

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

**December 19, 2013
(Approved by Board January 28, 2014)**

President Alicia Knoedler called the meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 11:00am Central on Thursday, December 19, 2013.

The Following Directors were present at the meeting: John Carfora, Matthew Christian, Rachel Dresbeck, Alicia Knoedler, Ann McGuigan, Marjorie Piechowski, Jaine Place, David Stone, Peggy Sundermeyer, and Anne Windham: Absent: Jeff Anderson, Jacob Levin.

Approval of September 24th, October 22nd, and November 21st minutes – Alicia Knoedler. The minutes of these meetings were approved as submitted.

Treasurer’s Report – Peggy Sundermeyer. Peggy reminded the Board that budget reports will be quarterly. She has also started preparing a narrative (uploaded to BaseCamp along with the other documents) as a summary statement. This year, expenses are up slightly and revenues slightly down compared to first quarter last year. Peggy has attempted identify areas of potential cost reduction in the projections for expenditures, in order to arrive at a balanced budget (as has been encouraged by the Board). Projections based on membership revenues indicate a \$21,000 deficit. Peggy has reduced the projected cost of the Retreat, this determined not to be a priority. For EPPD expenses related to the pre-conference workshop, Jaine suggested a further reduction of \$1,500 as they are not planning it bring someone from an outside mentoring program as had originally been proposed. Projected deficit now down to \$20,000.

It was commented that it seemed like we were 140 memberships short of breaking even, which Peggy verified. Last year we had about \$58,000 in expenditures last year, this year they are substantially higher at \$98,000. The areas of increase are the EPPD group, which is very active, and the admin assistant.

It was asked if we go to a service like FASEB, could we reduce some other costs of professional services? Peggy said not insurance or legal fees, but bookkeeping and accountant might be absorbed into FASEB services.

There was discussion about the scholarship, how it is being advertised, and the listserv (those who have opted out, and how to access the majority of the list).

Conversation returned to the proposed budget. Peggy pointed out that we don’t know what admin costs might be for the next year, they may be higher than anticipated. But we do have a carry-over of \$109,000 and the actual deficit will probably be more like \$10,000. It was decided to leave the External Engagement Committee’s budget at \$10,000 since no EE members were on the call. It was voted to accept the budget as amended, with a \$20,000 deficit.

Survey request from Lorraine Mulfinger – Alicia Knoedler. Request about a survey of NORDP membership for large proposal development offices. They are using results in their own strategic planning and then presenting results publicly and/or publishing. Is there an informed consent and IRB approval? It was decided that Peggy would go back to Lorraine to ask about data collection method, clarification of survey design and offer to provide guidance with this effort, Marjorie will also help. Anne suggested that we ask someone who is not on the Board to assist with this, to provide Board members some support. The survey group for the annual meeting might have a member or two who would like to help.

Summary of Conflict of Interest disclosures and review by Ex Com – Anne Windham. Anne reported that all Board members submitted disclosure forms, only one Board member had anything to disclose (a consulting relationship with a for-profit company). The Executive Committee reviewed the disclosure and determined that since the for-profit company does not at this moment have a relationship with NORDP, nothing further needs to be done. If in the future this situation changes, we would have to review the relationship between the Board member and the company. The Board member was then notified that we had reviewed the disclosure and accepted it without further discussion.

Review of Board Terms – Alicia Knoedler. The ByLaws will be modified to accommodate four year Board terms, which will go into effect with the next three people to come on the Board.

Ann McGuigan brought up the Nominating Committee, what steps will be taken next. David Stone noted that the changes in the ByLaws will affect the NomCom extensively and so we should change the ByLaws first, then make a broad announcement of the changes.

Committee reports

Pre-Conference workshops – Jaine Place. Two of the applicants to present are employed by for-profits. One of the applicants is refusing compensation if selected to present. The Board agrees that it appreciates the well-intentioned gesture but thinks it would be advisable to offer to make a donation to a charity of the presenter's choice, to avoid the perception of inappropriate influence of the presenter's employer. The written agreement with the presenter should clearly state this. There were other comments about IP, what would the presenters own of their material? We should include language in the contract about how IP would be treated, also confirmation from presenters that the material they are presenting is original or properly credited.

Membership Services – John Carfora. A member of the Membership Services committee asked about the status of the election process, since the last communication to that committee from the Board was that they would be in charge of developing the new process. The situation has changed but the Board must first make the amendments to the ByLaws before informing the Membership Services Committee of the changes.

Update on 2014 National Conference – Rachel Dresbeck. There are 69 proposals under review. The program committee is sorting them out to make breakout sessions as high

quality as possible and the networking/idea showcase presentations as “democratic” as possible.

Keynote speakers—Calvin Drogemeyer from Oklahoma is confirmed, he’s also involved with CRPGE. Mihaly Csikszentmihalyi is proving difficult to confirm but there is still a possibility that he will work out. Sally Rockey (NIH), Cora B. Marrett (NSF) are two very strong and relevant possibilities.

Invited guest: Leigh Botner, EPPD co-chair and chair of mentorship program. Issues with MemberClicks losing applications, not processing them correctly, also developing most effective way for reviewing these submissions. A reoccurring issue is not enough mentor applications (11) for the mentees (32).

Peggy mentioned that she and John Carfora will be having a meeting with MemberClicks and can try to extract the data from them. But for an immediate work-around, it was suggested that Leigh send an email to membership to try and identify if any applicants were missed. Strategies for increasing the mentor pool were discussed. The EPPD group would also like the form modified next year, perhaps using drop-down fields that list the competencies identified during the EPPD special session with NORDP NE. That way mentors and mentees could have a standardized list of competencies to choose from. Finally, EPPD would like a mentor/mentee networking event at the annual meeting (cocktail party).

The Board suggested a short article in NORDP News on the mentorship program would be good, perhaps an interview with a mentor/mentee pair.

Alicia gave an update to the conversations with the lawyer regarding the ByLaws. One of the topics was institutional membership, which he doesn’t think is a threat to our 501c3 status. They also spoke about making a policy document, which would be separate from the ByLaws.

There being no further business, the meeting was adjourned.

Respectfully Submitted,

Anne Windham

NORDP Secretary