

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

**February 25, 2014
(approved March 25, 2014)**

President Alicia Knoedler called the teleconference meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:30 pm Central on Tuesday, February 25, 2014.

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

Approval of draft January Board Meeting Minutes – Alicia Knoedler. The minutes were reviewed and voted on, they were approved as written.

Business plan for NORDP Program Review and Evaluation – Peggy Sundermeyer, Holly Falk-Krzesinski and Jennifer Eardley. The group is seeking approval from the Board for the business plan and a preliminary budget. The Board thought that the proposal is very well conceived and written, very professional. A member of the Board commented that the language could be finessed a bit to make it sound more like a partnership, and the institution being evaluated should have some input along the way as to the selection of the evaluators, the process of evaluation, etc. The group is asking for budget approval of additional funds needed for the start up (\$6,500), for marketing materials and other costs outside of those already covered in NORDP's budget (things like outreach are already part of NORDP's budget and wouldn't be additional costs). Jacob asked if the \$6,500 should be moved from another category to maintain a balanced budget, Peggy affirmed that this would be done. How will this effort be managed? Holly, Jennifer, and Susan Carter will volunteer to manage it, they will not serve as reviewers but help to identify appropriate consultant reviewers. Holly said they will have to build up a pool of reviewers through an application process. They haven't created the application form and questions yet. The group would train potential reviewers based on information from the first review (Merced) as well as a similar review program at NCURA. They will not actively solicit clients until a pool is established. David suggested a different name: Program for Externally Evaluating Research Development (PEERD).

Some discussion about the costs, how did they arrive at \$3,500 for the reviewer fee. Holly stated that this was based on the University of Merced's fee, and also considering what she and Jennifer currently get for their own consulting work (which is usually less work than the NORDP reviewing). Jennifer and Holly confirmed that this review work is very time consuming. One way they hope to ease the workload is that they have budgeted in an extra day to the review process, when the review team would stay onsite and work on their report.

Holly and Jennifer signed off. Discussion followed. How would services like this be marketed to institutional members? Could we set up an institutional rate that would reduce the program cost by the administrative fee charge (\$1,500), we could waive the NORDP fee for institutional members. The PEERD proposal was accepted with recommendations by Board with a unanimous vote.

Update on ByLaws changes and Nomination process – Alicia Knoedler and Dave Stone. Alicia has sent the changes to the lawyer but has not heard back yet.

Update on Admin Support – Dave Stone. David re-approached the Talley Group, which came back with a better and more reasonable proposal that met our budget. This is also at the lawyer's, Alicia will check in with lawyer so that we can finalize our contract. The Talley Group can help with the transition plan, David will make sure that Marjorie is involved with this plan as well.

There was discussion about the Nomination Committee and the timeline for nominations, which is pushed back by about a month and a half (newly elected Board members will be ratified at our board meeting in May, but won't assume their roles until July). Jaine noted that we have to consider Board members who can be committee chairs.

2014 Conference updates – Rachel Dresbeck. We have 124 registrations compared to 85 at this time last year. Rachel had some MemberClicks questions, like how to register people who are not paying (like keynote speakers). Discussion about letting meeting planners access the MemberClicks site. We can give them temporary access to the MemberClicks for the length of the conference. The sponsor commitments are coming in, we have one new sponsor (Plum Analytics) and the others have increased last year's commitments. The program is being organized now, the keynotes are Mihaly Csikszentmihalyi first on Monday night, then after dinner Sally Rockey. We need to be sure to have a good turnout for this dinner.

Meeting times at conference for Board (1. To ratify new Board members (Sunday May 18th, at dinner, 7pm) 2. Meet-and-greet 5pm on Monday) also associated costs.

Pre-conference session updates – Jaine Place. These are booking out, a few more for Holly's group than Tina's.

Sponsorship – someone on behalf of Ann McGuigan

Committee Reports

External Engagement Committee – Jeff Anderson. APLU membership is an annual fee of \$3,000/year. Benefits is having access to APLU leadership (councils and commissions). Councils are structured—academic affairs, research, etc.

AIEA sponsorship

Additional business