

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

**March 25, 2014**  
**(approved at April 22, 2014 meeting)**

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, March 25, 2014.

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

### **Approval of Draft February Board Meeting Minutes – Alicia Knoedler.**

The minutes were reviewed and voted on, they were approved as written.

### **Treasurer’s Report (for Sept – February operating budget) – Peggy Sundermeyer**

Balance sheet and budget versus actual were posted to BaseCamp. Peggy noted that there are no surprises, everything is running according to our proposed budget. There was a question about the general flow of funds, with money coming in for conference registrations, and then a lot of expenditures in April, May and June around the conference. The report was approved by the Board.

### **Discussion of potential Program for Externally Evaluating Research Development (PEERD) projects – Peggy Sundermeyer**

The PEERD program has already had some inquiries about the services. These would be pilots, since we don’t have our reviewers in place. The core team (J. Eardley, P. Sundermeyer and S. Carter) volunteered to serve this time so as not to lose the business. Some concern was expressed by a Board member that there could be a perception of COI. There was discussion about how to advertise for reviewers, that this should be a transparent process. The criteria will need to be very clear.

### **Talley Management Group suggestions for admin improvement – Alicia Knoedler**

Peggy, Dave and Alicia have been talking with Talley about NORDP’s needs and a transition plan. Joe had asked about coming to national conference. The conference committee agreed he should come. Onsite registration and adjusting people’s registrations, but not check-in.

Chris said they have begun the process of changing all points of contact to Talley (emails, phone, etc.). Talley has been meeting with Alicia to get up to speed on admin needs.

Reporting—Talley has created a dashboard for reporting. Membership, financial, and event registration can be shown in this dashboard. Talley would like to handle some meeting support (scheduling, setting up conference calls, etc.)

They can help with webinars, too—they know WebEx. Jaine asked what are the rules for contacting Talley directly? Joe said there are no formal rules for contact. Chris Gruber will be handling most of the day-to-day. Joe will do more of the strategic input.

Some treasurer email (W-9s etc.) can be handed over to Talley. A question was asked about conference support, is this something that Talley can do in the future? They have capacity to do this, but it hasn't been arranged yet. We can still use Matt Dunn for some website changes, it depends on what we are comfortable with.

### **Development of formal regional chapters – Anne Windham**

The NORDP Northeast regional group has been meeting informally since 2011, the group has two meetings a year bracketing the annual conference (Jan and July), about 25-30 attendees. There are 60-70 people on the NORDP NE email list, some are members and some we are trying to recruit. Trying to get more members in Maine and Vermont, as well as Connecticut. NORDP NE tries not only to recruit new members but to engage members to serve on local chapter committees, in hopes that this might be a path to serving on national level committees. Group is now led by Kathy Cataneo at UNH, who asked Anne to ask the Board about formalizing the regional groups. The questions was asked, what do we mean by formalizing? Anne said perhaps a small budget (currently break-even), perhaps a webpage on the NORDP site, we aren't using the listserv but perhaps in the future we could use that.

The Board recommends that NORDP NE reach out to NCURA. NCURA provides good support for setting up regional meetings, etc. Marjorie noted that SRA has regions and chapters, she offered to get some information from them. Ann McGuigan noted that she was active with regional NCURA, there was a fair amount of reporting (annual finance reporting), committee reporting, this might be a lot to take on and we should give it some thought. Some concern about competition, how might it impact attendance at the national meeting. NCURA regional groups have Bylaws, sponsors, officers. Best to build it relational, feeding into the larger mission. Board asked about other regional groups (Chicago, California state system, Texas, DC area, North Carolina, Rutgers).

Board requested a write-up of requested resources.

### **Pre-conference workshops – Jaine Place.**

Holly has 63 participants (the system didn't shut down at 50 maximum). Tina has 45 signed up. We are way past break even on this. The next milestone is to update their learning objectives and outline of the course by April 1, by May 1 they will deliver their slides. The Board was very pleased with how well this has gone. A board member asked if there would be an evaluation form, Jaine said yes they will do one, more detailed than the webinar form.

### **2014 Conference updates – Rachel Dresbeck**

Registration is at 246 people compared to 189 last year. Rachel would like it to get to 300, asked that Board members with access to NCURA and SRA to help figure out cross-advertising. Talley will be able to help with registration issues which will be a big help. Sponsorship \$32,500, one more

potential sponsor coming in (FreeMind). There will be a printed program and an online program too as a cost-saving, also is more flexible for updates.

- a. Program updates. One keynote speaker on Monday night (Sally Rockey). One of the plenary speakers has been changed to a keynote.
- b. Things needed from the Board. There are two Roundtable time slots. Rachel asked Board members to host informal gatherings during this time. Marjorie volunteered to lead one informal group, asked if there are specific topics or open for suggestions. She would like to talk about starting up an office. Rachel would like more volunteers. She would also like text from committee chairs about what their committees do, to help promote the committees to newer people when they go to committee meetings at conference.
- c. Scholarships. There were 10 applications, this is down from last year but sequestration may have played into last year's high numbers. 6 awards were made. Most of the awardees were RD people in university settings, one consultant also given a partial award. The justifications were not very well written or very strong. The consultant applications caused some discussion among the scholarship committee members. There was concern particularly if, as some of the consultant applicants did, they listed their reason for attending the meeting to make connections and increase their own business. This doesn't seem an effective way to improve the NORDP community. A Board member noted that we should support consultants, who are often individuals or working in a small group and could use the assistance, if they make a case that they are also bettering the organization (making a presentation or the like). So, the same criteria we'd use for a non-profit member.

There was more discussion about the need to differentiate between for-profit members; small one-person or several person shops, people between full-time jobs who are working as consultants, etc. should not be grouped with those working for large for-profit entities.

The NORDP 2015 hotel conference has been signed. Jaine recommended a separate program chair for next year.

Needs from the Board. Roundtable sessions, needs facilitators. Topics can be whatever you want.

Rachel requests a write-up from each of the committee chair to help sell the committee meeting.

Committee reports

### **External Engagement** – Jeff Anderson

APLU membership and also AAAS, there was discussion about advocacy versus lobbying. These new relationships are an opportunity to raise NORDP's profile nationally. It was suggested that the President or past President engage at these levels.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Anne Windham  
NORDP Secretary