

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

**Tuesday, May 25, 2021**

President Kimberly Eck called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:32 pm Central on May 25, 2021.

The following Directors were present at the meeting: Eva Allen, Joanna Downer, Rachel Dresbeck, Kimberly Eck, Faye Farmer, Jerilyn Hansen, Jill Jividen, Jennifer Lyon Gardner, Nathan Meier, Michael Preuss, Paul Tuttle, and Etta Ward (joined 1:47 pm CT). Immediate Past President Karen Fletcher also was present. Directors Kim Littlefield and Anne Maglia were absent.

**Board Culture Anchor of the Month:** Lead and Mentor with Empathy

- Farmer to share with the Board “Culture Box” activity from Mentoring session at the conference

**Consent Agenda:**

- Approval of draft April 27, 2021 Board Meeting Minutes – Eck
- Financial Report – Hansen
- Strategic Plan priority KRAs:
  - KRA 3.1 (RD101) – Downer
    - Moving forward with sustainability planning – blog post went out today calling for RD101 facilitators
  - KRA 4.1 (Inclusive Excellence Plan) – Ward
  - KRA 4.3 (Membership Scholarships) – Meier
- Committee Reports:
  - Mentoring – Farmer
  - NORD - Fletcher
  - Professional Development – Downer
  - Governance – Lyon Gardner
  - Several committees canceled their May meetings due to NORDP conference activities
- Jividen moved (seconded by Downer) to approve the consent agenda. The motion passed unanimously.

**General Announcements:**

**2021 Conference Debrief – Jividen**

- The 2021 conference was a great success, with record high attendance
- Conference evaluation survey was distributed via MemberClicks today
- NORDP’s membership is currently at 1070 members
- 2022 Conference planning has been handed over to Katie Shoaf and Becca Latimer. They will be visiting the conference site (Bellevue, WA) in June 2021. This marks the first year that non-Board members are chairing the conference, so a Board liaison should be appointed for the conference co-chairs to build a dedicated line of communication to the Board.
- Conference net revenue was \$113,000, including \$48,000 in sponsorships, which exceeded our sponsorship target of \$32,000.

**Reminder: NORDP Year in Review Meeting (Annual Business Meeting) June 23 – Eck/Lyon Gardner**

- Lyon Gardner asked Board liaisons to ping their committee co-chairs about submitting bullet point updates to Eck for the Year in Review presentation

#### **Great Lakes Regional Meeting Update – Farmer**

- Farmer finalized a memo with recommendations; up to Board to consider how they want to implement those recommendations. One of the recommendations, regarding a process for escalating concerns, is currently being considered by Governance Committee.
- Final page of the memo outlines the process by which Farmer and Preuss mediated the conflict surrounding association management company support/promotion of the GL meeting. Preuss offered to help with mediating future conflicts. Ward remarked that it would be useful to have a neutral third party, rather than an active Board member (possibly with perception of bias), serving as a mediator.

#### **May Email Votes – Results – Lyon Gardner**

- Accept proposed language for Bylaws revision regarding Immediate Past President term - PASSES
- Formalize NORD as a NORDP committee without corporate authority - PASSES

#### **Discussion Items:**

##### **Election of 2021-2022 NORDP Officers – Eck**

- *Officer election took place via online Board meeting, rather than in-person Board meeting concurrent with NORDP's Annual Conference, due to ongoing COVID-19 pandemic (Conference also was all-online/virtual)*
- Vice President/President-Elect, Secretary, and Treasurer officer positions need to be appointed for 2021-2022.
- Current Vice President/President-Elect, Jill Jividen, will serve as President for 2021-2022
- Current President, Kimberly Eck, will serve as Immediate Past President for 2021-2022
- Lyon Gardner nominated Joanna Downer for Secretary
- Hansen nominated Eva Allen for Treasurer
- Jividen nominated Anne Maglia for Vice President/President-Elect
- Dresbeck moved (seconded by Ward) to approve the Executive Officer slate as proposed. The motion passed unanimously.

##### **Confirm 2021-2022 Board Liaisons – Eck**

- The following individuals were confirmed as Board Liaisons to NORDP committees for 2021-2022:
  - Strategic Alliances – Anne Maglia
  - Communications Working Group – Jividen will continue to serve as liaison until position is backfilled by an incoming Board member TBD
  - Nominating Committee – Anne Maglia, Nathan Meier
    - Noted that Governance Committee includes liaison to NomCom as an ex officio member. This is a good practice to crosswalk Governance's year-round recruiting strategies.
  - NORD – Kimberly Eck (as IPP), Faye Farmer
    - Dresbeck plans to remain on NORD committee following the end of her Board term, and will be NORD's liaison to Communications Working Group.
    - Fletcher has been voted in as a chair of NORD for 2021-2022.

- Some discussion about “natural roles for IPP” ensued. Sponsorship and convening committee co-chairs were agreed upon as natural roles for IPP.
- Executive Conference Committee – Jividen; can add Downer if needed
  - Jividen noted that Board input is most needed in taking all the submitted conference abstracts and content and turning them into a full conference. Also need to ensure that mandatory Board activities per Bylaws (e.g., Board meeting to elect officers) take place on-site.
- Catalyst Fund (Capital Campaign) – Eva Allen (as Treasurer); plus an additional liaison TBD
- Ward requested redundancy in liaisons for Committee on Inclusive Excellence, noting that it’s been difficult to get movement from CIE and that a second liaison might help to keep things moving along. Preuss remarked that an MSI or PUI Board member could be a good second liaison for CIE.
- Tuttle requested a second liaison for Member Services.
- Farmer requested that the Board do a second pass through these liaison opportunities again once the new Board members have been onboarded, so that they have a chance to engage.

#### **Committee on Inclusive Excellence Strategic Plan – Ward/Eck**

- The Board discussed CIE’s Strategic Plan in regard to the following prompt questions from Eck:
- Ward noted that the CIE Strategic Plan document contains many aspirational plans to unfold over the next couple of years. CIE’s request to the Board is to help prioritize the items in this report, identifying which items should be pushed forward in the next 12 months.
- The Board reviewed the document and discussed which items should be high-priority for support. The Board agreed on two highest-priority items:
  - Climate Survey**
  - Review of existing NORDP policies and procedures**
    - Is the language in these policies/procedures inclusive? Does it create a sense of belonging?
    - Knowing that there is a set of policies that SAC has looked at is an action item worth looking into.
    - A policy taskforce could be established that includes CIE, Governance and Strategic Alliances. This taskforce would review current NORDP policies through a DEIB lens, and also propose new policies that don’t yet exist within NORDP but should (e.g., anti-bullying, harassment policies)
    - Farmer said she’d be willing to run the taskforce, establishing a charter and then letting the taskforce develop their own workplan and milestones they want to achieve.
    - Ward noted that this would be a good opportunity to include NORDP members at large, not just committee members.
- Ward commented that it will be important to pledge real resources toward this work.
  - For example, Catalyst, the Conversation Roadblocks resource, costs \$5000 for a nonprofit membership and would be useful to all NORDP members.
  - Lyon Gardner recommended pairing such resources with professional development content created around the resources, to increase awareness/visibility to membership
  - Ward recommended identifying partner organizations that will bring in training and experts.
- Hansen mentioned a need to revise the committee budget process so that committees have a way to ask for resources in the middle of a budget year. She recommended

allocating an amount per committee, then having committees bring requests to the Board above a to-be-specified dollar threshold.

- **Action: Eck, Ward** to draft response to CIE strategic plan highlighting priority items of Climate Survey, NORDP-wide policy review, and allocation of resources.

**Board Candidate Discussion – Eck/Lyon Gardner**

- Two Board members (Preuss, Pascucci) have vacated or are vacating their Board seats early. Per NORDP's bylaws, the Board may appoint a Director in such circumstances.
- One of these seats is a designated PUI seat; the other is an at-large seat.
- **Action: Governance Committee** will identify prospective candidates from among the NORDP membership to fill these two seats and report back to the Board with recommendations at the June 22 Board meeting.
- **Action: Farmer, Lyon Gardner** will meet with PUI Affinity Group Co-Chairs (Jennifer Glass and Kara Luckey) both about the near-term need of filling the PUI seat and also about longer-term strategy for making the Board welcoming for PUI members.

Due to time constraints, the following topics were tabled for the June Board meeting:

- Continued discussion on sponsor relations – Dresbeck/Eck

There being no further business, the meeting was adjourned at 3:30 pm Central.

Respectfully submitted,  
Jennifer Lyon Gardner, Secretary

**Note:** The next Board Meeting is scheduled for Tuesday, June 22, 2021 at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.