

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

**Tuesday, February 25, 2020**

President Karen Fletcher called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:35 pm Central on February 25, 2020.

The following Directors were present at the meeting: Kathy Cataneo, Joanna Downer, Rachel Dresbeck, Kimberly Eck, Faye Farmer, Karen Fletcher, Jerilyn Hansen, Jill Jividen, Jennifer Lyon Gardner, Nathan Meier, David Stone, Paul Tuttle, Etta Ward, and Kari Whittenberger-Keith. Director Kim Littlefield was absent. NORDP member Alicia Knoedler joined the meeting for the first 15 minutes to announce the NORDP HBCU Consultant Pilot Program.

**Announcement: NORDP HBCU Consultant Pilot Program - Knoedler**

- The HBCU Consultant Pilot Program applies a PEERD model to building institutional capacity for RD at HBCUs. Approaches were developed by NORDP members Alicia Knoedler and Jacob Levin
- Two approaches proposed: face-to-face (monthly meetings on-site), or virtual (primarily online meetings)
- Program is being funded externally. Still awaiting official award letter from external sponsor. Knoedler will consult with NORDP communications on the press release.
- Operationally: Need support from NORDP to select consultants from among our members and help with training the consultants so that they are delivering consistent training to the HBCUs. Program will target 4 HBCUs, need one consultant per HBCU (4 consultant FTEs total per year)
- Time commitment for consultants is much more intensive than a typical PEERD commitment, e.g., 25 hours/month for face-to-face consultants
- Participating HBCUs have not yet been confirmed, but at the OSTP-hosted HBCU week in November 2019, Kelvin Droegemeier and Alicia presented the concept; several HBCUs expressed interest then. Program is seeking HBCUs who currently have no RD support
- Cataneo asked what vetting would be done to ensure that the HBCUs are receptive to building RD capacity. Team will look for evidence that the HBCU already has goals and metrics for research success, and will ask the HBCUs to provide a plan for sustaining the program after its two-year run
- **Action: Farmer** and other Board members with interest to ask follow-up questions directly to Knoedler, and post the responses in Basecamp.
- **Action: Board** needs to identify a Board liaison to coordinate with this program as it develops. Knoedler is also seeking Board members to serve on the steering committee for the program.

**Consent Agenda –**

- Draft January 28, 2019 Board Meeting Minutes - Fletcher
- Financial Report – Hansen
  - Funds for HBCU program have been received from sponsor and will be managed separately from the rest of the operational budget
  - A template/form is available for those who want to propose KRA-related expenditures
  - Dresbeck asked to have a presentation at the next in person Board meeting or retreat about how the funds flow. This agenda item will be included in the extended Board meeting in May.

- Committee Reports (this list reflects those committees that submitted a report by 2/25):
  - Member Services – Cataneo
    - Paul Tuttle has agreed to step in as MSC liaison once Cataneo’s Board term ends in June 2020
  - Mentoring - Farmer
  - Professional Development – Downer
    - **Action: Downer** to put Erin Christian, Melinda Boehm in contact with Faye Farmer, who is champion for CEUs KRA
  - Revenue and Finance - Hansen
  - Communications Working Group - Dresbeck
  - Strategic Alliances – Dresbeck
    - Includes a monetary request, which has been removed from the Consent Agenda
    - Ongoing call for a Board member to step up as liaison for this committee, as Dresbeck’s Board term ends in June 2021
  
- Cataneo moved (seconded by Eck) to approve the Consent Agenda. The motion passed unanimously.

**General Announcements:**

**2020 Conference Updates** - Jill Jividen

- Currently at \$58,000 in sponsorship, exceeds our goal
- Currently at 364 registrants
- Travel awards closed yesterday, received 23 applications. About half of these applicants have been accepted to present at the conference. 10 reviewers, reviews underway.
- Will be distributing a spreadsheet for Board members to sign up to host Research on the Rocks
- Hotel is booked out on Sunday and Wednesday, a few rooms remain for Monday and Tuesday. Going to open another small block of rooms for Sunday.
- Jividen will post Board member responsibilities timeline for Conference to Basecamp.

**Board Source: Certificate of Non-profit Board Education** - Karen Fletcher & Jeri Hansen

- Hansen will send login link for Board modules to all board members
- **Action: All Board members** to complete online modules prior to Board meeting in May (time commitment: 30 minutes per module; 3 hours total)

**2020 Board Retreat - Save the Date - September 11 - 14, Knoxville, TN** - Kimberly Eck

- Similar overall schedule to 2019 Austin Retreat - fly in Friday (no schedule Friday), depart Monday
- Location will be hotel that's walkable to campus, meeting on campus
- Agenda will be fleshed out over coming months
- Previous Board members will not be attending. Dresbeck and Stone encouraged the Board to revisit the exclusion of former Board members from the Retreat. Could benefit from their experience

**February Email Votes: Results** – Jennifer Lyon Gardner

- Approval of revised Board Election guidelines - PASSES
- Approval of FY20 Strategic Alliances Budget - PASSES

### **Discussion Items:**

**Vote: Strategic Alliances Recommendation for NORDP to join the INORMS network** - Rachel Dresbeck and Karen Fletcher

- Part of the package is placing of an advertisement for NORDP in the INORMS Conference Program.
- Eck asked Dresbeck to describe the longer term plan for engaging with INORMS. Dresbeck: we are already involved with INORMS through our promotion and participation in the RAAAP survey. Part of the goal is to advance NORDP through partnering with INORMS.
- Stone noted that it is important for NORDP to understand other framings/contexts for RD work
- Stone moved (seconded by Cataneo) to approve SA's recommendation for NORDP to join the INORMS network. The motion passed unanimously.
- **Decision:** Strategic Alliances will reallocate existing funds within its budget to cover \$500 ad placement expense

**Immediate Past President / Board Member Terms: Recommendations from Governance Committee** – Jennifer Lyon Gardner

- Governance committee recommends creating a “fellows” or “council” of former Board members, appointed by the Board, to make recommendations to the Board and to help with cultivating/developing future Board members. Feedback from the Board was to call this group of individuals a “council.”
- Also presented multiple scenarios for different Board term lengths, in effort to resolve the issue of having Immediate Past Presidents whose Board terms have ended
- **Action: Lyon Gardner** to move this conversation to Basecamp for further discussion

**Rising Star Nominations** - Nathan Meier

- Received 9 nominations - 3 were new, the other 6 were resubmissions
- Jividen moved (seconded by Eck) to approve three Rising Star awards. The motion passed unanimously.

**New awards task force update** - Karen Fletcher

- Fletch established a “new award categories” task force, group has met and made some recommendations for new award categories:
  - Champion of Research Development Award
    - given to someone external to the org who's done a lot to bring visibility to NORDP and research development
  - Leadership Catalyst
  - Innovation Award
    - Those who leverage their unique resources to advance the profession and kick-start innovation
  - NORDP Fellows Award
    - An honorific award
    - We would only be naming one person/year for this, but maybe more people in the first year, a larger class. Could do 10 people in Year 1, one person per year of existence
- Stone recommended that a criterion be established that current Board members cannot be recipients of Leadership Catalyst or Innovation awards

- Stone also proposed a new award category to recognize advancement of the RD profession, e.g., people who innovate by creating an impactful new program at their home institution
- **Action: Task force** will finalize descriptions of the proposed award descriptions and continue the discussion in Basecamp

There being no further business, the meeting was adjourned at 3:26 pm Central (motion: Jividen; second: Stone).

Respectfully submitted,  
Jennifer Lyon Gardner, Secretary

**Note:** The next Board Meeting is scheduled for Tuesday, March 24, 2020 at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.