files to Basecamp3. Nina Exner has created a sample template folder which is being evaluated for use by committees to copy their files into Basecamp3. Timeline: hope to start moving files in October.

- All files in Basecamp Classic (including BOD files) will be moved manually to Basecamp3, unless they have been deleted from Basecamp Classic.
- **Action: Committee chairs and BOD members** should send to the Basecamp3 working group (Fletcher) a list of their Basecamp Classic files that can be deleted (e.g., old drafts; duplicate entries).
- Working group members will do the deleting - Need to login as NORDP Admin to actually delete files from Basecamp.

#### **Communication Working Group (CWG) Membership – Dresbeck**

- Cataneo is stepping off the CWG. Need to recruit another BOD member to the CWG. Work involves coordinating blog and website communications to membership at large. Committee meets 30 minutes every other week (1 hour total per month).
- **Action: Jividen** volunteered to join the CWG. She will be chairing marketing/communications for the 2019 Conference, so there is good synergy here.

#### **SE Affinity Group – Fletcher**

- Fletcher is currently the BOD liaison for SE Affinity Group; she proposed that new BOD member Kimberly Eck be appointed as BOD liaison to SE Affinity Group.
- Fletcher moved (seconded by Cataneo) to appoint Kimberly Eck as BOD liaison to the SE Affinity Group. The motion passed unanimously.

#### **Revenue and Finance Investment Policy Draft – Hansen and Agnoli**

- The Revenue and Finance group has discussed investing in Index Funds since the fees to manage those are typically low. Have not yet decided whether to hire a financial advisor to actively manage the investments. Per the draft policy document, the fee for funds management will be 1% or less.
- A discussion of the draft investment policy followed. Some BOD members felt that Section 4 of the draft doc (whether to appoint a financial adviser) seemed risky. Also, unnecessary burden on the Treasurer to serve as investment manager. These BOD members recommended opting for the stability of using external, professional financial management, similar to the attorney or insurance broker that NORDP has worked with for many years.
- Karen Eck asked whether NORDP would be eligible to invest through TIAA CREF, which focuses on non-profit and education sectors and offers free financial advising.
- Other BOD members noted that it's not clear from the draft policy what the limits would be on investment, annually. For example, what is 50% of 6-month operating costs (ballpark estimate)? Jeff says it's about \$90K.
- NORDP would initially plan to invest about \$50K.
- **Action: BOD members** should read the investment policy draft posted in Basecamp 3 and submit their comments/concerns there. Comments will be discussed at the August BOD meeting.
- Timeline: Aiming to finalize a plan for this by October 1, 2018 (start of the fiscal year)

#### **NORDP Retreat – Karen Eck**

- A draft agenda and details pertaining to the retreat in Salt Lake City are posted in Basecamp3.

- An Excel spreadsheet is posted as well - please download and enter your travel information into the spreadsheet, then re-upload to Basecamp3. Alternatively, you can provide your travel information to Karen Eck. New members should plan to arrive Friday night for Saturday morning training on NORDP digital platforms.
- Everyone needs to complete StrengthsFinder by August 20. Purchase and download the book, enter the code in the back of the book online to take the test, and send your Top 5 strengths to Fletcher.
- Agnoli mentioned "strategic doing" - an implementation plan that's built on the assets present in the group. A strategic doing session will be part of Sunday morning schedule at the Retreat. APLU uses the strategic doing process for their meetings as well.
- Committee report-out will be scheduled during lunch one day of the retreat; a full BOD meeting will not be held during the retreat.

### **Committee Announcements:**

#### **Member Services – Cataneo**

- New initiatives for member retention: Sent emails to members who joined between 1/1 and 3/31 to give them updates and try to engage them on committee work.
- MSC regional reps called members whose membership had recently lapsed to ask whether they're planning to renew and if not, why not.
- Established subcommittees to focus on recruitment at MSIs, HBCUs, and PUIs.
- Other projects: member needs survey, salary survey, member resources (chaired by Jividen), regional affinity group liaisons, cleaning up member database elements in MemberClicks.
- Migrating files from Basecamp to Basecamp3.
- Standardizing reports on membership statistics: renewals, lapses, new members.

#### **Mentoring – Abramson**

- Committee just completed 5 webinars to support kickoff of new mentoring series.
- Laura N. is posting both the webinars and onboarding packet behind MemberClicks firewall. There is also a YouTube channel where mentoring videos are posted.
- Committee has received copyright permission to post some mentoring resources in their mentoring toolkit – permission should be filed in Basecamp3 for future reference.
- **Action: Fletcher** will create a file structure in Basecamp3 to store permissions like this.

#### **NORD – Stone**

- No updates this month

#### **Professional Development – Whittenberger-Keith**

- Anticipate 3-4 webinars being presented each month during the 2018-2019 academic year.

#### **Revenue and Finance – Agnoli**

- Audit has been completed and final auditor report will be submitted soon.
- IRS Forms 990 will be filed for FY18 and for September 2017.

- Laura N. to be providing a quote for FirstPoint to take on more fiscal management responsibilities. Currently delayed due to building fire at FirstPoint.
- A PEERD page is now published on the NORDP website. A few inquiries have come in from universities.

**Strategic Alliances – Dresbeck**

- Dresbeck recently returned from NACRO conference with commitment to move forward on joint NORDP-NACRO white paper.
- Working on some other templates.
- Dresbeck would like to recruit another BOD member to co-chair Strategic Alliances.

**Inclusive Excellence – Ward**

- No updates this month

**Communications Working Group – Dresbeck**

- CWG submitted a list of changes for NORDP website, including updating the Conference website with information about the 2019 Providence Conference.
- Leadership/membership changes as noted above.
- All BOD members will be profiled on the blog this year.

**Executive Conference Committee – Karen Eck**

- Committee met with Designing Events for 2020 Conference, to determine where 2020 Conference will be held. Goal is to have contract in place by January 2019 for 2020 Conference.
- Location will be somewhere west of the Mississippi, or possibly Southwest.
- Possibilities: Phoenix, St. Louis, New Orleans, Texas.

There being no further business, the meeting was adjourned at 2:59 pm Central.

Respectfully submitted,  
Jennifer Lyon Gardner, Secretary

**Note:** The next Board Meeting is scheduled for August 28, 2018, at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.