

Board of Directors Meeting
Thursday, April 2, 2015

Board Members Present

(those present denoted with underline)

Jon See, Mary Beth Maddox, Stacey Willenborg, Ryan Elias,
Maryam Henson, Brian Darmody, Jennifer Leed Schwartz, Jamie Shattuck, Jessica Watts,
Mona Ellerbrook, Brent Burns, Donald McGowan,
Kathy Lynch, Sacha Patera, Mitzi Richards, Olof Westerstahl,
Michael Ransom, Justine Schaffner

Others Present

Emily Pualwan, Allyson Williams

Call to Order

Mary Beth called the meeting to order. Emily called Roll.

Consent Agenda

Mitzi motioned to approve the consent agenda. Michael seconded.
MOTION APPROVED.

Old Business

No additions to submitted report

Committee Updates and Reports

Please see committee update reports attached at the end of the minutes. Additional comments are noted herein.

a. **Strategic Planning**

No additions to submitted report

b. **Mid-Winter Meeting**

No additions to submitted report

c. **Executive Committee**

No additions to submitted report

d. **Conference Planning**

Brian informed the Board James Dillard, Senior Vice President, Regulatory Affairs and Chief Innovation Officer, Altria Client Services has accepted to be a keynote speaker at the annual conference. An offer has been made to Dr. Willie E. May, acting Director of the National

Institute of Standards and Technology (NIST) and NACRO should get an answer quickly. The press release will coincide with the website and registration going live.

e. **Benchmarking**

Annual Membership Survey:

The AMS subcommittee is continuing their work on identifying a set of core questions for the new membership surveys. In addition to this process, they have been collecting recommendations for flex question from all NACRO committees, which is intended to supplement the surveys. These will be shared with the Benchmarking Committee for further evaluation and input.

Resulting from mid-winter discussions, the AMS Implementation/Analysis subgroup distributed a “One Question” survey to those participants who attended the leadership meeting. The goal is to help identify measures of “successful” university/industry engagement. Ultimately, the hope is for this information to be used in establishing metrics and the adoption of a set of standards for academic- corporate partnership programs like CASE and AUTM. To date, twelve responses have been received. If successful, the data collected could lead to a white paper that would further secure NACRO’s place as the standard for university-corporate partnerships.

Best Practices Website:

A call for new “good practices” submissions for the website has been drafted and will be posted for the general membership via the NACRO monthly newsletter. The subcommittee has started to review existing BP to make sure that they are still applicable. The BP group will continue to look for ways to refine and improve this web-page, and will update the site with new information as it is available.

Centers Whitepaper:

The Centers subcommittee has completed a first draft revision of the white paper, including sections and sub-sections, highlighting industry, university and CRO roles in Center development. This draft will be shared with Jon See and Sacha Patera for review and edits. The subcommittee will plan to meet again for further discussion and revisions based on their feedback.

As the Benchmarking committee continues to make progress on their initiatives from the mid-winter meeting, they are also actively engaged in planning discussions for their upcoming session at the NACRO Annual Conference scheduled in July.

f. **Marketing**

No additions to submitted report

g. **Site Selection**

Stacey reminded the Board the deadline for RFP submissions is April 20, 2015. The committee is currently working on revising the annual RFP for 2017.

h. **Nominating**

The nominating committee provided an article that was published in the April newsletter.

i. **Finance**

No additions to submitted report

j. **Professional Development**

Don shared with the board that Kathy continues to work on the Master Class. Don is working with Jessica Watts to develop a brochure for the 101 level class.

k. **Strategic Alliances**

Brent informed the board NACRO will participate at AUTM 2016. Todd Cleland represented NACRO and attended UIDP at Purdue University. He is working on partnership opportunities between NACRO and UIDP regarding the corporate relations boot camp in September.

Regarding Industry, Paul Roben will attend the BIO International Convention held in Philadelphia during June.

New Business

No additions to submitted report

Announcements

The next BOD meeting will be held May 7, 2015.

Committee Update Reports

a. **Strategic Planning**

b. **Mid-Winter Meeting**

c. **Executive Committee**

d. **Conference Planning**

e. Benchmarking

f. Marketing

- NACRO Ally Program: New member benefit (similar to previous mentor program); 2 facilitators to 5-10 participants, attempt to group by region. Please see attachment for further details. We hope many members of the NACRO board will consider acting as facilitators for these groups.
- Website and communication: Continuing to work to transfer servers for NACROcon. Once this is in place, we will be working to add content on the conference to NACROcon, finalize the registration forms in collaboration with ASG and get conference registration ready to open by May 1. Communication to active members about conference registration opening in May newsletter.
- Job Board: Completed conversation of job board to LinkedIn.
- NACRO News: Attached is the draft editorial calendar for the newsletter. We would like to request that each committee “sign up” with Pete Trakas (ptrakas@usf.edu) for one or two short articles or updates on committee efforts over the course of the next 8 months, to promote the efforts of your committee.

g. Site Selection

h. Nominating

i. Finance

The committee has begun the process of seeking outside representation to perform an audit of the NACRO financials. This audit will occur annually and is meant to provide an additional level of comfort for the organization. The committee has reviewed the latest projections for the 2015 Annual Conference and feels comfortable with the anticipated expenses. The Conference is allocated a budget of \$350 per attendee. The current projected expense is \$298 per attendee. At the next Finance Committee meeting we will be delving a bit deeper into ASG Billings and potential areas of revenue generation.

j. Professional Development

k. Strategic Alliances