

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

Tuesday, June 23, 2020

President Karen Fletcher called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:34 pm Central on June 23, 2020.

The following Directors were present at the meeting: Kathy Cataneo, Joanna Downer, Rachel Dresbeck, Kimberly Eck, Faye Farmer, Karen Fletcher, Jill Jividen, Kim Littlefield, Jennifer Lyon Gardner, Nathan Meier, Etta Ward, and Kari Whittenberger-Keith. Directors Jerilyn Hansen, David Stone and Paul Tuttle were absent.

Consent Agenda –

- Draft May 26, 2020 Board Meeting Minutes - Fletcher
- Financial Report - Farmer
- Committee Reports (this list reflects those committees that submitted a report by 6/22):
 - Member Services – Cataneo
 - Mentoring – Farmer
 - Inclusive Excellence – Ward
 - NORD - Littlefield
 - Professional Development – Downer
- Cataneo moved (seconded by Jividen) to approve the consent agenda. The motion passed with one abstention (Dresbeck).

General Announcements:

Thanks to Outgoing Board members – Eck

- President-Elect Kimberly Eck thanked Karen Fletcher, Kathy Cataneo, David Stone and Kari Whittenberger-Keith for their service to NORDP as Board members.

Seeking Board Mentors for Incoming Board Members – Lyon Gardner / Eck

- Third- or fourth-year Board members who are interested in mentoring a new Board member should email Kimberly Eck to express interest.

Changeovers for 2020-2021 – Lyon Gardner

- New Basecamp team for the 2020-2021 Board of Directors will launch on July 1, 2020.
 - Downer noted that it would be useful to share previous months' committee reports via Basecamp with incoming Board members, to give them context. Previous months' reports from 2019-2020 have been copied to the 2020-2021 Basecamp team.
- 2020-2021 Board Onboarding Manual for new Board members is close to complete.

Committee Co-Chair Meetings and Committee Roundtable – Fletcher

- Kickoff committee co-chair meeting will take place July 16. Purpose is to convene committee co-chairs periodically so that they can share committee updates and stay informed about other committees' goals and activities.

Discussion Items:

Review 2020 Election Results – Meier

- Cataneo moved (seconded by Downer) to ratify the results of the 2020 election. The motion passed unanimously.

Positioning NORD within the organization and its committee structure (cont'd. from May 2020) –

Fletcher

- NORD, as structured currently, has corporate authority, which means it must be composed of a majority of Board members.
- Littlefield (current chair of NORD) noted that the culture of the committee is somewhat constraining.
- Stone had proposed a Research Development Institute (RDI) structure at the May Board meeting; this is still open, but won't be discussed today since Stone is not present.
- Board agreed that there is a need to develop RD as a field and position NORDP as the leading voice and leading contributor to this emerging field. What needs to be determined still is what the structure of an initiative to develop RD as a field should be.
- Board discussed possibility of removing corporate authority from NORD so that its membership can be extended beyond majority Board members.
- **Decision:** NORD will pause launch of August 2020 cycle of InfoReady grants until the NORD committee structure is worked out.
- Dresbeck and Littlefield expressed interest in revising the NORD seed grant RFP to make it clearer and more inclusive

Affinity Group Policy – Cataneo

- There are 2 thematic and 2 regional affinity groups at present. The thematic affinity groups don't appear to need NORDP's centralized structure and support, generally speaking.
- Sarah Messbauer (MSC Co-Chair) is willing to have existing affinity groups become subgroups of the Member Services Committee.

MemberClicks (MC) Attributes Clean-Up Project – Cataneo

- Report to Board on MC Database updates
 - Cataneo worked with Sundermeyer, Agnoli, and Meier to review NORDP member data in MC and the new-member application form in order to streamline the database and enhance members' experiences in joining and remaining members. Additional benefits: improved utility of data collected for periodic general membership reporting and Board strategic planning and assessment, protecting member privacy, and improving NORDP legal compliance.
 - In April, the Revenue and Finance Committee approved numerous recommended operational changes, as well as a modest amount for FPMR effort to export, make changes to, and reimport the database this summer.
- Employing organization attributes
 - There is much overlap in the attributes used by MC to describe types and characteristics of members' employing organizations. The clean-up project will streamline these attributes substantially.
 - Gender and race/ethnicity attributes: After consulting with Ward and the Committee on Inclusive Excellence, the clean-up project team recommends postponing changes to these attributes and their menu choices until CIE has had sufficient time to reflect on appropriate wording. Cataneo urged the Board to request CIE's recommendations for these key attributes before the Board's fall retreat.

- Additional recommendations
 - Cataneo emphasized that messaging about the MC database update is important. The Board needs to explain to members how this update benefits them as well as NORDP and then encourage everyone to review and update their MC profiles.
 - Create SOP's for FPMR to validate data from new member applications to ensure completeness and accuracy.
 - Repurpose data previously collected from members' certifications/licensures and other professional organizations and institutional consortia membership to create resources for onboarding new members, professional development, and new strategic alliances.
 - Ask FPRM to review member-initiated MC profile updates to check for missing data and any post-implementation problems from the database clean-up; tweak as necessary.
 - Create a data stewardship committee, working group, or board function to establish standard and transparent data access and data sharing policies and procedures; and for revisiting and curating the data attributes no less frequently than every three years.
- Tuttle will succeed Cataneo as Board POC for this ongoing project.
- Downer moved (seconded by Jividen) to accept the recommendations to update the MC database and the additional post-update recommendations. The motion passed with one abstention (Cataneo).

Communications Procedures – Dresbeck

- The Communications Working Group has created a new protocol for committees to route their comms needs to Michael Thompson for blog posts and promotions. Needs should be submitted through a [Google Form](#).
- Dresbeck stressed the importance of improving the professionalism of NORDP communications through use of logos and use of formal communication channels.

New NORDP Award/NORDP Fellows Nominations– Fletcher

- Fletcher will be soliciting nominations from Board members for an initial cohort of 12 NORDP Fellows (one for each year NORDP has existed).
- In subsequent years, an annual class of Fellows no greater in size than 1% of the total membership will be selected
- Fellows are lifetime appointees
- Board service is not a requirement to be elected as a NORDP Fellow

Learning Management System in MemberClicks – Jividen

- A learning management system (LMS) will be needed to monetize webinar content for non-members. MemberClicks offers a LMS for an add-on annual fee.
- Board needs to decide quickly whether to purchase this LMS subscription for one year, so that the LMS can be used for the NORDP virtual conference. Conference-related content begins July 14, 2020.
- Whittenberger-Keith noted that the RD101 working group evaluated the MemberClicks LMS for use with RD101, and found that it works well.
- Downer notes that NROAD initiative and PD committee also endorse using MemberClicks LMS.
- **Action:** Jividen will post contextual content in Basecamp to facilitate voting online.

The following agenda item was tabled to the July Board meeting, since its presenter left the June Board meeting early (3:15 pm Central):

Board Liaison Duties for 2020-2021 - Eck

There being no further business, the meeting was adjourned at 3:29 pm Central.

Respectfully submitted,
Jennifer Lyon Gardner, Secretary

Note: The next Board Meeting is scheduled for Tuesday, July 28, 2020 at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.