

NEDRA BOARD MEMBER HANDBOOK

July 2007

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NEDRA OFFICERS AND BOARD OF DIRECTORS 2007-2008
ADDRESSES AND IMPORTANT DATES
 (updated June 2007)

Name	Telephone (work)	E-mail
NEDRA Office (CAMI)*	(781) 894-1457	office@nedra.org
Dave Chase	(508) 790-2500	davechase@donorresearch.com
Nancy Faughnan	(203) 432-7727	nancy.faughnan@yale.edu
Lisa Howley	(508) 286-3479	Howley_Lisa@wheatonma.edu
Allison King	(978) 745-9500 x3161	allison_king@pem.org
Elise Lafosse	(860) 768-2449	lafosse@hartford.edu
Joe Medina	(207) 859-4333	jmmedina@colby.edu
Jill Meister	(413) 529-3309	jmeister@williston.com
Amy Minton	(207) 725-3487	adelong@bowdoin.edu
Heather Reisz	(617) 369-4268	HReisz@mfa.org
Rick Snyder	(207) 799-3546	rick@helenbrowngroup.com
David Sterling	(413) 796-2231	dsterlin@wnec.edu
Dina Zelleke	(617) 496-6165	dina_zelleke@harvard.edu

*The Center for Association Management, Inc.

Primary CAMI Liaison (re: Board interaction): Monique Toon

CAMI Vice President (oversees NEDRA contract, etc.): Linda King

<p>Board meeting dates for 2007-2008 (to approve at retreat)</p> <p><i>Tuesday, September 11, 2007</i> (11 am – 4 pm, CAMI headquarters)</p> <p><i>Tuesday, January 8, 2008</i> (11 am – 4 pm, CAMI headquarters)</p> <p><i>Wednesday, April 30, 2008</i> (pre-conference 1pm – 4pm)</p> <p>2008 Annual Conference: Renaissance Providence Hotel May 1 and 2, 2008</p>	<p>NEDRA's full address: NEDRA 77 Rumford Ave., Suite 3B Waltham, MA 02453 Tel. (781) 894-1457 Fax. (781) 647-7222 Email: office@nedra.org</p> <p>Website: http://www.nedra.org</p> <p>NEDRA's Federal ID#: 04-2971962 (Under the US tax code, NEDRA is a 501(c)(6) not-for-profit)</p>
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NEDRA OFFICERS and BOARD OF DIRECTORS 2007-2008
CONTACT INFORMATION and BOARD ASSIGNMENTS

PRESIDENT

Jill Meister (2005)

2nd term expires 2009

Director of Research
The Williston Northampton School
19 Payson Avenue
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Tel: (413) 529-3309
Fax: (413) 529-3427
E-mail: jmeister@williston.com
Cell: (401) 258-0843
Home: (413) 201-1301

VICE PRESIDENT and PRESIDENT-ELECT

Rick Snyder (2004)

2nd term expires 2008

Senior Associate
The Helen Brown Group, Inc.
164 Virginia Street
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Fax: (207) 799-3517
E-mail: rick@helenbrowngroup.com
Home: (207) 272-3246

TREASURER

David Sterling (2006)

1st term expires 2008

Director of Advancement Research
Western New England College
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Fax: (413) 796-2219
E-mail: dsterlin@wnec.edu

SECRETARY

Lisa Howley (2005)

2nd term expires 2009

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Wheaton College
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Fax: (508) 286-8274
E-mail: Howley_Lisa@wheatonma.edu
Cell: (401) 793-0648

SPONSORSHIP CHAIR, CONFERENCE VICE CHAIR

David Chase (2004)

2nd term expires 2008

President
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Centerville, MA 02632
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E-mail: davechase@donorresearch.com

CONFERENCE CHAIR AND MENTOR CHAIR

Nancy Faughnan (2006)

1st term expires 2008

Assistant Director for Research
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Office of Development
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CO-EDITOR, NEDRA NEWS

Allison King (2006)

1st term expires 2008

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CO-EDITOR, NEDRA NEWS

Elise Lafosse (2006)

1st term expires 2008

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University of Hartford
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Joe Medina (2007)

1st term expires 2009

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EDUCATION CHAIR, CONFERENCE

VICE CHAIR

Amy (DeLong) Minton (2005)

2nd term expires 2009

Director of Development Research
Bowdoin College
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VOLUNTEER CHAIR, CONFERENCE

VICE-CHAIR

Heather Reisz (2006)

1st term expires in 2009

Assistant Director of Research
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Dina Zelleke (2005)

2nd term expires 2009

Director of Research and Alumni
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MEMBER EX OFFICIO

Monique Toon

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Board Terms, Meetings, and Communication

NEDRA is governed by a board of 12 members, each elected for a two-year term. Historically NEDRA has had an annual turnover of between 2 and 6 seats (out of 11-12 total). Each Board member is eligible to serve up to three consecutive two-year terms (six consecutive years of Board service in total). The current CAMI association manager assigned to us also serves on NEDRA's board in an ex officio (non-voting) capacity that carries no term limits.

Per our Bylaws, the Board may vote to change its size whenever it sees the need to do so; the number has been 11 since the 1990s. In 2005 we added a 12th seat, and we may wish to add 1 to 3 more in near future.

The NEDRA Board follows this annual schedule:

July: Board Retreat

September – May: Three (3) meetings total, held quarterly (September, January and April)

April or May: Annual Conference & Business Meeting

New directors are elected at the Conference in April/May, and begin serving with the Annual Retreat in July.

Location: Since early 2007, Board meetings have been held at CAMI Headquarters. With the agreement to make meetings longer, but less frequent, the meeting time has been changed to 11 am – 4 pm. This may change if less time is needed to meet. This location is fairly central to the board membership.

Inter-Board Communication

The NEDRA Board has used a Yahoo-group (free email list-serv from Yahoo) in recent years. The YahooGroup name is **NEDRA_BOARD**.

The URL: http://groups.yahoo.com/group/NEDRA_BOARD/

The current YahooGroup moderator is Dave Chase. In the past, the Board has discussed whether to stay with YahooGroups or migrate to another method of regular group-discussion via web and email.

The YahooGroup has a **Files** section which contains many NEDRA documents, such as past meeting and retreat minutes.

The Board has instituted as of Summer 2007, monthly scheduled conference calls for the following areas: Officers, Conference Committee, and Education Committee

NEDRA: An Annual Calendar

Month	Administrative	Conference & Programs	Membership & Member Services	Communications
<i>July</i>	<ul style="list-style-type: none"> • Board Retreat & Orientation • Begin solicitation of vendors for year long sponsorships 	<ul style="list-style-type: none"> • Plan year's programming • Book keynote speaker (if not sooner) 	<ul style="list-style-type: none"> • Acquisition/outreach letter (optional) 	<ul style="list-style-type: none"> • 7/01 Summer NN mail date
<i>Aug.</i>		<ul style="list-style-type: none"> • Finalize Fall programs • Book conference speakers/sessions 	<ul style="list-style-type: none"> • Reminder letter to non-renewers 	<ul style="list-style-type: none"> • Plan Winter issue of <i>NNews</i>
<i>Sept.</i>	<ul style="list-style-type: none"> • Board meeting 	<ul style="list-style-type: none"> • Finalize Winter programs • Book conference speakers/sessions 	<ul style="list-style-type: none"> • Set up Mentor Program/Data for the year, based on renewal info 	<ul style="list-style-type: none"> • 9/01 Fall NN copy deadline
<i>Oct.</i>			<ul style="list-style-type: none"> • 2nd reminder letter, phone-call outreach 	<ul style="list-style-type: none"> • 10/01 Fall NN mail date
<i>Nov.</i>		<ul style="list-style-type: none"> • Finalize Spring programs • Produce Conference Brochure 		<ul style="list-style-type: none"> • Plan Spring issue of <i>NNews</i>
<i>Dec.</i>	<ul style="list-style-type: none"> • Form Nominating Committee 		<ul style="list-style-type: none"> • Prepare for AC Award 	<ul style="list-style-type: none"> • 12/01 Winter NN copy deadline
<i>Jan.</i>	<ul style="list-style-type: none"> • Call for nominations • Board meeting • Annual fiscal report 		<ul style="list-style-type: none"> • Mail Directory early Jan. • Call for Ann Castle Award nominations 	<ul style="list-style-type: none"> • 1/01 Winter NN mail date
<i>Feb.</i>	<ul style="list-style-type: none"> • Nomination process • Submit Directory and fiscal report to APRA 		<ul style="list-style-type: none"> • AC Award selection process 	<ul style="list-style-type: none"> • Plan Summer issue of <i>NNews</i>
<i>March</i>	<ul style="list-style-type: none"> • Board meeting • Nomination Slate decided 	<ul style="list-style-type: none"> • Last-minute Conference tasks 	<ul style="list-style-type: none"> • Set members fee for coming year • AC Awardee notified 	<ul style="list-style-type: none"> • 3/01 Spring NN copy deadline
<i>April</i>		<ul style="list-style-type: none"> • Conference! 		<ul style="list-style-type: none"> • 4/01 Spring NN mail date
<i>May</i>	<ul style="list-style-type: none"> • Board meeting • Negotiate annual CAMI contract 	<ul style="list-style-type: none"> • Plan Fall programs • Select next year's conference location 	<ul style="list-style-type: none"> • Prepare membership renewal letter 	<ul style="list-style-type: none"> • Plan Fall issue of <i>NNews</i>
<i>June</i>		<ul style="list-style-type: none"> • Plan Fall programs cont'd 	<ul style="list-style-type: none"> • Renewal letter goes out to members early June 	<ul style="list-style-type: none"> • 6/01 Summer NN copy deadline
<i>Annual</i>				

Glossary

CAMI, "The Office". Beginning in 2005, NEDRA has subcontracted much of our administrative duties and function to CAMI, a Waltham-based company that does similar "association management" work for more than

a dozen professional and not-for-profit associations. Andrea Caldwell is NEDRA's contact and manager (from CAMI's side) of the CAMI-NEDRA relationship.

NEDRA's "Office" is located at the office of CAMI in Waltham. We use the terms "the Office" and "CAMI" interchangeably in Board conversation and documents; usually "the Office" refers to the staff of CAMI, who handle many of NEDRA's tasks and responsibilities.

RINGs. Regional Interest Networking Groups (see Section 7) are informal gatherings (usually lunchtime) meant to help NEDRA members network and share useful information with one another. Most RINGs have been two-hour mid-day events.

Frequently Asked Questions (FAQ)

What is NEDRA?

The New England Development Research Association (NEDRA) was formed in 1987 to provide networking and professional education opportunities for development researchers across New England. Its mission and focus remains the same today. (For full mission and bylaws, see Section 3. For more historical background, see Section 10.)

What is NEDRA's legal and tax status?

Under the IRS code, NEDRA is classified as a 501(c)(6) organization, meaning a "Nonprofit Professional Association" that is expected to collect revenue only to pay its own operating expenses (not to fund external charitable projects, for example). NEDRA's federal ID # is 04-2971962. NEDRA is incorporated in Massachusetts and became an independently operating chapter of APRA (entitled to APRA chapter benefits such as event liability insurance) in 2005.

What geographic areas and types of organizations does NEDRA serve?

NEDRA's programs are held in the six New England states. Our member base represents higher education (58%), private secondary and elementary schools, hospitals, religious and social service organizations, arts and cultural institutions, and regional offices of national charities, plus numerous research consultants, freelancers, and vendors. Membership is open to anyone, anywhere; we have several non-New England NEDRA members and many of them tell us they keep a membership in NEDRA primarily to receive our quarterly *NEDRA News*. See next Section 2 for detailed Membership statistics by state and by type of organization.

(continued)

(FAQ, continued)

How does NEDRA membership work; what is a year's membership?

A year's membership in NEDRA runs from July 1 to June 30, and the cost is \$85. A NEDRA membership belongs to whoever (individual or employer) paid for it. Thus if a NEDRA member leaves Harvard to work at Yale, then Harvard may fill that membership slot with a new employee, and the NEDRA member who changed employers should make new membership arrangements with Yale. (For more details see Membership Policy, Section 3.)

What does someone get as part of the annual Membership fee?

- Member registration rate at all programs (usually about 20% less than non-member rate); free admission to all RINGs (regional interest networking group meetings)
- All mailings, including announcements for regional programs, RINGs, and Conference
- Four issues of NEDRA News, an 8-12 page quarterly resource on research strategies and discussions of broader issues relevant to our profession
- Membership Directory with contact information by individual, as well as indexes of members by institution, institutions by non-profit type, and institutions by advancement software used. Individuals who join or re-join NEDRA anytime between Spring Conference and November will be listed in the following January directory.
- Free posting of job openings at their place of employment on our website, www.nedra.org
- Individuals who join NEDRA part-way through the membership year may receive the current Directory as well as any back issues of NEDRA News for that year.
- Eligibility to become part of NEDRA's mentor/mentee program
- For-profit members will soon have the opportunity to be listed professionally on a resource page within the NEDRA website.

MEMBERSHIP PROFILE

This is the 2005-2006 Membership Directory of the New England Development Research Association. We are currently 293 strong. NEDRA members have a strong base in New England and we are expanding in numbers, geography, and specialization. The total reflects members of record as of October 29, 2005.

<u>Membership Longevity</u>	<u>Count</u>	<u>Percent</u>
2005-2006 New Members	35	11.8
2004-2005 Renewing Members	258	88.1
<i>Totals</i>	293	100.0

<u>Geographic Distribution</u>	<u>Count</u>	<u>Percent</u>
MA	194	66.2
CT	36	12.3
RI	16	5.5
ME	13	4.4
NH	12	4.1
NY	7	2.4
VT	5	1.7
MN	4	1.4
CA	2	0.7
FL	2	0.7
NJ	1	0.3
PA	1	0.3

<u>Prospect Research Experience</u>	<u>Count</u>	<u>Percent</u>
10 or more years	46	15.7
5-10 years	96	32.8
3-4 years	24	8.2
1-2 years	42	14.3
Less than 1 year	11	3.8
Unspecified	74	25.3

<u>Organizational Type</u>	<u>Count</u>	<u>Percent</u>
Higher Education	152	51.9
Primary/Secondary Education	30	10.2
Healthcare/Medical	22	7.5
Consultant/Vendor	17	5.8
Other	10	3.4
Arts/Cultural	8	2.7
Social/Community Service	4	1.4
Religious	2	0.7
Scientific Research	2	0.7
Environmental/Conservation	1	0.3
Public TV/Radio	1	0.3

<u>Advancement Software Used</u>	<u>Count</u>	<u>Percent</u>
Blackbaud/Raiser's Edge	46	27.9
Unspecified	25	15.2
Other	23	13.9
Banner	16	9.7
Datatel/Benefactor	16	9.7

BSR/Advance	13	7.9
Millennium	12	7.3
Customized/Homegrown	4	2.4
Microsoft Access	3	1.8
PeopleSoft	3	1.8
Giftmaker Pro	2	1.2
Quodata/Fundal	2	1.2

MEMBERSHIP PROFILE

[From January 2005] This is the 2004-2005 Membership Directory of the New England Development Research Association. We are currently 295 strong. NEDRA members have a strong base in New England and we are expanding in numbers, geography, and specialization. The total reflects members of record as of December 31, 2004.

<u>Membership Longevity</u>	<u>Count</u>	<u>Percent</u>
2004-2005 New Members	33	11.1
2003-2004 Renewing Members	<u>262</u>	<u>88.2</u>
<i>Totals</i>	295	100.0

<u>Geographic Distribution</u>	<u>Count</u>	<u>Percent</u>
MA	192	65.3
CT	34	11.6
RI	15	5.1
ME	14	4.8
NY	11	3.7
NH	11	3.7
VT	5	1.7
MN	3	1.0
CA	2	0.7
NJ	2	0.7
PA	2	0.7
FL	1	0.3
TX	1	0.3
Canada	1	0.3

<u>Prospect Research Experience</u>	<u>Count</u>	<u>Percent</u>
10 or more years	60	20.4
5-10 years	80	27.2
3-4 years	34	11.6
1-2 years	47	15.9
Less than 1 year	20	6.8
Unspecified	54	18.4

<u>Organizational Type</u>	<u>Count</u>	<u>Percent</u>
Higher Education	172	58.5
Primary/Secondary Education	37	12.5
Consultant/Vendor	26	8.8
Healthcare/Medical	24	8.2
Arts/Cultural	13	4.4
Scientific Research	5	1.7
Social/Community Service	4	1.4
Religious	2	0.7
Environmental/Conservation	2	0.7
Public TV/Radio	1	0.3
Other	9	3.1

<u>Advancement Software Used</u>	<u>Count</u>	<u>Percent</u>
Blackbaud/Raiser's Edge	64	21.8
BSR/Advance	43	14.6

Unspecified	34	11.6
Customized/Homegrown	26	8.8
Millennium	28	9.5
Datatel/Benefactor	23	7.8
Banner	29	9.9
Other	34	11.6
Microsoft Access	8	2.7
PeopleSoft	1	0.3
Giftmaker Pro	2	0.7
Quodata/Fundal	2	0.7
AIMS	1	0.3
Advocate	1	0.3

(End of Section 1 -- Statistics)

- Membership Statistics (from Office data)
- Financial Report for 2005 (from 2005 Conference handouts)
- Prior financial reports if available

(about 3-5 pages total)

MISSION STATEMENT

The New England Development Research Association is a non-profit professional association for development researchers. Our members include new researchers, experienced information professionals, and managers of research departments, as well as front-line fund raisers. NEDRA promotes the professional status of researchers in the development community and provides educational, training, and networking opportunities to members. Our goal is to help members uphold the highest standards of professionalism and ethics in development research by sharing information about research techniques, sources and principles through programs and publications.

NEDRA was founded in 1987 by a group of development researchers who felt their shared interests and concerns could be best addressed by an organization focused on research and its expanding role in institutional advancement. You do not need to live in New England to join. We now serve members in the six New England states and beyond, including New York, Pennsylvania, California, and Canada. NEDRA has maintained a policy of keeping membership fees low to make the organization's benefits accessible to all.

Because NEDRA's programs and services are developed *by* researchers *for* researchers, we are focused on the needs and concerns of the research community. We welcome your suggestions for new programs and improvements. Please direct your comments to any NEDRA Board Officer or Director listed herein.

ETHICS STATEMENT

NEDRA was formed to promote professional status among development researchers, to provide educational information focusing on, but not limited to, skills exchange; and to foster networking support.

NEDRA's membership is open to individuals who seek a positive association with the development research community and whose terms of affiliation shall not be contrary to the goals of the Association, and who shall uphold the responsibilities and integrity of the Association without conflict of interest.

Members will avoid activities that may damage the professional reputation of researchers, their employers or of those from whom we gather information. Members' methods should comply with the legal guidelines set forth by their organization's legal department and the ethical guidelines set forth by the institution.

Members will not misrepresent themselves or their purpose in order to obtain information that a source would ordinarily withhold.

Members shall respect the confidentiality of all information gained and refrain from divulging or using information for other than its intended purpose.

NEW ENGLAND DEVELOPMENT RESEARCH ASSOCIATION BY-LAWS

(revised April 2007)

ARTICLE I - NAME OF ORGANIZATION

The name of the organization shall be the New England Development Research Association.

ARTICLE II - PURPOSE AND METHOD

The purpose of the Association shall be:

- to promote professional status among development researchers
- to provide educational information focusing on, but not limited to, research skills exchange
- to foster networking support.

These purposes shall be carried out through meetings, programs, and other activities.

ARTICLE III - MEMBERSHIP

The Association's membership will be open to individuals who seek a positive association with the development research community and whose terms of affiliation shall not be contrary to the goals of the Association, and who shall uphold the responsibilities and integrity of the Association without conflict of interest.

There will be an annual individual membership fee for anyone joining the Association. For purposes of membership, the year shall be defined as July 1st to June 30th. Memberships enacted within a year shall terminate at the end of the year in which they are enacted. The membership fee will be determined by the Board of Directors. There will be no prorating of dues. No organization or group rates are available.

ARTICLE IV - BOARD OF DIRECTORS

SECTION A - BOARD MEMBERSHIP

The Association shall be governed by an elected Board of Directors composed of eleven members of the Association, and the immediate past president, if their term has expired, may serve as an ex-officio member and have voting rights.

SECTION B - TERM OF OFFICE

Each Director shall be elected through a process of nomination and under the authority of the bylaws of the Association serve one (1) but not more than three (3) consecutive terms, a term being two (2) years. Furthermore, a Director may be re-elected only so long as the Director remains in good standing and is deemed by a majority of the Board to be eligible for continued membership. The term of office shall conform to the academic year ending June 30th.

Each elected Board member shall have an equal vote of not more than one (1) and shall forfeit that vote if absent from a regular Board meeting. In the event that said Board member is unable to attend a Board

meeting, that Board member may designate an alternate who may execute the Director's vote and that alternate's vote shall have an equal value of not less than one (1).

SECTION C - ELECTION OF OFFICERS/DIRECTORS

Nominations shall be received by a Nominating Committee 30 days prior to the Annual Spring Membership Meeting. The Nominating Committee shall be named by the Board and be composed of five (5) members, including two Board members, at least one of whom shall not be a member of the Board, and the president and immediate past president will serve as ex-officio members of the committee. In the event that the immediate past president is unable or unwilling to serve on the Nominating Committee, the position shall be filled by another former member of the Board. Nominations will be accepted from any member of the Association. A nominee must also be an Association member. Election of officers and Directors will be determined by a majority vote of the membership at the Annual Meeting..

To be eligible for nomination as President of the Association, a nominee must be employed by a nonprofit institution or must be an independent development researcher who works under contract for non-profit institutions. Vendors of for-profit entities and those representatives or consultants primarily engaged in the marketing or sale of goods or services to the development research profession shall not be eligible. No more than 33% of the Board shall be consultants or employees of for-profit companies at any one time.

A current Board member can be nominated as an officer without an extension of the member's term of service. Upon the resignation of the officer, the Board can appoint a Director to complete the Officer's term. The president shall not be appointed to a one-year term. The president will serve for a two year term. If the president is appointed in his or her last eligible year of directorship, that person's term will be extended by one year.

SECTION D - VACANCIES ON THE BOARD

A vacancy on the Board shall be said to occur when and if a Director becomes disqualified, deceased, resigns, or whenever the Board shall elect to increase its membership. When a vacancy occurs, the Board will nominate and approve a new Director from the membership-at-large to fill the term of office of the former Director.

SECTION E - STRUCTURE OF THE BOARD

The Board shall be composed of four (4) Officers and a minimum of seven (7) Directors:

Officers

President

Chairs all meetings, acts as spokesperson for the membership-at-large and sets the agenda for the Board meetings.

Vice-President

Acts as President in the President's absence.

Secretary

Takes minutes at all meetings, distributes agenda and minutes to all members of the Board.

Treasurer

Maintains financial accounts for the Association.

Directors

At least seven (7) directors whose responsibilities include promoting the aims of the Association and assisting the Officers with their duties.

SECTION F - MEETINGS

The Board of Directors shall meet at least four (4) times during each fiscal year. The annual meeting shall be held in conjunction with the Annual Conference.

Any Director absent for two (2) consecutive meetings without reasonable or sufficient cause may, upon consideration of the Board, be removed from office. Not less than three-quarters (3/4) of the elected Directors shall be required in attendance to constitute a quorum, with not less than a majority of those present voting in order that an issue be approved or ratified.

Agendas shall be distributed at least one week prior to the Board meeting and the minutes within one week after.

SECTION G - POWERS AND AUTHORITY

The Board of Directors shall have the ultimate authority to make and execute all rules, policies and/ or decisions necessary in order to conduct the affairs of the New England Development Research Association in an efficient manner.

MEMBERSHIP BENEFITS AND POLICY

Members of the New England Development Research Association benefit from a variety of useful services: a year-long program of workshops, forums and networking opportunities, including NEDRA's Annual Conference; quarterly issues of *NEDRA News* and the annual Membership Directory; the Mentor Program which provides access to experienced researchers for those new to the field; Regional Interest Networking Groups (RINGS); the annual Ann Castle Award to recognize outstanding contribution to the field of development research; and more.

NEDRA's membership year runs from July 1 to June 30. Upon joining NEDRA, new members will receive the NEDRA Membership Directory and any back issues of *NEDRA News* from the current fiscal year. In addition, new members are immediately eligible to register for upcoming NEDRA programs at the member rate, which is usually 15-20% less than the non-member rate. Pro-rated or rolling memberships are not available. There is one class of membership for individuals representing non-profit institutions and individuals representing for-profit institutions. Individual memberships are offered to individuals working for non-profit institutions and to individuals working in for-profit situations, such as employees of commercial services, products, and consultancies, self-employed consultants and freelance research professionals.

If the membership is paid for by the non-profit organization, the membership is considered the property of that institution, and does not "move" with the individual if that person leaves the organization. Written notification from the institution is required in order to change the name assigned to, or otherwise "transfer," the membership.

If the membership is paid for by the individual (with a personal check or credit card), the membership "moves" with the individual. Address and title changes on such memberships can be made at any time by phone, fax, or email to NEDRA.

NEDRA reserves the right to prohibit the transfer of a membership from one individual to another at the same institution more than once in any given 12-month period. *Please note that if you change organizations and your previous employer paid for the membership, you must rejoin NEDRA.*

NEDRA membership fees and the NEDRA membership policy are subject to review on an annual basis, with changes to the policy for the forthcoming year announced to the membership at the annual conference. Additional information and membership application are available online at www.nedra.org.

BOARD ROLES: Job Description for Director (All/General)

NEDRA is run by a volunteer board of directors who are elected by the membership and who meet six times a year. For a list of the past year's board members and their responsibilities, consult the NEDRA membership directory.

Attending Meetings: Meeting attendance is essential! We start with an all-day retreat in the summer. At this meeting, we establish major program objectives for the year, review current distribution of tasks, address management issues, etc. The Board meets five times during the school year, typically on a Tuesday afternoon from 1:00-4:00 p.m. We usually meet in September, November, January, March and May. This past year, we have been meeting at the Sheraton Tara in Framingham. In prior years we met at restaurants such as Periwinkles (Worcester), the Hartwell House in Lexington, and at Holy Cross.

Working Committees: This is a working board where each person takes an assignment; new members usually choose an area of work with a more experienced board member. There are several options, and people often rotate to a different role after a year.

Communication (in between meetings): Primarily by email, Yahooogroup, and phone. We depend very heavily on board members to use email for communicating NEDRA board business, typically during weekdays. We supplement with telephone and fax as needed.

Administrative Support: The Center for Association Management, Inc. (CAMI), a professional association management firm in Waltham, Mass., performs our administrative support service (bookkeeping, membership database, program publicity and registration, NEDRA News production, etc.) CAMI personnel are available for professional advice as well. We try to focus our efforts on program planning, organization and outreach. We work together, and share suggestions for programs, NEDRA News topics, resources, venues, etc.

The major tasks include:

- **Organizing Roundtables/Workshops:** 6-8 a year; each board member helps organize one: contacting possible presenters, identifying a site; or acting as host for the event, getting information to CAMI for production; arranging for any catering. Headed by the vice president and a program committee.
- **Organizing Annual Conference:** Everyone on the board provides some assistance, such as organizing a breakout session, seeking presenters, lining up sponsors, and more. CAMI handles some Conference-related tasks (see contract, page 3-15). Headed by at least 2 conference co-chairs, with assistance from other board members, and volunteers from the membership
- **Producing NEDRA News:** Four issues a year; may assist in writing, editing, contacting individuals who may have offered to write an article; coordinating production with CAMI. Managed by one to two board members.

Job Description for Director (All/General) (continued)

- **Maintaining Membership:** Work with CAMI on periodic mailings for membership renewal and outreach. CAMI handles data entry, the directory and mailings. Managed by one to two board members.
- **Maintaining <http://www.nedra.org>:** Coordinate with our professional server and monitor any updating of text on web pages. The website was started in 1999. Managed by one to two board members.
- **Coordinating the mentor program:** Assist with the coordination of a mentor program. This program was started

in 1999. Managed by one to two board members.

- Coordinating the RING program: Assist with the coordination of the RING program (Regional Information Networking Group). This program was started in 1999. Managed by one to two board members.
- Coordinating the Ann Castle Award: Facilitate the nomination and selection process for the annual NEDRA Ann Castle Award (see end of Section 6). This program was started in 2001. Managed by one to two board members.
- Filling Executive Roles: President, Vice President, Secretary, Treasurer. Filled by board members with previous experience at other board roles.

Board Roles: PRESIDENT (Original June 2000; partially updated July 2005)

The president is usually selected by the previous president and serves for two years. The president is the only officer who makes a two-year commitment.

INTRODUCTION: Overall, the president's role is to direct board members in broader ways, to ensure that

- NEDRA stays on track toward its programming, membership, and fiscal goals, and
- activities are compatible with each other and consistent with existing NEDRA mission statement, bylaws, programs, policies and procedures, and
- interface with CAMI is effective and consistent with our contract.

BOARD MEETINGS: Ongoing. At the summer board retreat, set up the schedule and location for all board meetings for the fiscal year. The last meeting of the year (May/June) can include both outgoing and newly elected directors. Be sure that by the May/June meeting outgoing board members turn over any files to their successors. Schedule the summer retreat during the preceding spring.

About two weeks in advance of each scheduled meeting, develop the agenda and email it to all board members. Include driving directions and reminders to bring any records of expenses. Also include a reminder to download the agenda as well as minutes of the previous meeting and bring respective copies. To develop the new agenda, refer to the previous meeting's agenda and minutes.

Contact each board member who needs to supply some report, to confirm their readiness, including bringing any copies of drafts for review. Remind the account executive at CAMI of the upcoming meeting, and the likelihood of certain board members' needs for reports (e.g. membership and treasury).

Contact the meeting venue and reserve space as needed.

In the meeting, keep the discussion moving; end the meeting on time. Be sure the secretary or a substitute takes minutes, and that the treasurer collects any reports of expenses, including board members' travel expenses. Arrange for payment of any meal.

Within the next few days, contact any board member or other person needed to complete some action. For example, if the president takes charge of securing sponsorships for the conference, email an updated report of board members' progress soon after the meeting.

LIST OF NEDRA CONTACTS AND KEY DATES: In preparation for summer retreat, gather contact information for all current/new board members, and update the Board Roster (page 1-1).

Board Roles: PRESIDENT *(continued)*

Add to that list the dates and address of all board meetings for the upcoming year, and the date and address for the annual conference, and possibly any other important dates. Finalize at Retreat.

Remind board members and CAMI that this list is for internal use of NEDRA board business only. In particular, home telephone numbers should not be inadvertently distributed to any other individuals or included in the Directory or on the website.

LIAISON WITH CAMI: Ongoing as needed; one summer meeting.

Maintain frequent contact with our accountant executive at CAMI regarding day-to-day matters, such as confirming progress on production of materials, or specialized calls received. Much of this can be done by email.

Monitor the annual contract, and discuss any concerns with Linda King or other designated executive. Mostly this means being familiar enough with the contract to recognize when a board member proposes a project that may involve CAMI in work not specified within the annual flat fee. Examples are: outreach mailings; significant format changes to publications; additional Roundtables beyond the number specified. See copy of most recent contract.

If the board wants to request work not specified in the contract, discuss this with Linda and determine the extra cost BEFORE any work is started.

If necessary arrange to meet with Linda and the account executive. In our first year, 1998-99, two board members met for a review after three months to discuss concerns and to alter some procedures.

The president and one other board member, most likely the treasurer, should meet with CAMI executives shortly before the NEDRA summer retreat to discuss the contract for the upcoming year, including any possible additions or changes to the scope of work. Obtain a draft and CAMI's proposed price and bring to the retreat for board discussion. Follow-up as necessary, and get the contract for the next membership year finalized before August 31.

In general, encourage each board member with a portfolio, e.g. treasurer, membership chair, or program chair to communicate directly with the CAMI account executive about day-to-day (within contract) services. If the board member is interested in an add-on, the board member should consult the president and they decide who should confer with Linda about any additional costs. CAMI very much prefers knowing there is one point person on the board for each program area or designated task.

In general, seek CAMI's advice about issues such as pricing, tax implications, membership policies, procedures, as well as database issues, formatting printed materials, etc. This will save NEDRA hassle and costs.

Board Roles: PRESIDENT *(continued)*

LIAISON WITH OTHER BOARD MEMBERS: Ongoing as needed. In general be aware of projects that other board members are managing and periodically check with them about progress, need for help, etc. Also in between meetings as issues come up, keep board members informed and/or solicit their opinion with broadcast emails. Encourage individual board members to do “homework” in between meetings, so that board meetings are more focused on group discussion.

CONDUCT ANNUAL MEETING FOR ALL MEMBERS: (part of Conference)

In April, write up agenda for board members and a brief talk covering highlights and crediting various individuals and organizations who helped NEDRA this year (e.g. organizations who donated space for meetings).

Check with board members who might make brief reports to the membership (treasurer, nominations for sure; possibly others) of their readiness. See attached sample in Section 5.

Secure certificates and gifts for any board members leaving the board. Past gifts have included engraved pens, jewelry, engraved clocks, and gift certificates. Certificates can be made with any software that can do special lettering.

Be sure the nomination and election process is completed. For further information, refer to section on Nomination Committee.

Obtain some bio background on the keynote speaker and any other morning speaker(s); write up highlights, and be ready to introduce these speakers.

UPDATE COMMUNICATION PIECES .Ongoing as needed. Various communication pieces need updating annually, by the president or a designee.

General information brochure: Summer At the summer retreat review existing brochure with board. The most frequent change will be the dues structure. Changes are likely to be incremental. Send changes to CAMI with request for printing. Discuss number of copies with account administrator. Aim to have new version by August 31.

Frequently Asked Questions about NEDRA: Summer Ask board members to review the FAQ piece and update as needed. Email board copy for their comment. FAQ should be on file with CAMI so their personnel are prepared to answer inquires. Ask CAMI to review and make suggestions as well.

Messages from president for Membership Directory: In October update the message from the president for the membership directory. Send by email to CAMI. Keep in contact with CAMI about the production schedule. One board member, either the president or membership chair or designee should proofread the directory, and follow up with CAMI until all copy is approved. For further information, see the section on Membership.

Board Roles: PRESIDENT *(continued)*

As needed, send messages from president to NEDRA News and the website.

Coordinate NEDRA relations with any external groups or individuals. Ongoing as needed. Examples include NEDRA contribution to National Philanthropy Day, certain acknowledgments on behalf of the board or whole organization (e.g. thanks to a keynote speaker, or benefactor, or condolence, etc.).

Board Roles: VICE PRESIDENT

The NEDRA vice president is selected by the president to serve for one year; the president should ask the vice president about renewing annually.

The NEDRA vice president serves as chief advisor for the president, assisting the president in coordinating NEDRA activities. In recent years the vice president has also served as chair of a NEDRA function such as Programs, Membership, or Conference.

ADVISOR: The vice president agrees to be available for consultation by the board president and other board members on an as-needed basis. This may include meeting with vendors for negotiation of contracts, *ad hoc* meetings with small groups of board members and availability by telephone or email. Most tasks are accomplished via email and telephone.

COORDINATION OF NEDRA ACTIVITIES: In the event that the president requires assistance with or is unable to coordinate or lead NEDRA activities such as a board meeting, the vice president is responsible for ensuring NEDRA's continuity.

Board Roles: SECRETARY

The Secretary is an executive officer of the organization, and is selected by the president. The Secretary may be asked to assist the President in executive functions.

The Secretary takes minutes at all board meetings, as well as at the annual retreat, and distributes them to all board members. The Secretary maintains the archives of board minutes.

Since 1999 the monthly minutes have been distributed by email, using NEDRA's YahooGroup (NEDRA_BOARD) or by using a hand-made email distribution list from the Board roster.

Board Roles: TREASURER

July 2005

The Treasurer serves as the chief financial officer and maintains all financial accounts of the Association. The Treasurer is elected annually by a majority vote of the membership at the annual meeting to serve for a term of one year.

The Treasurer must understand financial accounting and governmental reporting requirements for business leagues, including professional associations, organized under Chapter 501 (c) (6) of the Internal Revenue Code and applicable laws governing such associations in the Commonwealth of Massachusetts.

The duties of the Treasurer shall include:

- maintain accurate and complete financial records for the Association;
- ensure that NEDRA meets its financial obligations in a prudent and timely manner;
- bring sound financial advice to the board members regarding the prudent use of NEDRA funds;
- prepare an annual budget for the Association and submit the budget to the Board for its approval in a timely manner;
- with the President, negotiate an annual contract with an association management firm to handle certain administrative duties of the Association and present such annual contract to the Board for its approval along with the annual budget;
- with the President, negotiate an annual contract with a certified public accountant to annually review the financial records of the Association, prepare and file all required reports, tax returns, and forms are filed in a timely manner with the appropriate governmental authorities, and present such annual contract to the Board for its approval along with the annual budget;
- prepare and make a timely report at each Board meeting as to the financial condition of the Association, such report to include, at a minimum, a balance sheet, a current period and year to date income report comparing the current fiscal year with the prior fiscal year, and a year to date budget report;
- prepare and make a timely report to the membership at each Annual Meeting of the Association as to the financial condition of the Association, such report to include, at a minimum, a balance sheet, income statement, and budget report for the end of the prior fiscal year and for the current fiscal year to date;
- develop, maintain, and monitor prudent financial controls relative to the management of the cash, assets, and investments of the Association;
- ensure that all required reports and forms are filed in a timely manner with the appropriate governmental authorities, this includes a Form 990 Return of Organization Exempt from Income Tax with the Internal Revenue Service and an Annual Report for corporations with the Secretary of the Commonwealth of Massachusetts.

Certain administrative duties of the Association are currently handled by annual contract with an association management firm. This firm receives and deposits all revenue from dues and program fees. They produce a monthly accounting of such revenue as well as an accounting of their own expenses and send this to the Treasurer. Their own expenses include

- monthly fee agreed to in the current-year contract;
- materials used (postage, printing, etc.) to perform contract tasks;
- any extra administrative time or materials that NEDRA board members ask for (e.g. extra outreach mailings).

Board Roles: EDUCATION COMMITTEE CHAIR

This role includes ensuring the coordination of Roundtables, Seminars, RINGs, and the program aspects of the annual conference. In the past year the education committee chair has been supported by a committee; in 2005-2006, the program committee was composed of the three conference co-chairs, and three program chairs.

As early in the year as possible, members of the education committee determine the proposed schedule for NEDRA continuing education sessions (seminars and Roundtables), and in summer/fall they will begin to plan the theme for the annual conference. The education chair and the committee will present a plan at the NEDRA board meeting in September for discussion.

Education committee contact volunteers on the board and in the general membership over the year to host/plan seminars and Roundtables. It is generally expected that each board member will help to coordinate one Roundtable or seminar yearly. The committee should obtain the names of nonboard member volunteers from the member database maintained by CAMI. Especially look for those willing to host a meeting. It is the ultimate responsibility of the program chair to oversee these efforts.

RELATIONSHIP WITH CAMI: The education chair shall ensure that registration information is sent to the Office about seven weeks before a scheduled event, so that CAMI personnel can process and mail it to the membership six weeks in advance of that event. The education chair will also be responsible for seeing that the Office sends registration information about NEDRA events to the website chair and to NEDRA NEWS. Information should be in “camera-ready” condition and sent via email.

The education chair will also ensure that the Office sends appropriate registration information to the respective program host. This consists of name tags and participant lists for all registrants, as well as evaluation forms.

RINGs: One or more members of the program committee will be responsible for acting as point person(s) for Regional Area Networking Groups (RINGs). The program chair should confer with this committee member periodically. For further details, see section on RINGs.

Board Roles: MEMBERSHIP CHAIR

The Membership Chair is appointed by the president for a term of one year. In the spring of each year the president or designee will consult with the Chair holder about continuing.

The primary role of the Membership Chair is to oversee the maintenance of the NEDRA membership, maintaining current members and attracting additional ones. The Membership Chair works primarily with the president and with CAMI.

This position is busiest mid to late summer and fall. Preparation of letter drafts, plans, etc. can be done late spring or early summer. Processing, mailing, database management and deposit of members' fees are handled by CAMI.

To determine strategies for retaining current members and acquiring additional ones, the Membership Chair should develop a general awareness of organizations that may have a research function and researchers' turnover patterns. CAMI can provide the data on where current members are, how many renew, how many are acquired, and other necessary data.

See Section 4 below for a **Membership Annual Calendar**. For further information, see Membership Policy under by-laws, as well as relevant information throughout the Handbook and on the NEDRA website, www.nedra.org.

New Member Outreach

The membership chair should seek out and publicize NEDRA during the rest of the year to prospective member populations (such as geographical areas not currently well represented, members of other fund-raising groups, etc.). However, before incurring any administrative costs of new mailings, discuss the fees with CAMI and with the president.

To that end the membership chair should coordinate with program and NEDRA News committees and website members especially, as well as with CAMI, and review all NEDRA publications to ensure that information on membership fees and benefits are accurate, well articulated and readily available.

Historically NEDRA has undertaken an extensive acquisitions mailing effort every 2 or 3 years. Populations include non-member attendees at recent NEDRA events; New England institutions that have a significant development program but no NEDRA members (AFP, CASE, PGGNE and WID are potential sources of institution names), and institutions that have posted jobs on www.nedra.org in the past 12 to 24 months.

[CAMI / NEDRA Annual Contract]

(Office will insert a copy)

NOMINATIONS COMMITTEE

BACKGROUND: The by-laws call for a nominations committee to be composed of two board members and a non-board NEDRA member. The non-board role can be a good role for former officers or directors of NEDRA. The nominations committee operates for a limited amount of time, from approximately February 1 until the annual Conference in April/May. Any board member is eligible to head this committee.

SCHEDULE: The following schedule is governed by counting backwards from the Conference date. The by-laws stipulate that nominations must be received from the membership one month in advance of the annual meeting which occurs at the annual Conference.

January

- Verify which current board members are planning to continue next year, and begin to get a sense of which major board functions will be covered/open at year-end.

January/February

- Update Call for Nominations to be mailed to all NEDRA members and send to CAMI for mailing around February 1.

February

- Based on the pool of nominees received from mailing, continue building the pool using phone outreach and inter-board email; also discuss at March board meeting. NOTE: in 2005 there were five seats that needed to be filled, and NEDRA solicited all five nominations (none were submitted proactively by members in response to the Call For Nominations).
- If necessary, verify with Office that the nominee is a current NEDRA member!
- Continue collecting names of nominees
- Contact nominees, determine if in principle they are interested in being considered, explain the process, and send them a job description. Ask them to think it over and make contact in a few days. Request a resume. Set up time for a 15-20 minute interview by phone.
- Interview nominees. Write up interview notes.

Early March

- Submit committee recommendations to the rest of the NEDRA board by E-mail.
- Present recommendations to other board members, and vote at March board meeting
- Telephone each nominee to tell them the election results.
- Confirm with nominated individuals, they are on the final slate to be presented to the membership at the Conference. Tell nominees about the June Board meeting and the retreat date for the coming summer.

NOMINATIONS COMMITTEE Calendar *(continued)*

Third week of March

- Prepare final slate, and send a camera-ready copy to CAMI for duplication and inclusion in the Conference registrants' packets.

Early April: Annual Conference

- Present report of the Nomination Committee and conduct the election.

June

- Send to NEDRA News Editor professional/bio information about each newly elected board member. Use material from their resumes and/or from the interviews.

- Send to Website Chair the names and contact information for the new members.

New England Development Research Association CALL FOR NOMINATIONS

Deadline for Submissions: Friday, February 17, 2006

Expand your professional network and help your research colleagues to become better professionals! The New England Development Research Association is seeking nominees for four open positions on the board of directors and volunteers to serve on all NEDRA committees. Both self-nominations and nominations of colleagues are enthusiastically welcomed!

Board of Directors

NEDRA Board members serve a two-year term beginning in July. The Board meets six times a year; in addition, board members attend selected NEDRA workshops and the annual conference. The board consists of 12 members who rotate responsibilities to...

- Perform executive functions
- Organize workshops and the annual conference
- Produce *NEDRA News*
- Maintain the NEDRA website
- Develop other member services, including a Mentor Program and RINGs (Regional Interest Networking Groups)

Board nominees should meet at least four of the five criteria:

- Experienced in prospect research
- Active NEDRA Membership
- Interested in helping others advance in the profession as demonstrated by leadership within the workplace and/or among professionals in the field
- Would increase the diversity of views (e.g. geographic or institutional) on the Board
- Prior volunteer involvement with NEDRA. (e.g. Workshop or RING host, conference presenter, contributor to *NEDRA News*, etc.)

Upon receipt of a nomination, a member of the Nominations Committee will contact the individual to verify her/his interest in serving on the board and to answer any questions. If interested in principle, the individual will be asked to submit a resume and to have a telephone interview by a member of the Committee.

Volunteer Committees

I want to serve on or learn more about the following volunteer committees:

_____	Conference Committee	_____	Program Committee (Workshops and RINGs)
_____	Membership Committee	_____	Web Committee
_____	NEDRA News Committee	_____	Education Committee

If interested in volunteering, submit your contact information on the enclosed board nomination form. Simply mark form as “volunteer only.”

NOMINATION TO THE NEDRA BOARD OF DIRECTORS
for the term of June 2006 - June 2008

Name of Nominee:	
Title:	Organization:
Address:	
Phone:	Fax:
E-mail:	
PLEASE COMPLETE ALL THAT APPLY:	
Years in Development: _____ Years in Research: _____ Years in NEDRA: _____	
Past NEDRA Activity/Service:	
Evidence of helping colleagues advance in the profession:	
Other reasons for nomination:	
Nominated by (name and title):	
Organization, phone and e-mail:	

Questions? Contact a member of the Nominations Committee:

NEDRA Vice President: Rick Snyder, Senior Associate, The Helen Brown Group
Phone: (207) 799-3546 / Fax (207) 799-3517 / E-mail: rick@helenbrowngroup.com

NEDRA Education Committee Chair and Conference Co-Chair: Jill Meister, Asst. Director of Research Services,
Brown University
Phone: (401) 863-7700 / Fax: (401) 863-3301 / E-mail: jill_meister@brown.edu

NEDRA Member and Former Membership Chair: Roseann Fitzgerald, Director of Prospect Research, College of the
Holy Cross
Phone: (508) 793-2378 / E-mail: rfitzger@holycross.edu

*If you need additional space, please feel free to attach additional sheets.
Please submit above form to NEDRA via email (office@nedra.org) or via fax 781-647-7222.
Deadline for submissions is Friday, February 24, 2006*

business by email and telephone from your office. Are you in a position to give NEDRA this level of time and energy? Would you feel comfortable asking your supervisor to support your participation in these activities?

What NEDRA activities have you been involved in to date? (attended Workshops/ Conferences; written article for NEDRA News, assisted with Workshop, RINGs etc.)

Is there anything you would like to add that would help us consider your candidacy for board membership? e.g. other related work outside the development field.

NEDRA MEMBERSHIP – An Annual Calendar

(See also Membership Chair description in Section 3.)

A GENERAL CALENDAR

The NEDRA membership year runs from July 1 to June 30. Fees are \$85 per member. Prior to 2003, NEDRA was charging a higher rate for members who are "for-profit" (vendors and consultants); in 2003 the board voted to move to a simpler one-rate policy.

March: At the March board meeting, set membership fees for the following year. Decide what shall be the deadline to renew membership and what shall be the deadline for receiving member information to be included in the next Membership Directory.

May/June: Draft renewal letter for current members; coordinate with CAMI about processing and mailing. Assuming many organizations have a fiscal year ending June 30, a June mailing lets renewing members apply the membership fee to any balance in their current year budgets.

July/August: Draft acquisition letter to nonmembers who have attended NEDRA events in the previous year. Direct the processing and mailing schedule with CAMI. For this or any membership mailings, if possible, combine them with any program publicity mailings. Accordingly, consult with program directors. This saves NEDRA administrative and postage costs.

August/September: Draft reminder letter for most current members and decide with CAMI about sending any reminders to nonmember populations.

One week prior to each board meeting: Request membership update from CAMI. Early in the year, establish with CAMI what numbers are meaningful to have.

Twice a year, for December and June or July board meetings: Request membership update to show growth comparison with previous year, by state and by type of organization. Also look for other factors such as acquisitions from any outreach mailings or program events, inquiries through the website, etc. Report to the board for any follow-up activity.

{Insert NEDRA Membership Renewal Letter from June 2006}

(Office to provide)

Conference Planning Calendar and related Conference Information

GENERAL PLANNING CALENDAR

July: Set the date and secure the venue; CAMI provides extensive support in securing the location. Consider sending the date to other professional development associations in the Greater Boston Area, so they may avoid scheduling conflicting events. Such groups might include NSFRE, PGGNE, CASE, WID, etc. This past year, the conference was at The Westin in Providence, RI. In 2004 and 2005, the Conference was held at the Sheraton Ferncroft in Danvers, MA. Previous locations have included Waltham, Burlington, and Newton.

July/August: Select the theme, begin consideration/selection of possible speakers. Lay any basic groundwork needed such as working relationship with CAMI and with the hotel personnel. Develop a budget. Select and secure keynote speaker. Begin to shape program and sessions. Begin to recruit volunteers for track chairs or other needs.

September-November: Delegate coordinators of breakout sessions and begin/continue securing these speakers. Formally solicit all potential sponsors (see attached materials) and follow up Confirm program/sessions. As soon as date and title are known, start including announcements in such sources as NEDRA News, NEDRA website, Membership Directory. Keep updating announcements as more details become known. Send announcements to other professional associations (e.g. NSFRE, PGGNE, WID, CASE) in the Greater Boston Area so they might avoid scheduling programs on our conference date. Send save the date postcard/email.

November-December: Continue arrangements with speakers and sponsors. Obtain any speaker and sponsor information needed for any program print material. Begin obtaining door prizes (if door prizes are being done). Set the conference registration fee for members and nonmembers. Discuss with CAMI what other populations in the database will receive the mailing. Also obtain a set of mail labels from APRA. See sample request. By December, finalize conference brochure.

January-February: Conference brochure should mail by end of January.

February-March : Finalize conference-day duties for board members and any nonboard NEDRA members. If possible, coordinate with the Nomination Committee mailing. Send notice to PRSPCT-L. Continue any loose ends. Ensure that speakers and sponsors have sent in any necessary information, materials to be included in participants' packets, etc. Finalize door prizes and arrangements. Finalize details for the actual conference day.

Conference Day: Volunteers include most or all of the board. Typical board volunteer roles include introducing speakers, facilitating roundtables, and thanking vendors. Typical non-board conference volunteer roles can include the above. The conference chair typically gives the non-board volunteers a token gift of thanks, such as chocolate, at the Conference.

HOTEL LIAISON FOR ANNUAL CONFERENCE

The NEDRA hotel liaison serves as liaison with the hotel catering department regarding food, set-up of space, audio-visual equipment and any other logistics required for the annual conference. In recent years, the hotel liaison has been a member of CAMI.

RESPONSIBILITIES INCLUDE:

July: Reserve hotel space for annual meeting of the following spring. Review and sign contract with hotel for conference. Reserve a block of hotel rooms for conference attendees.

February: Select menu with conference co-chairs for lunch and breaks. Provide hotel with guarantee numbers for lunch and for breaks.

2-3 weeks prior: Determine numbers attending luncheon (count for regular meals and for vegetarian meals) and the numbers registered for each session.

2-3 weeks prior:

- Determine which break-out sessions will be held in which location (based on numbers & AV equipment needs).
- Arrange room set-up for all sessions
- Provide hotel with break-out session names & locations
- Order all AV equipment needed by speakers from hotel and informing hotel of where equipment should be located.
- Purchase centerpieces for luncheon (balloons have been used in the past)
- Sign the final agreement with the hotel including all guarantees in the contract specifying numbers for food, etc.

Conference Day: Serve as point person with hotel personnel the day of the conference to make sure every request has been met and to serve as trouble shooter for any problems that may arise.

May/June: Verify that treasurer has paid all conference expenses.

SETTING THE CONFERENCE FEE/FIGURING ACTUAL COSTS

Fee must be set by early March at the latest before complete registration information is distributed. Before setting fee, consult with CAMI. See past several Conference programs (attached) for recent years' fees.

LOGISTICS AND TRAVEL EXPENSES FOR SPEAKERS

In booking speakers who will travel from outside the Boston area, it is wise to check with Treasurer, President and CAMI about speaker fees, travel expenses, and conference budget. NEDRA's policy has varied a bit from year to year. NEDRA has expected all members who are presenting/attending to pay the full Conference fee, and has granted exemptions for those who are presenting only and not staying for the conference program. In 2005 the board began to discuss possibly introducing a reduced "speaker's registration fee" as a compromise solution, to recognize the service given by members who are both attendees and presenters. In 2006, speakers did not pay for the day they were speaking, but were asked to pay the one day registration if attending both days. Travel arrangements were agreed to on a case by case basis.

In recent years CAMI and the Conference chair have shared responsibility for communication with speakers and sponsors about registration, including information on lunch, audio-visual needs, biographical information, description of session and advice on receiving handout materials. The Conference chair should connect with CAMI early on in the year to clarify who will handle which functions listed above.

[Sponsorship solicitation letter 2006 – sent to key sponsors]

January 11, 2006

Dear firstname:

On April 10-11, 2006, NEDRA will host our 2006 Annual Conference at the Westin Hotel in Providence, RI. We have an exciting agenda planned for our membership of more than 300 professionals who are eager to learn more about prospect research, including our keynote speaker, Thomas Rogerson of Mellon Bank in Boston, who will speak about trends in family wealth.

In anticipation of this event, we are asking you to once again become a sponsor the conference. I'm contacting you first as one of NEDRA's preferred vendors based on past support, to offer you the advanced opportunity to secure a vendor spot at our conference.

We are planning a full day of Conference workshops on Monday, April 10th, and a full-day Conference program with Annual Meeting on Tuesday, April 11th. We have enhanced our sponsorship opportunities in 2006. The following sponsorship levels are available to your company and will help you gain exposure at the conference, and throughout the year to our membership. We offer an opportunity for you to become a platinum sponsor for \$2,500, which offers you two complementary memberships for your company representatives in NEDRA, will be prominently recognized at the conference as a headline sponsor, and an opportunity for two email blasts to our membership during the year for promotion of your educational/client offerings, among others. Our Platinum supporters also have the opportunity to be the host of our welcoming reception Monday afternoon. Our Gold Sponsor opportunity at \$1,500 offers similar benefits, but only one email blast to the membership. Our Silver Sponsor level at \$1,000 offers one complementary membership for your company representative. All three of these sponsorship levels will enable you to exhibit on both days of the conference, and gives you an opportunity to present your services directly to our membership Monday afternoon before the reception. We also offer an opportunity to be an exhibitor at our conference at \$450, which enables you to exhibit either Monday or Tuesday, but not both days. . More details on the benefits can be found on the attached sheet.

Please take a moment to review the enclosed materials and return your contract to the NEDRA office (fax: 781.647.7222) as soon as possible so that we are able to ensure that your company is listed on all promotional materials relating to the conference. A member of the NEDRA board will be calling you in the next couple of weeks to confirm your participation (you can also reach me by email at pdakin@exeter.edu to let me know).

Your partnership with our members and your sponsorship of NEDRA is integral to the success of our profession. We truly appreciate your support over the years and hope that you will decide to once again sponsor the NEDRA annual conference.

If you have any questions, please feel free to contact me at (603) 777-3045. We look forward to seeing you in April.

Sincerely,

Paul Dakin, President
NEDRA

PD/tg
Encl. (*attachment as follows / Sponsorship info and contract*)

**New England Development Research Association
2006 Conference**

**Monday, April 10, 2006 and Tuesday, April 11, 2006
The Westin, Providence, One Exchange Street, Providence, RI 02903**

SPONSORSHIP OPPORTUNITIES

Platinum Sponsor: \$2,500

- Free conference registrations for both days, including lunch, for 2 members of your staff.
- **NEW** Two complementary memberships for company representatives in NEDRA
- **NEW** Prominent name recognition at registration for entire conference
- **NEW** Logo listing and web address on conference brochure and program book
- **NEW** Exhibit table in location of your choice – both days
- **NEW** Opportunity to welcome and introduce keynote speaker or make welcome introduction at annual meeting (first come first serve)
- **NEW** Opportunity to present your services at the conference
- **NEW** Host welcoming reception for conference attendees (first come first serve)
- **NEW** Sponsor of conference raffle of one or two conference registrations for 2007 (first come first serve)
- **NEW** Verbal recognition of your company at official conference events
- **NEW** Electronic list of attendees for your use in no more than four mailings
- **NEW** Logo listing and link to your website on NEDRA website home page under conference announcement
- **NEW** Logo listing and link to your website on NEDRA website conference page
- **NEW** Complementary Premier Partner listing on NEDRA website's Vendor & Consultant's Directory
- **NEW** Two Email Blasts by NEDRA for promotion of your educational/client offerings
- **NEW** Full page ad in membership directory
- Acknowledgement for your company in the subsequent issue of *NEDRA News*
- Thank you on NEDRA website for no less than three months following conference

Gold Sponsor: \$1,500

- Free conference registrations for both days, including lunch, for 2 members of your staff.
- **NEW** Two complementary memberships for company representatives in NEDRA
- **NEW** Logo listing and web address on conference brochure and program book
- **NEW** Exhibit table in location of your choice – both days (after Platinum sponsors)
- **NEW** Opportunity to present your services at the conference
- **NEW** Sponsor of conference raffle of one or two conference registrations for 2007 (first come first serve)
- **NEW** Verbal recognition of your company at official conference events
- **NEW** Electronic list of attendees for your use in no more than two mailings
- **NEW** Logo listing and link to your website on NEDRA website home page under conference announcement
- **NEW** Logo listing and link to your website on NEDRA website conference page
- **NEW** Complementary Premier Partner listing on NEDRA website's Vendor & Consultant's Directory

- **NEW** One Email Blast by NEDRA for promotion of your educational/client offerings
- **NEW** Half page ad in membership directory
- Acknowledgement for your company in the subsequent issue of *NEDRA News*
- Thank you on NEDRA website for no less than three months following conference

Silver Sponsor: \$1,000

- Free conference registration for both days, including lunch, for 1 member of your staff.
- **NEW** One complementary membership for a company representative in NEDRA
- **NEW** Logo listing and web address on conference brochure and program book
- **NEW** Exhibit table in location of your choice – both days (after Platinum and Gold sponsors)
- **NEW** Opportunity to present your services at the conference
- **NEW** Verbal recognition of your company at official conference events
- **NEW** Electronic list of attendees for your use in one mailing
- **NEW** Logo listing and link to your website on NEDRA website home page under conference announcement
- **NEW** Logo listing and link to your website on NEDRA website conference page
- **NEW** Complementary Premier Partner listing on NEDRA website's Vendor & Consultant's Directory
- **NEW** One Email Blast by NEDRA for promotion of your educational/client offerings
- **NEW** Quarter page ad in membership directory
- Acknowledgement for your company in the subsequent issue of *NEDRA News*
- Thank you on NEDRA website for no less than three months following conference

Exhibitor: \$450

- Free conference registration for both days, including lunch, for a 1 member of your staff
- **NEW** One complementary membership for company representative in NEDRA
- **NEW** Name listing on conference program book
- Exhibit table in location of your choice for one day only(choice by date committed after Silver Sponsors)
- **NEW** Printed list of attendees
- **NEW** Name listing on NEDRA website conference page
- **NEW** Complementary Valued Partner listing on NEDRA website's Vendor & Consultant's Directory
- **NEW** Verbal recognition of Exhibitors in general at official conference events
- Recognition of your company in the subsequent issue of *NEDRA News*

ADDITIONAL INFORMATION

- If you wish to appear in the program flyer as a sponsor, we must have your signed contract no later than **January 20, 2006**. You may fax your contract to us at (781) 647-7004 and then send the contract along with payment to us via mail.
- All original contracts must be mailed with your sponsorship check no later than **April 1, 2006**.

**NEDRA Sponsorship Application
2006 Annual Conference
April 10-11, 2006**

IMPORTANT-SEE RULES BEFORE COMPLETING

Please fill out, make a copy for your records and return the forms and check made payable to NEDRA to NEDRA, 77 Rumford Avenue, Suite 3B, Waltham, MA 02453. **Payment is due in full.**

Please indicate at which level you will be participating:

_____ **Platinum: \$2,500** _____ **Gold: \$1,500** _____ **Silver: \$1,000** _____
_____ **Exhibitor: \$450**

Person to whom conference correspondence should be addressed:

Company Name: _____

Contact: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Email: _____ Website: _____

Person(s) Attending Exhibit:

Name/Title: _____ Name/Title: _____

Please provide the following information about your company, as you would like it to appear in the exhibitor directory.

Company Name: _____

Contact: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Email: _____ Website: _____

COMPANY DESCRIPTION

Signed By: _____

Title: _____ Date: _____

For all questions in regards to the exhibiting at the NEDRA Conference please contact: Andrea Caldwell, NEDRA 2006 Conference, 77 Rumford Avenue, Suite 3B, Waltham, MA 02453, (781) 647-7004, fax: (781) 647-7222, email: theoffice@camihq.com

Thank you for your support!

RULES GOVERNING THE SHOW

1. **EXHIBIT COMMITTEE:** The words “Exhibit Committee” as used herein shall mean NEDRA Conference Committee or its officers or agents or employees acting for them, in the management of the show as designated by the NEDRA Board.
2. **EXHIBITION PURPOSES:** The sole purpose of the exhibition is to educate persons connected with the prospect management profession as to new developments, utilization of new equipment and services, and to raise the general level of knowledge of the individuals, firms and corporations within the profession.
3. **ELIGIBLE EXHIBITS:** The Conference Chair reserves the right to determine the eligibility of any company or products for inclusion in the show.
4. **LIMITATIONS OF LIABILITY:** The Exhibitors will be held responsible for any damage done to the building by them or by their employees. No nails, tacks, or screws shall be driven into the walls, woodwork, or floor of the building. However, neither Facility, nor the Exhibit Committee will be responsible for the safety of exhibits against robbery, fire, water, accident, or any other cause. Should any loss by theft occur, the cooperation of the exhibitor is requested in reporting it immediately.

The exhibitor agrees to make no claim for any reason whatsoever, including negligence, against NEDRA, its members, agents, or employees for loss, theft, damage or destruction of merchandise or for any injury to himself or employees while in the show quarters.

5. **EXHIBIT SPACE:** The exhibit space will consist of (2) chairs, (1) 6 foot draped table, (1) wastebasket. Anything additional must be obtained by the exhibitor at their own expense.
6. **SOUND DEVICES:** The use of devices for mechanical reproduction of sound or music shall be prohibited. The employment of any method to project sound beyond the confines of any exhibit booth is prohibited unless request is submitted to the Conference Chair.
7. **INSURANCE:** Fire, theft, and liability insurance, if so desired, must be taken out by each exhibitor at the exhibitor’s own expense.
 - a. Neither NEDRA nor the facility shall be responsible for loss or damage occurring to the exhibits from any cause. Small and valuable exhibit materials should be secured. If insurance is desired, it must be obtained by the Exhibitor.
 - b. The Exhibitor agrees to protect and save harmless NEDRA and facility against any and all claims for loss, injury, or damage to person, persons (including exhibitors and his employees), or property arising out of the activities of exhibitor, his agents, subcontractors, employees, or guests; to defend NEDRA and the facility against any and all such claims and to reimburse

and indemnify NEDRA and facility for any loss, damage, expense, or payment suffered thereby.

8. **EXHIBITORS REPRESENTATIVES RESPONSIBILITY:** Each exhibitor must name at least one person to be his representative in connection with the installation, operation, and removal of exhibit.

9. **INSTALLATION, OPENING, AND CLOSING OF EXHIBITS:**

Exhibit Set-up*	Sunday, April 09, 2006	TBD
	Monday, April 10, 2006	7:30 am – 8 am
Show Hours	Monday, April 10, 2006	8:00 am-3:00 pm
Break Down*	Monday, April 10, 2006	3:00 pm-4:00 pm

*For Platinum, Silver and Gold Sponsors and Monday exhibitors only

All materials must be removed by 5:00 pm but not before 3:00 pm on Monday, April 10, 2006.

Exhibit Set-up	Tuesday, April 11, 2006	7:30 am-8:00 am
Show Hours	Tuesday, April 11, 2006	8:00 am-12:00 pm
Break Down	Tuesday, April 11, 2006	2:15 pm-5:00 pm

All materials must be removed by 5:00 pm but not before 12:00 pm on Tuesday, April 11, 2006.

10. **ATTENDANCE:** the Exhibits Committee shall have sole control of attendance policies at all times. Exhibitors are required to wear badges at all times.
11. **EXHIBITOR PERSONNEL:** Only authorized representatives of an exhibiting firm may be preregistered and entitled entrance on the show floor during set-up hours and during the show. All onsite exhibitor registrations must be accompanied with proof of employment in order to receive a badge.
12. **AMENDMENT TO RULES:** Decisions as to any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Conference Chair. These rules and regulations may be amended at any time by the Exhibits Committee and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.
13. **RESTRICTION OF EXHIBITS:** The management of the facility has agreed with NEDRA to prohibit the display of merchandise in any space in the hotel or parking area, other than the exhibit area.
14. **LOTTERIES:** Exhibitors are encouraged to conduct door prize drawings in their respective booths, for which no entry fee is charged.

NEDRA SPEAKER CONFIRMATION FORM

2006 ANNUAL CONFERENCE, PROVIDENCE, RI

APRIL 10 AND 11, 2006

INSTRUCTIONS

SPEAKER: Please complete form and send to Jill Meister (jill_meister@brown.edu) and NEDRA Office (office@nedra.org)
Once processed, NEDRA will send an agreement letter to the speaker

SPEAKER

NAME:

TITLE:

ORGANIZATION:

ADDRESS:

PHONE:

FAX:

EMAIL:

SESSION

TITLE:

DESCRIPTION:

TIME:

AV NEEDS

MICROPHONE TYPE:

PROJECTOR :

SCREEN:

OTHER:

NEW ENGLAND DEVELOPMENT RESEARCH ASSOCIATION

ANNUAL MEETING

Tuesday, April 11, 2006

AGENDA

Welcome and

Highlights of 2004-2005Paul Dakin, President

Treasurer's Report David Chase, Treasurer

Thank You to Volunteers and
Departing Board Members..... Paul Dakin, President

Election of NEDRA Officers 2006-2007 and Directors for 2006-2008

Bylaw Change Vote: Two items (see separate sheet for details)

CURRENT (2005-2006) BOARD OF DIRECTORS

Paul Dakin..... President
Rick Snyder..... Vice President and Membership chair
Dave Chase Treasurer
Lisa Howley Secretary
Jill Meister..... Education Committee chair, Conference Co-chair
Mary Lawrence *NEDRA News* Co-Editor
Ming Zhong..... Programs Co-Chair
Amy Minton..... Programs Co-Chair
Dina Zelleke Member, Education Committee
Beth Parsons..... Member, Education Committee
Amy Reed..... Website chair
Deborah Reinhardt Youmans.... Conference co-chair

Association Management: Andrea Caldwell and Linda King, CAMI (the Center for Association Management, Inc.)

(see over for proposed **2005-2006 Board of Directors**)

**NEW ENGLAND DEVELOPMENT RESEARCH ASSOCIATION
2006 SLATE OF OFFICERS AND BOARD OF DIRECTORS**

The Nominating Committee has nominated the following officers and directors to be voted on at the Annual Meeting on April 11, 2006. Directors are elected to a two-year term, and are eligible to serve for a maximum of three consecutive two-year terms.

BOARD of DIRECTORS

Officers

President.....Jill Meister
Vice PresidentRick Snyder
Secretary..... Lisa Howley
Treasurer David Chase

Directors - Serving Through 2007

Lisa Howley

Amy Minton
Jill Meister
Amy Reed
Heather Reisz

Dina Zelleke

Directors - Serving Through 2008

David Chase
Nancy Faughnan
Allison King
Elise LaFosse
Rick Snyder
David Sterling

Respectfully submitted,

The Nominating Committee
Roseann Fitzgerald
Jill Meister
Rick Snyder

NEW ENGLAND DEVELOPMENT RESEARCH ASSOCIATION

ANNUAL MEETING
Tuesday, April 11, 2006

The Board of Directors brings two proposed Bylaw changes before the Membership for a vote on April 11, 2006:

1) Proposed Bylaw Change:

In Article IV, Section C of the NEDRA Bylaws (last revised 2001), the second paragraph, last sentence, reads as follows:

"No more than 25% of the Board shall be consultants or employees of for-profit companies at any one time."

For the past eight or more years, NEDRA's Board has been operating at the maximum number of consultants and vendor-employees allowed. Currently, nine out of NEDRA's 12 Directors are employees of not-for-profit institutions; and three are consultants or employees of for-profit consulting groups or vendor companies.

Twice in the past four years, serving NEDRA board members have unexpectedly found their career status switched from "permanent not-for-profit employee" to "consultant / freelancer who lost or left a job and is looking for permanent work, and consulting as able in the meantime." More and more senior and seasoned research professionals – the level of researcher who serves on NEDRA's Board – are moving in and out of consultant/for-profit status, and the career pathways in this regard are becoming more numerous and more fluid over time.

In recognition of the above, and in recognition of the need for freedom to retain and recruit the best NEDRA Board possible at any given time, the NEDRA Board of Director recommends a minor change to the Bylaws, so that the above sentence will read:

"No more than one-third of the Board shall be consultants or employees of for-profit companies at any one time."

This will allow the NEDRA Board some breathing room to stay intact if one more Director becomes a freelancer / consultant, whether intentionally or inadvertently due to unemployment, in addition to the three Directors who are already in that status.

The Board asks the Membership to vote in approval of the above Bylaw change, and a vote will be called (and discussion from the floor offered) during the Business Meeting. Thank you for your consideration.

(see over for 2nd proposed Bylaw change)

(continued from over)

2) Proposed Bylaw Change:

In Article IV, Section F of the NEDRA Bylaws (last revised 2001), the first paragraph, last sentence, reads as follows:

"The annual meeting shall be in May."

NEDRA complied with that bylaw until 2005 when we decided to hold our Conference and annual meeting in April. The Board chooses an annual Conference date based on feedback from the NEDRA membership; the Board had been hearing that May is a high-stress month for many educational institutions, and for this reason, the Board has opted to place the Conference in April for 2005 and 2006. Based on continued feedback, the choice of Conference/Meeting month may move again in the future.

The Board recommends that the above bylaw be changed to read:

"The annual meeting shall be held in conjunction with the annual Conference."

This retains NEDRA's commitment to hold an annual Conference and, with it, an annual business meeting. It also frees the Board to choose a date that the Board believes will work optimally for the NEDRA membership.

2006 Conference brochure

2006 Conference Evaluations

Total No. of Evaluations Collected: 74

* (##) = No. of Evaluations Collected for This Session

	<u>Quality of the Presentation</u>				<u>Usefulness/Interest of T</u>		
	Excellent (4)	Very Good (3)	Good (2)	Fair (1)	Excellent (4)	Very Good (3)	Good (2)
	-----	-	--	--	-	-----	--
<i>What You Should Know</i> (13)*	55%	45%	0%	0%	67%	33%	11%
Deborah Reinhardt Youmans	67%	25%	8%	0%	56%	33%	11%
David Sterling	50%	50%	0%	0%	56%	33%	11%
<i>One Size Doesn't Fit All</i> (31)*	69%	28%	3%	0%	69%	24%	3%
Lawrence Henze	74%	22%	4%	0%	63%	33%	4%
<i>International Research</i> (23)*	52%	38%	10%	0%	65%	25%	10%
Helen Brown	55%	36%	9%	0%	68%	21%	11%
Jay Frost	55%	36%	9%	0%	70%	20%	10%
<i>Research Math</i> (12)*	55%	36%	9%	0%	78%	22%	0%
Patricia Kelleher	50%	38%	13%	0%	71%	29%	0%
<i>Private Company Valuation</i> (31)*	48%	29%	19%	3%	66%	14%	17%
David Lamb	44%	44%	7%	4%	60%	28%	8%
<i>The Art of Google-Fu</i> (31)*	48%	17%	31%	3%	56%	22%	19%
Steven Hupp	52%	21%	24%	3%	58%	19%	19%
<i>Building a Successful Partnership</i> (50)*	49%	45%	4%	2%	52%	46%	0%
Elizabeth Crabtree	56%	40%	2%	2%	48%	48%	2%
Ron Dalglish	56%	40%	2%	2%	50%	45%	2%
<i>Understanding Compensation</i> (25)*	36%	40%	16%	8%	59%	27%	14%
Jill Meister	53%	26%	21%	0%	56%	17%	28%
<i>Best Policies/Procedures</i> (34)*	36%	42%	21%	0%	42%	29%	26%
Lisa Howley	34%	41%	24%	0%	37%	37%	22%
<i>The Researcher and the Techies</i> (8)*	14%	71%	14%	0%	29%	57%	14%
Rob Scott	33%	67%	0%	0%	29%	71%	0%
<i>Tom Rogerson</i> (49)*	83%	13%	4%	0%	67%	24%	7%
<i>Career Paths in Research</i> (19)*	13%	44%	44%	0%	33%	27%	27%

John Solmonese	13%	53%	27%	7%	29%	36%	21%
Mary Hanifin	13%	47%	33%	7%	29%	29%	29%
Pamela Lomax	13%	44%	38%	6%	27%	33%	27%
Research Ethics (13)*	46%	31%	15%	8%	62%	23%	15%
Susan Cronin Ruderman, Ed.M.	55%	18%	18%	9%	45%	27%	27%
Dinosaurs Do Research (22)*	45%	40%	15%	0%	39%	50%	11%
Sandra Larkin	45%	40%	15%	0%	26%	58%	16%
Hillevi Wyman	42%	47%	11%	0%	28%	56%	17%

Presentation Comments

One Size Doesn't Fit All

Lawrence Henze -- one of the best I have been to in a long time. Learned a lot!

This session is more for Gift Officers than Researchers.

Mr. Henze set the stage well and offered to send detailed papers; I'd like to go beyond the presentation.

Henze could spend more time on research nuts and bolts and less on development office stuff.

International Research

No handouts for taking notes on.

A bit too many statistics.

Need hand-outs at beginning to take notes as information is given, especially regarding web resources; giving URL (long one) at end of presentation does not cut it for me.

Try to make the International Research more focused on tools rather than country overview.

Private Company Valuation

Finished too early.

David Lamb did an excellent job on a very difficult and confusing subject. He was clear and concise!

David Lamb should have had a hand-out. Any presentations involving numbers or math should be held in the morning.

Need to provide paper if presentation handouts are not provided. Lamb's presentation was on his website so I'm surprised that handouts were not available.

The Art of Google-Fu

Thorough, but slow-paced.

This was worth the price of admission by itself!

Too slow.

Enjoyed this more than I expected and learned more.

Basic -- not advanced topic.

Google-Fu was perfect -- tricks and examples.

"The Art of Google-Fu" is a silly name, and I did not attend that session based on how childish the title was; it's not cute or charming. Keeping up to date on the latest research techniques is important; internet / technology is rapidly changing the research profession.

Hupp's presentation exceeded my expectations -- excellent.

The Google presentation was a little too basic. Live searches might have been useful to demonstrate search results and potential issues with queries.

Building a Successful Partnership

Could be more interactive. Only 10 minutes for questions.

Wanted more detail on how Brown's structure and workflow are set up. Info was too macro-level, too general.

Understanding Compensation

Too basic.

Jill Meister's slides were good, but some did not include all the information -- sometimes missed tidbits of information she added verbally. She had quizzes, but in handout did not include answers. The answer slides would have been helpful.

Presentation not well organized and delivery was painful. Data was very useful, despite these issues.

Best Policies/Procedures

Competent, but very fast. Too general -- needed examples.

Already in mid-campaign.

Excellent.

One size doesn't fit all -- I was expecting more detailed technical information, and the session was much more generic. Best Policies in Prospect Management was more introductory than intermediate/advanced.

Lisa Howley's presentation should have been in basic group.

Tom Rogerson, Keynote Speaker

Next time have a break between lunch and the keynote speaker.

Fabulous!

Excellent.

4 Plus.

Excellent!!!

Excellent! 4 ++

10 Plus

5!

EXCELLENT.

Great speaker and very interesting.

Tom Rogerson's talk was fantastic!

The lunch speaker was amazing! I learned so much and he opened my eyes.

Mellon was an excellent speaker, although his actual speech can benefit me in no way as a Prospect Researcher (more suited for Gift Officers).

The keynote speaker really didn't interest me.

Fantastic keynote speaker. The speech was great in bringing all of this into context -- our job, how important philanthropy is, understanding top donors.

Keynote speaker would not be helpful to my research career if I were a front-line fundraiser.

Keynote, while fascinating, didn't much relate to Research. Rogerson didn't know audience.

Tom Rogerson's presentation was superb!

Career Paths in Research

Not really on topic.

I'm Interested in hearing about people who have transferred their prospect research skills in the corporate arena.

Research Ethics

Good tag-team technique.

Dull and slow -- but some good information.

Research Ethics session is slow. Would be better in the morning, rather than the last session of the day.

Dinosaurs Do Research

More basic than I expected.

Stand up -- more interactive!

"The History Detectives" Good stories and anecdotes!
 Would have been better if they had been standing up.

	Quality of the Presentation					Usefulness/Interest of Topic				
	# of Replies	Excellent (4)	Very Good (3)	Good (2)	Fair (1)	# of Replies	Excellent (4)	Very Good (3)	Good (2)	Fair (1)
Overall Conference	66	55%	41%	5%	0%	47	53%	40%	6%	0%
General Schedule	72	50%	42%	8%	0%	31	35%	42%	16%	6%
Vendor Displays	52	15%	48%	29%	8%	18	11%	61%	11%	17%
Vendor Reception / Presentations	36	19%	42%	25%	14%	22	9%	50%	32%	9%
Professional Contacts Made	61	25%	48%	28%	0%	27	22%	48%	26%	4%
Location	69	67%	26%	7%	0%					
Facilities	69	67%	26%	7%	0%					
Food/Breaks	69	33%	45%	19%	3%					

Comments/Suggestions for This Year's Conference:

Great job! Kudos to all.

First sessions on Monday were a bit too long. Round tables need a facilitator -- ours was off talking to others.

Attendee list would be helpful with titles included. I like the 1.5 day format NEDRA used to have -- travel Monday morning, come for lunch, have two shorter sessions, etc. Cost of 2 nights in a hotel is too expensive for some of our non-profits.

Providence -- attractive location, fun, worth repeating in future. The whole conference was very strong.

Encourage non-PowerPoint sessions -- more interaction, case studies, round tables or debates. I love getting copies of all handouts in the packet.

Maybe another 1/2 day -- there were several sessions I would have liked to attend.

Excellent overall. Terrific presenters. Useful info. Wonderful, luxurious hotel. Great to visit Providence for first time.

Great Conference! Possibly shorter sessions with the ability to attend more sessions in a day. Great topics, too many good topics to choose from in each time period!

Good job!

The schedule had too much "free time." Lunch was so-so -- vegetarian meal was rather sparse. If possible, increase room temperature. Nametags are problematic -- lanyard is too long -- looking at bellies. Also difficult to see the organization's name.

Need better control of room temperature -- I was freezing.

Continental breakfasts don't work for me. Too much sugar and carbs. A hot breakfast would have been better.

The round table at Monday's lunch seemed unnecessary. Everyone at my table just wanted to eat and take a break. Tuesday's lunch was very nice.

The time allocated for the prospect management session was not long enough for anything but an overview. The breaks between sessions were too long.

Outstanding! Great location. Great topics. Best conference in years.

Sessions a bit too long -- shave off 15 minutes. Lunch round tables: waiting too long for food -- discussion fell flat.

Lunch was lousy -- no simple items for vegetarians. Pasta salad, potato salad and mixed salad -- all had too much junk (onions, fancy lettuce, etc.) in them. Very unsatisfying. Excellent tea selection though. Round table with Dave Chase was excellent!

The lunch was poorly organized on Monday. Long line at buffet reduced usefulness of the round table discussions.

Once the discussion did start, it was unguided and pointless.

I think Providence is a great choice and would welcome the opportunity to have the NEDRA Conference in Providence in the future.

This is the second NEDRA Conference I have attended. I only have one complaint -- the conference rooms are FREEZING -- even the one in Danvers. FREEZING -- very uncomfortable. I know that's not your fault, but I have to say it.

Loved the hotel and the city location. A luncheon buffet with long lines for 180 people is not the best way to go. Nice location -- easier drive to Boston than anticipated. Difficult to actually get into the hotel. Monday's sessions were a little long. Lunch line on Monday was too long. Enjoyed the conference -- good job.

Happy about the change in location. Vendor display/food area a little cramped. No signage at all on registration location -- hard to find.

Good conference -- Thanks!

I sat at the Cultivation Strategies table at the Monday lunch and was disappointed that the table leader said he didn't really have much to say on the topic and was happy for people to just chat amongst themselves. When I said I was interested in discussing the topic, as we don't get involved with that were I am, he offered about 2 minutes of general, vague comments (researchers know lots of things that can be helpful) and wouldn't be drawn out, though I tried. Please make sure round table leaders are actually interested in leading a conversation on the topic they're signed up for! Thanks! Perhaps on first day have four shorter sessions instead of two long ones. Would provide more content options and it's hard to concentrate through the long sessions. Overall, excellent conference and very well run.

Rooms were too cold.

Lunch on Monday was not well organized. The food line was too long. Having more than one station would have helped. The room was also too loud. Hard to hear others at table speak. Having the meeting in Providence was great!

April is a good time of year. Have more conferences in Rhode Island and New Hampshire. Almost everything is always in the Boston area and that's not convenient for everyone.

Too many speakers from Brown University; they have a huge development office and millions in resources -- not typical of average research / development office.

The sessions were all very helpful and provided a good range for beginners and those who have been in research for a long time. I really enjoyed the prospect management session as well as the more hands-on sessions.

Thanks!

Everything was super!

Buffet should have more than one line.

NEED internet access -- interactivity important. I know it's expensive, but I think presenters need it.

On Ann Castle Award sheet, list past Ann Castle recipients and description of the Award -- \$\$?? -- or is it just an honor.

Superb!! My only regret was that I had to choose between very attractive sessions; I would have liked to attend all.

This is not a criticism of the structure -- just a comment.

Great job! Good breadth and depth of topics. Love Providence location and hotel/facilities.

Love the conference in Providence! Provide more handouts and places to take notes. Would rather have presentations bound somehow in a notebook -- loose paper hard to keep track of. Timing/set-up of lunch / dessert on Monday could have been better. Food not so good.

Provide contact information on speakers and attendees.

Non-alcoholic beverages at vendor reception should have been gratis. Evaluation form should have more room for comments. Breaks a little long. Like order of program, especially with keynote at the end!

Absolutely the best NEDRA conference I have ever attended! Every presentation was relevant and well presented -- a first for me, coming from a small development shop where research is done part-time. Suggestions: offer a protein at breakfast, like cheese. Would have been nice to have a chance at the raffle; I came in about 15 minutes late (checking out of the hotel) and didn't get a ticket. About a half dozen others came in after me

too. Maybe ask before raffle if everyone got a ticket.
Liked long sessions first day mixed with short session next day.
This was my first NEDRA conference, and I was very pleased/impressed with the quality of the presentations and speakers.
Always avoid cold cuts for meals.
Internet connections for vendors and their presentations would have been helpful. Great presenters and good Intermediate/Advanced tracks.
Excellent location. Easy to find and a huge plus that it's near public transportation! Great restaurants and shopping. Sessions spaced well. Excellent food.
It would be nice to have the conference at a cheaper place. The state choice was great. I like how it was mostly equal distance for everyone.
Make sure all presentations provide PowerPoint handouts. Also - presenters should describe their research set-ups. For example, one might be a Research Analyst in a one-person shop, or might lead a department of 10-20 other researchers. This information often affects the audience's ability to apply information to their own workplaces.
Overall rating procedures, start to finish. Using statistics -- predictive modeling (more advanced/detailed).
Superb conference with an excellent agenda and topics. Well-organized in an excellent venue: Westin. Providence is a user-friendly city.
Wish we could play with data ourselves -- too abstract. I need hands-on.

What topics or speakers would interest you at future NEDRA events?

It's probably time for a comprehensive beginner training -- "Research 101/201" -- pair of workshops in fall. I don't need it, but might be hiring staff who do.
More of the same.
New tools, trends for research; campaign survival tips; how to assimilate new researchers into large research shops; how to train new researchers; research tips for development (front-line) staff, etc.
Free sources / outlines. Changing trends -- "cutting edge" or creative research techniques.
Maybe someone from a non-profit that isn't from a school/university. Research for cultural institutions is different and some help would have been great.
It would be nice to have a NEDRA event in Berkshires, MA or VT, as a change of pace of always driving East. I would love a workshop dedicated to Prospect Management, specifically dedicated to the details involved where questions and discussions would be the focus.
Competitor intelligence, blogging, designing forms and reports.
No more David Lamb.
More useful or applicable information.
Walk through creating a prospect profile -- show us some examples of how to actually look up salary, real estate, philanthropy, news articles, etc. -- online / live demo.
Compensation by industry; international research.
More career discussions like "Career Paths in Research." Hearing directly from MGOs and colleagues from other fields within Advancement (i.e., planning giving) would be helpful and interesting. People from business field or business departments at college or university to bring different perspective and information about trends to our attention. More like Tom Rogerson from Mellon Bank.
Nicole Rice (The Nature Conservancy) and I would like to lead a workshop at next year's conference on the "Unique Challenges and Issues Encountered in Non-Education Shops." Please contact either or both of us.
Offer more sessions for small shops. Dealing with increasing research costs. Invite founding NEDRA Board members back in 2007.
I would like an in-depth workshop on multiple regression analysis -- perhaps 4 hours.
Session on best practices for a one-person office. Session on research profiles.
APRA/NEDRA needs to do a salary survey.
Morilla/Firefox, RSS -- new technologies. Focus on new technologies specific to university students, such as

Facebook.com, bloop, etc.
 Pros and cons of Development Research reporting to Advancement/Development services vs. senior fundraising staff (VP or Executive Director of Development).
 Gary Price
 More data mining and prospect management (again!).

What topics would you be interested in reading about in NEDRA News?

Case studies -- interviews -- and theme-based issues. [e.g., an issue (3 articles or so) on strategic planning, auditing, benchmarking]
 Interpreting screening results.
 New tools, trends for research; campaign survival tips; how to assimilate new researchers into large research shops; how to train new researchers; research tips for development (front-line) staff, etc.
 Competitor intelligence, blogging, designing forms and reports.
 Websites and resources.
 The growth of advancement services and prospect research as a combined function.
 More like the keynote speaker. How about a real donor to bring our work into better context?
 How about a future conference in Portland, ME? More people like Tom Rogerson -- excellent, engaging speaker!
 Let's have the next conference in Portland, ME! More Tom Rogersons.
 Researchers venturing into grant writing.
 More career information similar to presentation by John Solmonese. More about research positions beyond development researchers. Guest articles from major gift officers, planned giving officers, etc. List of books helpful to read about business ("Good to Great" by Jim Collins) and advancement.
 Sandra Lankin has suggested I write an article for the newsletter on choosing top prospects for small database scans, using demographics, etc. This would be my third article for the newsletter.
 Do you still need daily newspapers?
 Techniques for distributing communication to development offices (staffing? tide?)
 Periodic updates on international research news -- listing of new sources as they become available.
 Mozilla/Firefox, RSS. Examples of different bio's provided / what different shops are doing.
 More on relationships building between researchers, development staff, consultants, fundraisers and volunteers.
 Prospect Management issues; communication between researchers and fundraisers; setting priorities / time management.
 How and when to make a gift-level recommendation (ask amount) -- is it based on capacity rating? How to get the MGO's open to ask amount from research (Elizabeth Crabtree mentioned they include ask amount recommendations on their research)?
 New free resources / reviews of existing resources.
 More Q&A with Sandra.

Are you a NEDRA Member?

Yes - 73 No - 1

Have you attended a NEDRA Program before?

Conference	Yes - 45	No - 28
Workshop	Yes - 40	No - 33
RING	Yes - 28	No - 45

Comment: I haven't attended RING because it's too far to travel for a 2-hour session.

PROGRAMS: An Overview

In addition to our Spring Conference, NEDRA aims to produce at least six programs a year (July to June) for the New England development research community. In recent years (2003-2005) our actual number of programs has been closer to three or four; one goal for 2005-2006 and beyond is to figure out how many successful programs we can produce a year.

An added dimension for 2005-2006 is NEDRA's new partnership with APRA. Many regional APRA chapters will "purchase" an APRA web seminar and host it as a regional chapter event, making a profit if attendance is greater than a certain minimum number. NEDRA could consider doing this several times a year in addition to standalone "live and in person" NEDRA programming.

Potential sources for program/workshop topic ideas include:

- Program Committee volunteers
- Conference evaluations
- Workshop evaluations
- Comments offered on membership/renewal forms
- APRA conference programs from current and past years
- Peer associations (large regional APRA chapters)
- NEDRA Board brainstorming
- Asking longtime NEDRA members for ideas

Past NEDRA programs, workshops and forums have included:

- Annual Research Directors' forum (one or two a year)
- Annual "Introduction to Research" beginners' level workshop (usually in Fall)
- Internet Research strategies (speaker such as Dr. Ran Hock)
- "Using an Audit" to evaluate your research operation (Poonam Prasad, 2004)
- Tour of Kirstein Business Branch of the Boston Public Library (free!)
- ... and many more.

In Section 3 above, there is a description of the "Education Committee Chair" role which will also be helpful.

RINGs (Regional Interest Networking Groups)

REGIONAL INTEREST NETWORKING GROUPS (RINGs)

(taken from 2000 handbook and updated in haste; may need more updating)

RINGs or Regional Interest Networking Groups are a new NEDRA program of networking opportunities for prospect researchers. RINGs are locally organized meetings intended to provide informal opportunities to meet and know fellow researchers in your geographic area, or from your type of organization. A RING meeting may be a simple get-acquainted session over a brown bag lunch, or it could be a discussion about an agreed-upon topic.

In December 2004, NEDRA held a New England-wide "RING Fest" with four RINGs occurring simultaneously in Boston, NH, CT and Maine. This event was very successful and the board intends to repeat it in 2005-2006.

TO JOIN A RING: To learn about RING activities in your area, check the NEDRA website under Upcoming Events. If you are not sure you registered for a RING or are a new NEDRA member, contact CAMI, 389 Main Street, Suite 202, Maiden, MA 02148 781/ 397-8870, or fax 781 / 397-8887 or nedra@guildassoc.com. Indicate to the office personnel the area where you prefer to meet.

TO HOST A RING: If a NEDRA member wants to initiate/host a RING meeting, contact (NEDRA board member/s TBD)

INVITING NON-MEMBERS: We encourage you to invite non-members to RING meetings. We will provide some NEDRA brochures for you to have on hand, and to invite non-members to upcoming NEDRA events. Encourage them to visit our website. To obtain NEDRA brochures, send a request to CAMI, by email at nedra@guildassoc.com; tel: 781 / 397-8870, or fax: 781 / 397-8887.

FREQUENTLY ASKED QUESTIONS ABOUT ORGANIZING A RING

Q. How do I invite people?

A. The NEDRA office can design and send an "email blast" to go to NEDRA members based on geography, institution type, and other factors. The Office will work with the RING host and the RINGs chair to ensure accurate event description. Send invitation via email about 4 weeks before the event.

Q. How many should be invited to a RING?

A. This number will vary, but NEDRA recommends beginning with a number of invitations that may produce a final group of about 8-12 people so that people can be comfortably seated around a table and really meet each other. Larger RINGs have been organized which are effective in other ways, but maximum interaction is often found with a smaller group.

NEDRA RING FAQ *(continued)*

Q. What should the email invitation include?

A. Basic invitation details such as date, time, location, host contact information, and instructions for RSVP. Include indication of whether lunch is brown-bag or provided (or other alternative). Describe topic(s) if there is a set agenda, and invite open topics if there is none.

Q. What's the usual agenda of a RING?

A. Past first-time RING agendas have included introductions and overviews of ongoing projects in NEDRA members' research shops, swap of valuable website information, swap of information about the APRA Conference and distributed handouts.

Many RINGs have been informal, with the luncheon and interactive roundtable conversation as the main event. Occasionally a RING will choose to invite a speaker, or have a person attending the RING make a more formal presentation. NOTE: if a RING starts to become a much larger NEDRA program due to speaker popularity, NEDRA recommends transitioning the RING into a full NEDRA program; the NEDRA office can handle flyers, emails, and registration.

Q. Who Hosts the next RING in my area?

A. At the end of the RING, the group should determine whether they would like to meet again, and if possible determine who will host the next gathering.

Generally, RINGs seem to be scheduled 3-4 months apart from the previous RING, and always in the same geographic area. A RING can be held at the host's institution, or just as easily at a reasonably priced restaurant in your area that may encourage local businesses to meet for business lunches.

MENTOR PROGRAM

The position of Mentor Program Chair was created in 1999 by Val Roberts. The president or designee selects the Mentor Chair for a term of one year and should consult with the Chair holder about renewing at the end of the term.

Prior to 2005, the Mentor Program matched mentors one-on-one with researchers seeking assistance. Mentor volunteers and mentee requests were compiled by the office through the mentor program application forms that are sent out in June with the annual membership renewal letter. The office logged information from the forms in the database, then forwarded them on to the Mentor Chair. The Chair then paired mentors and mentees based on geographic proximity, similarity in organizations, databases, etc., and mentors and mentees were informed of their matches.

In 2005 we made a major change in the program. Instead of matching mentors and mentees in 1:1 pairings, we now publish in the membership directory the names of all people who have volunteered as mentors, categorized by their self-identified areas of expertise. Any member in need of assistance can turn to the directory to find a mentor to contact.

Mentors are asked to make a one-year commitment at the time that they volunteer to be listed in the membership directory.

The mentoring chair should contact those listed as mentors in the directory each spring to ask them about the number of time they were contacted, their satisfaction with the program, etc.

CALENDAR

May/June: Review and amend, if necessary, mentor program application. Coordinate with the Membership Chair and CAMI to ensure that it is ready for mailing with the annual membership renewal letter.

July/August: Get information from CAMI (including copies of application forms) on members interested in serving as mentors.

August/September: Prepare page(s) for membership directory listing mentors in their self-identified areas of expertise. (CAMI may be able to query the database and print this directly, leaving the Chair only to review and edit the pages.) Coordinate with Membership Chair to ensure mentoring information is ready by due date for the directory.

(copy of Ann Castle Award mailing, 2006. Awardee for 2006 was Helen Brown.)

NEDRA Ann Castle Award

NEDRA is pleased to announce an invitation to apply or nominate for the **2005-2006 Ann Castle Award**. Ann, a highly esteemed and beloved member of NEDRA, died suddenly from leukemia in February 2000. In NEDRA's early years, Ann was instrumental in providing volunteer resources that made it possible for NEDRA to thrive and grow as a professional organization. Ann was Director of Research at the Harvard University Development Office for many years, and was a most generous colleague, mentor and professional "godmother" to many of us in NEDRA and APRA. Over the years Ann also became one of America's most respected sources on women and philanthropy, speaking nationwide at countless conferences and writing many articles on the subject. In the mid-1990s Ann teamed up with Slate.com to create an annual ranking (the "Slate 60") of publicized philanthropic gifts, and in 1996 she was awarded the APRA Distinguished Service Award.

Ann was always eager to share her knowledge with colleagues. At the time of her death she was planning to speak at the NEDRA annual conference in May 2000, a talk which would have described her exciting work with Ted Turner's United Nations Foundation and her three-week participation in October 1999 at the first White House Conference on Philanthropy. Ann's absence is a great loss to our community, and we're honored to have this opportunity to remember her in the form of an annual NEDRA financial aid and scholarship award.

The **Ann Castle Award** is designed to acknowledge outstanding effort or achievement in the field of development research. This may include special projects, articles, or other efforts which have served to promote or assist others in the field of development research. It may also include exceptional effort or achievement that has served the development mission of the applicant's (or nominee's) organization. The award will provide a one-year NEDRA membership (July to June); free admission to that year's NEDRA conference; and a \$250.00 cash award prize. Each year, one award recipient will be chosen by a selection committee consisting of at least one NEDRA director, one non-director, and past Ann Castle Award recipients, if they should choose to participate. [NOTE: Current NEDRA Board members are not eligible.]

The enclosed form is a combined Application/Nomination Form, meaning that individuals are encouraged to self-nominate or to nominate a colleague. Using either method (application or nomination), the form is meant to be brief. The Award Selection Committee will follow up, if needed, to gather fuller information (we would contact the nominator not the nominee). An awardee will be selected in March, several weeks in advance of the NEDRA Conference.

The NEDRA board is actively pursuing corporate sponsorship of the award. At this time funding is being provided by NEDRA and by private donations.

We are very pleased to be honoring Ann in this way, and look forward to naming the fourth annual Ann Castle Awardee in April 2006 at the NEDRA Conference. Past Ann Castle awardees **include Sandra Larkin**, Principal, Larkin Research, **Judith Rottenberg**, Director, Development Research, Brandeis University, **Shelley Brown**, Children's Hospital Trust (formerly Director, Development Research Systems, MIT.), and **David Eberly**, Director, Development Research, Children's Hospital Trust.

NEDRA Ann Castle Award: Timeline

Step/Action	Who	Weeks Prior to Conference	Date for 2006-07
Renew Selection Committee (ideal number is 5)	AC Award Chair	14-18	Dec '04 – Jan '05
Edit/Update Nomination Form & AC Bio Page	AC Award Chair	14-16	Dec 20-30
Mail Nomination Form & AC Bio Page	Office (CAMI)	13-14	Jan 3-7
Email Blast to Membership, reminder to nominate	Office (CAMI)	10-11	Jan 24-28
Check on Nomination Pool ; prompt Board to submit a name or two if necessary	AC Award Chair	9-10	Feb 3
Deadline: Compile all received AC Award Nominations/Applications	Office (CAMI)	8	Feb 11
Forward all received forms to AC Award Chair	Office (CAMI)	8	Feb 14
Review forms; Collect follow up info for nominations as needed; prepare consistent nom. sheet on each candidate	AC Award Chair	7-8	Feb 18
Distribute Nominations and instruction sheet to Selection Committee by email	AC Award Chair	7	Feb 25
Receive all votes by Email from Selection Committee; follow up as needed	AC Award Chair	5-6	March 1-8
Score the Votes and make a spreadsheet; determine winner (past scoring method: each 1 st place vote = 5 pts; 2 nd place vote = 3.5 pts; 3 rd place vote = 1.5 pts)	AC Award Chair	5	March 9
Certify the results with review & sign-off from a Selection C'tee member	AC Award Chair	5	March 9
Notify Awardee , confirm s/he will be present to accept award; provide details on Conference & Award presentation (Awardee will be recognized at Lunch, and will be introduced with 1-2 minutes of bio/remarks, and will be offered opportunity to speak for 2-3 minutes if s/he wishes)	AC Award Chair	4-5	March 10-15
Notify and Thank Selection Committee by email	AC Award Chair	4-5	March 10-15
Order Award from Alden Galleries, Boston (@ downtown crossing.. we are on file w/ them as "New England Development Research Association")	AC Award Chair	2-3	March 20-30
Copy Office (CAMI) on final nomination bios and scoring sheet	AC Award Chair	2-3	March 20-30

Ann Castle Award timeline, *continued*

Pick up Award from Alden Galleries	AC Award Chair	1-2	April 1-10
Compose Intro Remarks on Awardee	Award Chair & President	1-2	April 1-10
Present Award at Conference	President	0	April 13
Write up article on Awardee for NEDRA News	NN Editor & AC Award Chair	1-3 wks after	April-May 2007

NEDRA News: an overview

NEDRA News (NN) is the quarterly journal of the New England Development Research Association. NN's primary mission is educational; our goal is to make NN a resource for researchers, keeping them informed about sources, techniques and trends in our field, and helping them to improve the quality and professionalism of their work. A secondary goal has been to keep members informed about NEDRA activities, programs and membership.

NN has been published since 1987, first edited by Susan Cronin Ruderman. Sandra Larkin became the editor in the Summer of 1992, followed by co-editors Carol Byrne and Elise Ober LaFosse (2000-2005) and Mary Lawrence in 2005. Over the years, some tasks involved in publishing NN, which were initially performed by the editor and other volunteers, have been outsourced. These tasks, including layout, interaction with the printer, and mailing, are now performed by NEDRA's association management firm, CAMI.

As of June 2006, the newsletter committee of NN consists of:

Elise Ober Lafosse and Allison King, Managing Co-Editors and NEDRA directors
Dick Luxner, photographer

CAMI acts as production staff.

At the regular NEDRA board meetings, the Managing Director of NN updates the other board members about NN activities, and solicits any input or approvals as necessary.

PROCEDURES: The following steps must take place for each issue of NN to be created. A rough schedule has been established, with some flexibility built in to accommodate the other commitments of volunteer writers and editors.

The schedule is based around the following copy deadlines:

Spring issue:	March 1
Summer issue:	June 1
Fall issue:	September 1
Winter issue:	December 1

Choose issue theme, article topics, and possible writers.

When: 3-4 months prior to copy deadlines

Who: Editorial staff

How: Generally, we plan one issue ahead, and accumulate article and theme ideas on an ongoing basis. Following PRSPCT-L can be a useful source of ideas—what issues are currently generating a lot of interest and discussion? What questions have been asked and not adequately answered? We should also consider whether a theme or topic has recently been covered in NN or a NEDRA program, and keep in mind that each issue needs to appeal to a broad constituency, including experienced and new researchers, one-person shops and large, specialized staffs, and people working in different types of organizations.

NN is generally 8-12 pages in length. An issue usually contains three or four articles with accompanying source lists, and one or more resource reviews, as well as small pieces on NEDRA activities and Job Changes. New features for 2005 include an “Ask the Expert” column with former NN editor, Sandra Larkin, a “Researcher Spotlight” profile of a researcher, and “Looking Forward” listing upcoming events.

Recruit writers and assign topics.

When: 2-3 months prior to copy deadlines.

Who: Editorial staff

How: While it is preferable that NEDRA members write for NN, membership is not a requirement. The primary criteria for writers are expertise, writing ability, and reliability. If an individual suggests a topic for a NEDRA article, that person should be invited to write about it. Another means of identifying writers is through PRSPCT-L: if someone answers a question to the list, and their response shows that they have a good understanding of the subject at hand and are a reasonably good writer, they should be contacted to write about that topic. While NN cannot pay writers, we can provide extra copies of the issue in which their article appears.

In general, the editorial staff discusses issue topics over the phone and via email, consults with other directors and colleagues to identify potential writers, and then contacts people and asks them to write. It is best to line up writers 6-8 weeks before the copy deadline.

Remind writers of impending deadline.

When: 2-4 weeks before deadline.

Who: Editorial staff

How: Our writers are volunteers who also have fulltime jobs and other commitments; gentle nudging by email helps insure there will be no unpleasant surprises of the “oops! I forgot!” variety when the copy deadline rolls around. Editorial staff should offer assistance if needed to discuss any problems or questions, offer to look over a rough draft, and confirm that planned material will be finished on time (or adjust deadline as circumstances merit).

Edit copy received from writers.

When: First two weeks of deadline month.

Who: Editorial staff

How: Correct outstanding grammatical/spelling errors; look for inconsistencies, potentially confusing material, unanswered questions; suggest sources to list as sidebar. If substantial editing is needed or additional information should be added, work with the writer to finalize copy.

Send edited copy to CAMI for layout

When: By 15th of deadline month.

Who: Managing editor
How: Collect final versions of all copy and send them via email to CAMI, identifying which piece should be the cover story and which should be linked to the web page.

Receive first draft of layout from CAMI and proofread.

When: Draft should be received by 25th of deadline month; proofing should be completed by the end of the month.

Who: Editorial staff.

How: After receiving faxed or Adobe PDF file, editorial staff proofreads and reviews copy for accuracy and communicates with CAMI by phone or email to make any necessary changes.

Proofread final layout and approve for print.

Who: Managing editor.

When: Within 1 day of receipt.

How: There should be only minor changes needed, usually these can be communicated to CAMI by phone or email.

Send to print; label and mail.

When: One month from copy deadline.

Who: CAMI.

How: Confirm with CAMI the number of NN copies to be printed. For the first two issues of a fiscal year, print at least 50 copies more than the current membership number; for the last two issues of a fiscal year, you may want to consider reducing that number. The extra copies are to be available for people joining NEDRA part way through the fiscal year; upon receipt of their dues, CAMI is to send to them any back issues for the current year.

Send highlights to NEDRA Website Chair

Who: Managing editor

When: By third week of month following deadline.

How: Managing editor should decide what to send and make arrangements.

END

WEBSITE: <http://www.nedra.org>

OVERVIEW: The Website Chair is responsible for updating and maintaining the Association's website. The Website Chair is elected annually by a majority vote of the membership at the annual meeting to serve for a term of one year.

The NEDRA website was designed and established by Board Member Scott Tomlinson in the summer of 1999. The nedra.org URL was secured by NEDRA in June 1998. This registration needs to be renewed with Network Solutions every two-years at a cost of approximately \$35 per year. OLM.net (www.olm.net) hosts the NEDRA website at a cost of approximately \$84 annually.

The NEDRA site was developed to provide timely information for NEDRA members as well as for the general public wishing to learn about NEDRA's activities.

The Website Chair should report to the board regularly about activities and consult with other board members about any proposed changes in policies. For example, any changes in listings or charges for categories of people should be discussed at a regular board meeting. Example: providing links for our for-profit members, job posting for non-NEDRA organizations, or setting fees for such services.

Board members who are organizing program activities and who want announcements on the website should email a web-suitable version to the Website Chair so that it can be "cut and pasted" into place.

WEBSITE CHAIR RESPONSIBILITIES

1. Maintain accuracy and timeliness of all data contained on the NEDRA site www.nedra.org.
 - a. To do so properly usually requires two (2) weekly updates to the site. One-half hour to one hour is usually sufficient for ordinary semi-weekly up-dates.
 - b. Every two months there is usually a need to spend significantly more time, usually three to four hours, adding content or redesigning portions of the site.
2. (July 2005) The website chair is the first person to contact for web-based NEDRA event updates and any other content updates. In addition to the website chair, the treasurer and president all have access to the "back panel" of the site – contact them if anything is amiss with the site.
3. Answer or redirect email directed to the info@nedra.org and jobs@nedra.org pop-mailboxes.
4. Coordinate sponsor(s) for the site, tracking billing cycles and payments in cooperation with the NEDRA treasurer.

(Website, *continued*)

HARDWARE AND SOFTWARE REQUIREMENTS

1. A computer with a direct network or T-1 connection is recommended but not required. Slower connectivity such as with a dial-up connection would make the transfer of graphic data extremely time consuming.
2. An FTP (file transfer protocol) program (required to download a copy of the site to your local machine for maintenance or updates).
3. Web authoring software such as Dreamweaver, Adobe PageMill or Microsoft FrontPage is needed to make changes without complicated html code or programming experience.

Website Protocols and Procedures for Administrative Access:

1. All administrative entry to the NEDRA website will be cleared through the Chair or Vice Chair in advance.
2. All new content and /or content changes with the exception of changes to the events or job listings pages (which are designed to be relatively standardized, hence there is little room for license) will be cleared with the Chair or Vice Chair in advance.
3. There will be one authorized administrator (in addition to the Site Chair and Vice Chair) for program specific pages, such as Events, Job Postings, etc. If there are required changes for a page, such as the Events page, they will be made by the authorized administrator from that group or by the Site Chair or Vice Chair, if the aforementioned administrator is not available to make such changes.

JOB POSTINGS: Postings will remain on the NEDRA site for 30 days (1 month). At the end of the 1-month period, the website administrator will remove the posting unless contacted by the posting organization with a request to re-new the posting, at which time, the posting would be renewed for another 30-day period.

WEBSITE SPONSORS: Since 1999-2000 the website has had one sponsor, Prospect Information Network (P!N) (<http://www.prospectinfo.com>). NEDRA's most recent sponsorship agreement with P!N was a one-year, \$900 contract. During Conference season, NEDRA has also posted and promoted/thanked the names of Conference sponsors.

NEDRA'S FOUNDING

The following article, written by Georgia Click, appeared in NEDRA News Vol. 11, Issue 1, Winter 1998.

At the upcoming annual conference in May 1998, NEDRA will celebrate the completion of ten years. While actually incorporated in the Fall of 1987, NEDRA held its first annual conference in June 1988, which marked the end of its first year. What was it like back then? To answer that question, recently I conducted interviews with several of the founders and early board members, all of whom are still active in development.

In the beginning - that is, in 1986 - relatively few people were employed by nonprofit organizations to do prospect research. In the Boston area, probably the greatest concentration of researchers worked at various Harvard offices. They were aware of other researchers, mostly at colleges and universities, such as MIT, Tufts, Bentley, and Brandeis, among others.

“For most of us,” explained founding president Joe Donnelly, few people in the development field “understood what we were doing.” Individuals doing research often were considered staff assistants or clerical workers. Those working at some of the smaller Harvard sites often came over to the central development office in Cambridge to use its library. According to Sarah Royer Fernandez, “They started talking about getting all the development researchers together to discuss common concerns -attaining professional status in (their) offices, networking, ethics, research methodology.” Commented Kate Fultz, “Researchers wanted networking opportunities that were similar to those at Women in Development or NSFRE.” The group began meeting informally in late 1986.

Official Beginning

Their first official meeting occurred on March 5, 1987 at Radcliffe. The purpose was to discuss just what the group should be and to decide what steps to take. Many of the early meetings were taken up with logistics, such as becoming incorporated, how to do outreach, what programs to offer.

The first volume of NEDRA News was printed in Fall, 1987; and by Summer, 1988, three more issues had followed. In the Fall of 1987, NEDRA was incorporated as a non-profit organization with a board of directors: Joe Donnelly was president; Beth Melvin, vice president; Susan Ehrman, treasurer; Mike Schultz, secretary; and Nancy Eidelman, Kate Fultz, Judy Rottenberg, Sarah Royer Fernandez and Kim Watson were all directors.

According to an early issue of NEDRA News, the first program was a panel discussion of Ethics in Research held at Bentley College on November 20, 1987. The keynote speaker was W. Michael Hoffman, Ph.D., founding director of the Center for Business Ethics at Bentley College. He urged NEDRA to create a code of ethics. Some of the issues for researchers were how to elicit information over the phone, how to identify oneself.

Sustaining the Organization

There were many challenges to sustaining the new organization. “We grew incredibly fast in the early years,” indicated Donnelly. “At first (we grew) by word of mouth; we used CASE lists and any others we could find.” It was a challenge to reach beyond the Greater Boston Area and to reach out to other kinds of organizations, such as secondary schools, museums, and hospitals.

The high turnover rate in development generally and among researchers, in particular, increased the challenge of sustaining the organization. Moreover, according to Susan Cronin Ruderman, there was “an uphill battle” to convince managers that paying for NEDRA membership and meetings was worthwhile. Perhaps the biggest obstacle in maintaining some cohesion and determining program priorities was the difference between the needs of researchers in the big “shops” (e.g. MIT, Harvard, Boston University, Tufts) and those in the smaller “shops.” The gap between the “haves” and the “have nots” seemed wide.

Also as Carol Thorp explained, the high turnover rate in the profession meant that a lot of the program offerings had to focus on basic “how to” information. Eventually there were some people who stayed in the profession, developed more advanced skills, and took on more comprehensive responsibilities, such as information and systems management, working with major gift officers, etc. After a while, some of these people became frustrated with these more basic how to programs.

Another challenge Thorp identified was that NEDRA was an all-volunteer organization. Board members had no central source to manage the membership list, to produce the newsletter, or to handle mailings; there was little paid help either. “It was an enormous amount of work.”

The wide geographic spread of the organization was another challenge. Accordingly, Elaine Lotto recalled, NEDRA started smaller meetings around New England, so that more people could attend. Roundtables were set up to last only a few hours, so participants did not have to take a full day to attend. Topics were very specific, and the cost kept very low.

A Maturing Profession

Taking a broader view, Judy Rottenberg noted that development research as a profession, was at the time “still in its nascent stages, but maturing. There was no APRA, no Prspct-I, no conferences or workshops by CASE or NSFRE geared toward researchers. We did know of efforts to draw researchers together in Minnesota....”

By 1983, a group of researchers in the Minneapolis / St. Paul area, including Inez Waltman Berquist and Kathleen Foley, among others, had formed MPRA, Minnesota Prospect Research Association. In 1987, the MPRA board members decided to become a national organization and changed their name to APRA, American Prospect Research Association. APRA incorporated in January, 1988, and held its first conference in September of that year.

In late 1987 and early 1988, the founding NEDRA board members exchanged letters with the founders of APRA and, at that time, according to Fernandez, felt that APRA’s requirements for

chapter membership were not appropriate for NEDRA; APRA opted from the beginning to hire professional management services, thus raising their costs significantly. Back then, indicated Thorp, APRA did not have a New England presence, whereas NEDRA was already established and was gaining momentum. As a regional organization, NEDRA was able to offer more services within its defined area, and at far lower cost than APRA. Nevertheless, Donnelly explained, “APRA was an inspiration to us,” and their members helped NEDRA form its own bylaws. Thus NEDRA chose to be an independent regional organization.

Special thanks to the following individuals who shared their experiences about the early days of NEDRA's development: Joe Donnelly, Harvard University; Sarah R. Fernandez, Boston Museum of Science; Kathleen Fultz, University of California, Los Angeles; Elaine Lotto, Development Research Systems; Judy Rottenberg, Brandeis University; Susan Cronin Ruderman, Veritas Information Services; and Carol M. Thorp, Brown University.

APRA Affiliation

At NEDRA's conference in April 2005, the NEDRA membership voted unanimously to become a chapter of APRA International. This vote was preceded by a year of research and NEDRA-APRA relationship-building on the part of the NEDRA board. As of this handbook's date (July 2005), NEDRA and APRA are working through the paperwork and related steps to formalize and begin the chapter affiliation.

In exchange for APRA chapter benefits such as event liability insurance and board member liability insurance, NEDRA will supply the following information annually to APRA:

- Fiscal report (Jan-Dec.)
- Membership Directory including Board Roster

We are currently (July 2005) new to working with the exact APRA chapter requirements; this section of the handbook should be updated as we go forward.

See the following "Letter to NEDRA members" in which the main reasons for the APRA affiliation, and related background, are outlined.

[NEDRA LOGO]

March 21, 2005

Dear (Name):

I write to let you know that at the Business Meeting of our NEDRA Conference at 9:00 a.m. on Wednesday, April 13th, we have an agenda item of exceptional significance. **The NEDRA Board of Directors is pleased to propose that the New England Development Research Association (NEDRA) apply for chapter affiliation with the Association of Professional Researchers for Advancement (APRA) International.**

Background

NEDRA (New England Development Research Association) was formed in 1987 to serve the development research community in New England; this remains NEDRA's mission today. APRA (Association of Professional Researchers for Advancement), also formed in 1987, grew out of a Minnesota-based organization similar in mission to NEDRA. APRA soon became our industry's predominant organization representing development research, with 29 affiliated chapters in every part of the USA – except for New England, where NEDRA operates wholly independently from APRA.

NEDRA's Board of Directors has spent the past year in discussion, first internally and then with the leadership of APRA International, regarding this question: "What would be the optimal relationship between NEDRA and APRA?"

From the start of our discussion at the Summer 2004 Board retreat, the NEDRA Board has been unanimous in seeking to preserve NEDRA's strengths: our self-governance and sole authority in overseeing our programming, membership, and finances; our commitment to New England; and our current spectrum of membership services (Conference, programs, *NEDRA News*, RINGs, and more). And in my recent phone conversations with several longtime NEDRA members, the desire to maintain these strengths has come through strong and clear.

Yet the Board also recognizes that better communication and connection between NEDRA and APRA would be an asset to the NEDRA membership. We see NEDRA as currently missing out on several benefits of affiliation with APRA. These benefits range from tangibles such as event and board member insurance to intangibles such as participation in Chapter Leadership workshops (held as part of the APRA Pre-Conference) where regional research organizations like NEDRA share valuable information with one another regarding conference and programming topics, mentoring, vendor sponsorship, volunteer development, and more.

Thus the NEDRA Board sought to find out whether it is possible for NEDRA to link to APRA International in chapter affiliation, yet do this in a way that preserves and maintains NEDRA's cherished qualities of autonomy.

NEDRA learned that CARA (California Advancement Research Association), in particular, provides a strong precedent for a large regional development research association affiliating with APRA. CARA, which joined APRA in 1993, has kept its full authority of self-governance and its regional identity and commitment – all the while participating in, and benefiting from, a

highly positive relationship with APRA International and APRA-chapter counterparts across North America. I invite you to explore the CARA website (www.caresearchers.org) where you will find a thriving organization that resembles NEDRA in positive ways, yet is also plugged into APRA's ongoing conversations and connections in ways that NEDRA is not.

Using CARA as a starting point and then completing mutually positive negotiation sessions with APRA, the NEDRA Board arrived at a model of autonomous chapter affiliation with which we feel wholly comfortable, and in which we feel entirely confident. **The Board is pleased to propose to the NEDRA membership that NEDRA apply for chapter affiliation with APRA International, per the mutually agreed upon terms described on the following pages.**

Proposal Details

I realize the readership of this letter ranges from longtime NEDRA members who may have numerous questions, to newer NEDRA members who may not be as familiar with either NEDRA or APRA. The following pages are intended to inform the NEDRA membership:

1. Five key benefits of APRA affiliation
2. An overview: "What Would Stay the Same and What Would Change"
3. A summary of the NEDRA Board's proposal to affiliate with APRA
4. A "Most Likely Asked Questions" section to help clarify what is being proposed

Your Role in This Process

In these weeks prior to the NEDRA Conference, I invite and encourage you to contact me with any questions, concerns, or perspectives you would like to express related to this proposal. There will be limited time for questions from the floor at the Business Meeting; thus the Board is now reviewing questions from the Membership. Please contact me at Phillips Exeter Academy at 603-777-3045 or by email at pdakin@exeter.edu by **Friday, April 8th** with any questions, so that the Board has an opportunity to address as many as possible prior to the Meeting.

On behalf of the NEDRA Board of Directors, I look forward to a presentation and membership vote on the enclosed proposal at the 9:00 a.m. Business Meeting on April 13th, 2005 as part of the 18th Annual NEDRA Conference in Danvers, MA. Your thoughtful consideration, continued support and Conference attendance are greatly appreciated.

Sincerely,

Paul Dakin
President, NEDRA

Five Ways NEDRA Would Benefit From APRA Affiliation

- 1. Event Liability Insurance.** In March 2005, NEDRA had planned an exciting workshop on the financial services industry to be held in the trading room at Bentley... but it fell through on short notice, due to the facility's requirement that NEDRA supply its own event liability insurance (which NEDRA has been unable to afford). This has happened to NEDRA on several occasions in recent years; we live in increasingly litigious times, and understandably facilities are moving to protect themselves. APRA provides such insurance, as well as board member personal liability insurance, to its member chapters. This is an extremely desirable benefit that NEDRA seeks as we look to the future of regional programming for our profession.
- 2. Networking and Information Sharing Opportunities.** As mentioned in the preceding letter, NEDRA does not participate in peer-to-peer APRA Chapter networking at the board and volunteer level, as do our other regional counterparts. This includes a full day of valuable information sharing among chapters at the annual APRA Conference, and the ability to draw upon such contacts throughout the year. In my conversations with the leadership of various APRA chapters across the nation, they consistently cited this benefit in particular as being of highest value to their organizations.
- 3. Coordination and Cross-Promotion.** NEDRA and APRA currently make little to no effort to coordinate or support one another's programming. NEDRA would benefit from a featured NEDRA presence on the APRA website, and vice versa. NEDRA would also benefit from stronger communication and partnership with APRA in offering the best of both kinds of programming – NEDRA's "live and in person" workshops and RINGs coupled with APRA's higher-tech Internet seminars – to provide the greatest benefit to the New England development research community. Attendance at NEDRA programs and APRA programs would be boosted by cross-promotion within both organizations.
- 4. Board-to-Board Relationships, Access, and Contacts.** NEDRA will be better served if its leadership is in ongoing contact and dialogue with the leadership of the predominant organization representing our profession. In addition to coordination of programming as noted above, such connections provide increased sources for perspective, networking, innovation, strategic planning, and more. A stronger and more active relationship between NEDRA and APRA at the board level would also ensure that NEDRA has more of a voice in the national and international conversations that take place within and regarding our profession.
- 5. Pathways to National Volunteer and Board Service.** Across the rest of the US, volunteers and board members at the regional chapter level are encouraged by their chapters to bring their volunteer interests and aspirations to the national APRA level as well. In New England, there has been a culture in which most of our volunteer leaders tend to choose a camp – NEDRA or APRA – and to stay within it for the most part. NEDRA's volunteers would be better served by a culture in which NEDRA volunteer and board service is viewed as part of a contribution to our profession worldwide, and viewed as a pathway to a wide range of volunteer opportunities across both NEDRA and APRA.

What Would Stay The Same

- NEDRA's status as an independently operating 501(c)(6) not-for-profit organization incorporated in Massachusetts
- NEDRA's identity in name (New England Development Research Association) and logo* (*A small phrase to note APRA affiliation would be added)
- NEDRA's determination of its own bylaws and its own model of governance, including Board member selection and role assignment
- NEDRA's sole authority in determining its own membership services, rates, and policies
- NEDRA's sole authority in overseeing its own fiscal and budgetary affairs
- NEDRA's sole authority in determining and conducting all of NEDRA's regional programming
- NEDRA's quarterly newsletter, *NEDRA News*, and all other Member benefits
- NEDRA's sole authority in oversight of its relationship with CAMI (since 1998 NEDRA has subcontracted many administrative functions to CAMI, a professional association management company)

What Would Change

- NEDRA would comply with APRA chapter requirements noted in the following section, e.g., provision of annual report; provision of Membership Directory.
- NEDRA would receive APRA chapter benefits, including APRA's umbrella insurance coverage for Board member liability and event liability.
- NEDRA would participate extensively in APRA Chapter Leadership workshop day at APRA Conferences and in other APRA Chapter networking opportunities.
- NEDRA's four Officers (President, Vice President, Treasurer, Secretary) would be required to be APRA members.
- NEDRA and APRA would promote one another's membership and programs more openly than has been the case in years past.
- NEDRA members would benefit from a NEDRA-APRA affiliation in the ways described in detail on the preceding page.

Summary of Process and Proposal

The NEDRA Board of Directors proposes that NEDRA apply to become an affiliated chapter of APRA International. The process would be as follows:

- The NEDRA Membership is asked to vote on this proposal at the NEDRA Annual Conference on April 13, 2005.
- If a vote of approval is taken, the NEDRA Directors would formally submit an APRA Chapter Application.
- The APRA leadership would formally review and accept NEDRA's application.
 - Note: NEDRA and APRA have already reached mutual agreement on NEDRA's requested terms of chapter affiliation, which provide for more autonomy than the standard terms. See below for details.
- An announcement would be made to the NEDRA and APRA memberships as early as Summer 2005.

APRA Chapter Requirements and NEDRA's Specific Terms

Being researchers, some of us may wish to review APRA's standard terms for the establishment of a new APRA chapter: <http://www.aprahome.org/chapters/runchapter.htm>

Due to NEDRA's size, history (NEDRA actually predates APRA by a few months), culture of independence, and organizational strength, NEDRA sought to receive an appropriate level of autonomy in our desired affiliation with APRA. NEDRA's negotiations with APRA were extremely positive and agreement was soon reached. **Please review the following terms of APRA Chapter Requirements and Conditions as applicable solely to NEDRA:**

Chapter Name and Logo. NEDRA will continue as NEDRA, with a smaller-font phrase added to the NEDRA logo to indicate APRA chapter affiliation.

Chapter Size, Composition, Meetings, and Leadership. NEDRA already complies as-is with APRA's standard terms.

Chapter Bylaws. NEDRA's existing bylaws comply with APRA's requirement that a chapter formulate its own bylaws. NEDRA's existing bylaws are not in conflict with APRA's bylaws.

Dissolution Clause. In the hypothetical event of NEDRA's dissolution, the then-current NEDRA Officers would determine the most appropriate way to disburse of any funds remaining in NEDRA's Treasury after debts. NEDRA's Officers would strive to serve the New England development research community in making such a determination of fund disbursement, and would do so in consultation with APRA International.

Incorporation. NEDRA requested and received exemption from APRA's requirement that chapters incorporate in Illinois. NEDRA will remain incorporated in Massachusetts and NEDRA

will maintain sole oversight of all of NEDRA's required procedures and documentation related to incorporation and tax law filing.

Benefits of Incorporation. Although NEDRA is incorporated in Massachusetts, NEDRA will be eligible (to the extent that all APRA chapters are eligible) to use APRA's insurance coverage for event liability and Board member liability.

Chapter Report Requirements. NEDRA will provide to APRA an annual fiscal statement and an annual Membership Directory.

Contract Restrictions. NEDRA requested and received exemption from APRA's requirement that a chapter must seek and receive APRA International approval for any expenditure in excess of \$10,000. NEDRA will continue to oversee its own fiscal affairs free of any requirement for approval or involvement from APRA.

[END]

The above section covers all elements of APRA Chapter Affiliation Requirements as detailed on APRA's website and as negotiated by NEDRA and APRA. The NEDRA Board is highly confident that, per these mutually agreed upon terms, the benefits of APRA Chapter affiliation to NEDRA far outweigh the costs to NEDRA.

NEDRA and APRA: Most Likely Asked Questions

How does this proposal affect membership? If I'm a NEDRA member, would I become an APRA member as well?

Nothing would change. Your NEDRA membership would remain only a NEDRA membership, and you would have to actively join APRA to become an APRA member. Conversely, APRA membership would be only an APRA membership, and you would have to actively renew with NEDRA to maintain your current NEDRA membership.

Affiliation with APRA sounds like a great deal for now. But what if APRA changes its policies in the future, and APRA chapter affiliation becomes more costly and less beneficial for NEDRA?

One reason that NEDRA insists on maintaining its own independent 501(c)(6) status is so that NEDRA would be free to continually assess the benefits and costs of APRA chapter affiliation, and would be free to reverse, at any time necessary in the future, the affiliation decision now being proposed. Today's NEDRA Board predicts an extremely mutually beneficial NEDRA-APRA relationship as a result of affiliation – and this prediction is based on a year of discussion, negotiation, research, checking of references, and more – but if the Board's current prediction should ever turn out to be strongly in error, NEDRA could vote for disaffiliation from APRA at any time by bringing such a vote to a future NEDRA Annual Meeting.

When is the last time that an independently operating research organization affiliated with APRA?

As cited in the previous letter, CARA (California Advancement Research Association) affiliated with APRA in 1993, and that was the most recent example of a regional development research association moving to affiliate with APRA. It is worth noting that in 1993, APRA had been in existence for only six years. Today, NEDRA and APRA have both been in existence for eighteen years.

If we affiliate, will the APRA Conference come to New England one of these years?

Actually, in 1994 the APRA Conference came to Boston despite no affiliation between NEDRA and APRA at the time. NEDRA members volunteered extensively for that conference, and it was an unusual example of intensive and positive collaboration between the two associations. That being said, NEDRA's affiliation with APRA would mean that, should APRA ever express interest in bringing its Conference to New England, NEDRA would be ready and willing to serve extensively in helping to host the APRA Conference, as other APRA chapters do nationwide each year.

Will NEDRA's programming change if we affiliate with APRA?

While NEDRA's programming is always changing, no dramatic changes are expected due to APRA affiliation. NEDRA's strength lies in its regional commitment and regional population density. NEDRA's programming has always been based on the "live and in person" model of speakers, workshops, and roundtables. APRA, meanwhile, has developed a line of Internet-based seminars that are highly useful for pockets of geographically more distant researchers; for example, a pair of APRA web seminars was held in Maine in late 2004. While there may be occasion for NEDRA and APRA to collaborate directly in programming, it is expected that – as has developed with other large APRA regional chapters – NEDRA will continue to do what NEDRA does best: a diverse program year of Conference, workshops, RINGs, and roundtables across New England. APRA would offer its own Internet-based programming in ways that

complement NEDRA's programming. This, the NEDRA Board believes, ultimately serves to benefit the NEDRA membership.