

(draft) MINUTES

National Organization of Research Development Professionals Board of Directors Meeting

Tuesday, August 23, 2022

The mission of NORDP is to advance the global capacity for and impact of research by strengthening the practice and profession of research development.

- Roll Call – Joanna Downer

Present: Eva Allen, Melinda Boehm, Joanna Downer, Faye Farmer, Jennifer Glass, Antje Harnisch, Jill Jividen, Becca Latimer, Kimberly Littlefield, Lisa Lopez, Nathan Meier, Anne Maglia, Jessica Moon, Kim Patten, Samar Sengupta

Absent: Carolyn Julien

- Call to Order – Anne Maglia (3:32 pm ET)
- Board Culture Anchor of the Month
August 2022 – Practice open, clear, effective and respectful communication
 - Faye and Joanna shared recent experience with the importance of this anchor. Melinda, Antje, and Samar shared their experiences as well, noting, too, that sometime time for thought is necessary before speaking up.
- Open floor for sharing related to DEIABJ (diversity, equity, inclusion, access, belonging, and justice) in NORDP, RD, and/or our own institutions - experience to share, opportunity for improvement, success?
 - Joanna – shared that she gave a presentation to a junior faculty retreat in a basic science and all but two of the 7 participants appeared to be from groups underrepresented in science and medicine.
 - Jill – shared being part of a discussion about results of a climate survey that revealed poorer scores and didn't feel comfortable speaking up in that environment to answer "why did we get these poor scores?" Samar expressed solidarity with that experience.

Consent Agenda

- Approval of draft July 26 Board meeting minutes – Anne Maglia
- Financial Report (June and July) – Eva Allen
- Strategic Plan priority KRAs:
 - a. KRA 3.1 (RD101) – Joanna Downer
Joanna needs to follow-up from a recent de-brief of RD101 facilitators to identify the questions we need to answer to move forward with new offering(s).
 - b. KRA 4.1 (Inclusive Excellence Plan) – Jennifer Glass
Kanarys presentation to CIE and Board is Sept 6, 1:30-3 ET on initial climate survey report and dashboard.

c. KRA 3.4 (NORDP Certification) – Faye Farmer

Task force has provided a report identifying how other organizations have pursued certifications. (Phase 1 task force focused on would certification/credentialing be of interest to NORDP, Phase II is this report.) Phase III step is 5-question survey made by a team with diverse perspectives on certifications; this survey will be tied into the next member survey.

- Committee Reports (Board liaisons named):

- Member Services – Antje Harnisch, Faye Farmer
- Mentoring – Carolyn Julien, Jennifer Glass
- Inclusive Excellence – Samar Sengupta, Jess Moon

Note anticipated leadership changes as Gretchen plans on stepping down.

Inquiry about providing input to board for strategic planning could be specific to incorporating DEIBJA throughout the organization or to a more general member survey kind of input. Member survey would be after the retreat and inform prioritization or further discussion.

- NORD – Jill Jividen as IPP, Faye Farmer - Request from the Journal Subcommittee
- Professional Development – Melinda Boehm, Lisa Lopez
- Revenue & Finance – Eva Allen
- Governance – Joanna Downer (Governance did not meet in July)
- Communications Working Group – Antje Harnisch
- Strategic Alliances – Kim Patten
- Nominating Committee – Nathan Meier, Lisa Lopez
- Executive Conference Committee – Jill Jividen
 - Conference Planning Committee – Becca Latimer, Jess Moon
 - A question was raised regarding whether the Candidate Forum will or should be held in person or virtually. Conf Cmte will work with NomCom to plan and schedule as a separate event. The general consensus of both committees is that the advantages of virtual for access and preparation outweigh any advantages of an in-person candidate forum at the conference.
 - A question was raised regarding what information is needed at registration – institution type, RD office model, gender, years in RD, years of NORDP membership. Kim Patten pointed out that we could ask partner organizations what data they collect. Might also automatically populate with data available in MemberClicks, although many conference attendees are not members. To meet requirements of the European Union's data privacy regulations, would need to be certain that requests for data include exactly how that data would be used by the organization.
 - The committee received many responses to the request for workshop suggestions and keynote speakers. The Conference Planning Committee has put those in a survey and asked the broader conference planning committee and Board to weigh in by end of business on Friday, Aug 26.

→ VOTE: Melinda Boehm moved to approve the consent agenda; Jill Jividen seconded.
MOTION PASSED

General Announcements

- Bylaws policy regarding Board eligibility and member categories – Jill Jividen

- Following the targeted focus groups, Town Hall to get broad member input was held at the end of July. The Board's By-laws Task Force is now considering potential related to policies/policy on Board composition – designated seats, eligibility, etc. Faye also mentioned that the next phase of the Policy Task Force is meeting to work on policy wording, etc.
- Communications Working Group (CWG) - Kudos - Antje Harnisch/Anne Maglia. CWG is going to take over calling for kudos (Jill had done that throughout her year as President) to ensure continuity of this activity.
- Board Liaisons; Governance Committee membership – Joanna Downer
Opportunities still available for all who are interested. Jennifer volunteered to join Carolynn as Board Liaisons for the Mentoring Committee

Discussion Items (60 minutes):

→ VOTE: Approve proposal from NORD journal group. The group seeks permission from the Board “to pursue potential of Digital Commons journal instance with Virginia Commonwealth University (via NORDP member Nina Exner), and permission for a working title of ‘Research Development Review: the NORDP Journal’”

→ VOTE Anne Maglia moved to approve permission as described above, Nathan Meier seconded; MOTION PASSED

- Awards task force - Nathan Meier

Wanted to bring to the Board the need to create a more robust award mechanism than the task force, which has been charged with organizing and handling the logistics for the award nomination process, with separate ad hoc reviewers. Perhaps make an Award Committee without corporate authority, with a couple Board members and other NORDP members. Another option is to make awards a subgroup of the Nominating Committee; that has been proposed in the past and NomCom declined in order to stay focused on board candidate processes and not have any potential for conflict between Board candidate nominations and awards. Some NORDP members also have job responsibilities in awards, and so it could be an attractive opportunity for members to volunteer. Like NomCom, an Awards Committee would likely not be a year-round activity: NomCom's Board activities are heavy in the spring, which would likely be the same timing for the awards process to enable awardees' announcement at the conference. Could also consider what awards should be handled by the Awards Committee – e.g., membership awards, travel awards, etc. (“scholarships”), or only more formal awards. Might also be possible for a high-level administrator to handle the logistics, too.

→ The Awards Task Force will continue for another year, and the Board will consider other options at the retreat and over the coming year for implementation in 2023-2024.

- New processes for requesting FPMR services - Anne Maglia/Faye Farmer

Out of brainstorming came the idea to restart the “NORDP HQ” Basecamp. Faye took the lead on drafting the process and seeking input from others, and Jill is leading communications related to it. Purpose currently is to capture the requests going to FPMR in one place. One-off or immediate needs might go to FPMR staff directly, but other things (and as much as possible) should go through the form so that we can capture them. For one-off things, we hope they will capture some of those in the form/spreadsheet as well to just collect all the requests, although that tracking also takes time. Eva mentioned that using the form changed her approach to

making the request, e.g., really thinking about what was needed by when, which might create improvements itself. Sept. 15 is the target for having committees use it for their requests.

- FY23 budgeting walk-through (screen share) – Eva Allen

Eva walked through the preliminary draft of the FY2023 NORDP budget, showing how it's set up. Categories are aligned with the financial reports that FPMR prepares. It has a section for expenses for new KRAs to come from the retreat (Sept. 8-9). Although NORDP is not required to pass a budget prior to the beginning of the fiscal year Oct. 1, the final budget for Board review and approval is expected to be prepared for the September Board meeting (Sept. 27).

- Retreat brainstorming, expectations, and homework - Anne Maglia

The retreat will begin a strategic planning process, including an external facilitator. Still working with FPMR regarding what Jim will present. Eva will share the budget, and there may be other documents sent out, ideally by Sept. 2, given the Labor Day holiday.

There being no further business, the meeting was adjourned at 4:33 pm ET.

Respectfully submitted,
Joanna Downer
NORDP Secretary (2021-2023)

Note: The next regular Board Meeting is scheduled for Tuesday, September 27, 2022, at 2:30 pm Eastern; 1:30 pm Central; 12:30 pm Mountain; 11:30 am Pacific.