

**MINUTES OF THE ANNUAL BUSINESS MEETING
NATIONAL ORGANIZATION OF RESEARCH DEVELOPMENT PROFESSIONALS**

May 1, 2015

President David Stone called the annual business meeting of the National Organization of Research Development Professionals (NORDP) to order at 11:25 am Eastern on Friday, May 1, 2015, during NORDP's annual conference.

Treasurer's Report – Peggy Sundermeyer

Treasurer Peggy Sundermeyer reported on NORDP's annual operating budget for its fiscal year (September 1 through August 31). The Board of Directors approves this budget each year in August or September. It is separate from the annual conference budget, which is presented to the Board in draft form each year by the conference committee, recommending expenditures for that year's conference.

NORDP membership has increased to 608. Registration revenues this year were approximately \$50,000 higher than the previous year.

The External Engagement Committee awarded 10 travel scholarships last year to NORDP members traveling as representatives of NORDP to other conferences or to meet with counterparts at similar organizations, sponsors, etc. This year, 10 scholarships have already been awarded.

At the start of this fiscal year, NORDP had approximately \$150,000 in the bank. Sundermeyer predicted that the balance at the end of the year should be approximately \$200,000. In response to a question from the floor about the use of these reserve funds, President David Stone replied that one plan for the future is to hire an executive director. These reserve funds would help to support that individual's salary and staff, once hired.

NORDP Salary Survey Preliminary Results – Gretchen Kiser. Vice President/President-Elect Gretchen Kiser presented preliminary results from the 2015 NORDP salary survey. Of 570 members, there were 214 substantive responses, for a 38% response rate. Major conclusions from the data analyzed to date include:

- 34.8% of NORDP members' salaries were in the \$50k-\$75k range, with 29.4% of members reporting salaries in the \$75k-\$100k range (40.9% and 27.8%, respectively, for normalized salaries)
- The highest median salaries were reported in the Atlantic and Pacific regions. But after normalizing for cost of living, the highest median salaries were in the Atlantic and Great Lakes regions. Overall, the Southeast region reported the lowest median salary, but after normalizing for cost of living, the Northeast region had the lowest median salary.
- The highest median salaries were reported by members at private institutions (22% of total, vs. members at public institutions (78% of total). Notably, after normalizing for cost of living, the situation flips.
- The highest median normalized salary was reported by members at doctorate-granting institutions.
- The highest median salaries were reported by members at institutions with annual research award portfolios greater than \$1 billion or less than \$1 million.
- Members with the Ph.D. or J.D. as the terminal degree reported the highest median salary.
- Offices with the largest number of full time equivalents (FTEs >9) were associated with slightly higher median salaries
- 82% of NORDP members are female, and 17% are male.
- 3.3% of NORDP members are Hispanic, while 10.4% of members reported "other"

- 90% of NORDP members are white, with 3.8% reporting Asian, 2.4% reporting Black/African American, 0.5% Native American, and 3.3% as “other”

Committee Reports:

Executive Conference Committee – Anne Windham. The Executive Conference Committee is separate from the annual conference planning committee. The ECC’s function is to help plan for future conferences, while the annual conference planning committee is charged with developing and running the annual conference after the ECC and the Board have determined a location and a conference chair. For next year, Karin Scarpinato surveyed NORDP members in the Southeast region for possible conference sites. A total of five cities were identified, and NORDP Southeast members assisted members of the Executive Conference Committee and NORDP’s conference planners in making site visits to each city. After the site visits were concluded, the choice was narrowed to two, and the committee made its recommendation to the Board of Directors. The Board chose Orlando as the site for the 2016 conference, to be held May 23-25.

External Engagement – Casandra Rauser/Bob McDonald. The committee’s major initiative this year was to launch the NORDP liaison program. We have liaisons with 22 different organizations; approximately half of the liaisons reported having had significant interactions with the groups they are affiliated with. AAAS is the most prominent of these groups, and one with which we have established an official affiliate relationship. Other groups in the program include NCURA, SRA, EARMA and ARMA, APLU, the National Academies of Science, and the European Commission. The committee is open to expanding the liaison relationship to other groups; members wishing to serve as a liaison to a particular group should contact the committee for more details.

Travel scholarships (\$750 for domestic trips, \$1,200 for international) are available for NORDP members representing the organization. The program is not restricted to the official NORDP liaisons: any NORDP member can apply as long as they are speaking about or representing NORDP at a meeting, conference, etc.

Communications – Rachel Dresbeck. While we recognize that NORDP needs to provide better communications to its membership, we have realized that the committee structure is not the way to achieve this goal. The committee will be disbanded, and a member of the Board will be charged with supervising the communications process. All of the committees will also be encouraged to share information through our available channels (blog, listserv, social media, etc.). Individuals interested in helping are encouraged to contact Dresbeck.

Effective Practices and Professional Development Committee – Ioannis Konstantinidis. Think of EPPD like your local NPR station: “We’re here because of members like you.” This is the committee that is responsible for putting together workshops and webinars—and we would like to have a lot more of both. The mentoring program is currently on hiatus, but the committee is working to bring it back. A certificate program is envisioned at some point. Ten members of the committee have stepped down over the past year, so members interested in this area should contact the committee.

Member Services – Ann McGuigan. The NORDP regions have been reconfigured to provide an approximately equal distribution of members in each region, as a first step toward identifying regional representatives in each region. These representatives will focus first on outreach to new members in their region, and then expand their reach to include outreach to non-members in the region through an invitation process. The committee is also beginning the process of updating parts of the NORDP web page, particularly the job board, and also making sure that the active NORDP regional groups (Northeast and Southeast) have places on the site where they can make information available to their members.

Enhancing Collaborations – Karen Eck. The plan is to move forward with developing the collaboration continuum. The committee will try to parse it into activities that can be used, webinars, workshops, etc., so the tool becomes of value to the membership.

Other Business

NORD/LDRD – David Stone. The election is ongoing (closes May 21st), so if you have not voted already, please do so. The Board of Directors met Tuesday evening (April 28) and elected officers for next year, who will be formally constituted as the Executive Committee of the Board. The officers are: Rachel Dresbeck, president; Gretchen Kiser, vice-president/president-elect; Michael Spires, secretary; Peggy Sundermeyer, treasurer.

At yesterday's session on launching NORD there were approximately 50 people in attendance, with lots of energy and ideas. Stone will work to establish a platform, outside of Memberclicks, for them to use as a collaboration tool to begin exploring some of these ideas. It's becoming clear that the work being done by the Enhancing Collaborations committee will produce articles and data and presentations that are exactly the sorts of things that should be coming out of research development as a field. The sporadic surveys we have done about membership and salaries are another way of producing data that describes the profession as it exists now. An analytics group is likely to become a part of NORD. Information will be sent out in a month or two about how interested individuals can participate in NORD.

The Leadership Development for Research Development (LDRD) program was introduced on the first day of the conference. This will be another mechanism, sitting outside of EPPD (and that line will have to be drawn carefully between what constitutes professional development versus leadership development), but it is clear that the skills research development professionals possess are those that higher education and research leadership are looking for. If we are going to be honest about creating professional career paths, there are multiple paths for which NORDP members have the skills and simply need the leadership development, training, and mentoring to move into those positions. They can then become allies for research development in those positions. This is a long-term development strategy; the group will begin to roll out pieces of the program and seek feedback from the membership about what they need, want, consider valuable, etc.

Stone will be taking on leadership of NORD as immediate past president. It is not yet determined exactly how LDRD will be run or managed, but a contact person will be identified in the relevant announcements so interested members have a point of contact for questions, comments, and expressions of interest.

There being no further business, the annual business meeting was adjourned at 12:20 pm.

Respectfully submitted,
Michael Spires, NORDP Secretary