

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
NATIONAL ORGANIZATION OF RESEARCH DEVELOPMENT PROFESSIONALS
Tuesday, June 22, 2021**

President Kimberly Eck called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:37 pm Central Time on June 22, 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, Kim Littlefield, Anne Maglia, Nathan Meier, Michael Preuss, Paul Tuttle, and Etta Ward. Immediate Past President Karen Fletcher also was present.

Board Culture Anchor of the Month - Celebrate individual and group successes

- Directors mentioned specific successes, including that conference attendance and memberships were at an all-time high and continuing progress related to defining Board culture, infusing DEIB (diversity, equity, inclusion, and belonging), reinvigorating the Governance Committee, and improving Board communications.

Consent Agenda:

- Approval of draft May 25 Board meeting minutes – Kimberly Eck
- Financial Report – Jerilyn Hansen
- Strategic Plan priority KRAs:
 - KRA 3.1 (RD101) – Joanna Downer
 - KRA 4.1 (Inclusive Excellence Plan) – Etta Ward
 - KRA 4.3 (Membership Scholarships) – Nathan Meier
- Committee Reports:
 - Mentoring – Faye Farmer
 - Member Services – Paul Tuttle
 - NORD – Karen Fletcher
 - Professional Development – Joanna Downer
 - Revenue & Finance - Jerilyn Hansen
 - Governance – Jennifer Lyon Gardner
 - Communications Working Group - Rachel Dresbeck
 - Executive Conference Committee – Jill Jividen
- Jividen moved (seconded by Downer) to approve the consent agenda. The motion passed unanimously.

General Announcements:

Farewell to Outgoing Board Members and Officers – Jill Jividen

- Thanked four outgoing Board members – Hansen, Lyon Gardner, Dresbeck, Meier (who returns for second term)

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

- Directors were reminded to attend

Onboarding Incoming Board members – Jennifer Lyon Gardner/Joanna Downer

- Fletcher and Jividen created an updated slide deck for onboarding that will replace the previously used Word document
- The roster and contact info of Board members will be updated by the Secretary
- These materials will be available in the 2021-2022 BOD Basecamp

Call for Assistant to Secretary volunteers - Jennifer Lyon Gardner/Joanna Downer

- Kim Littlefield volunteered.

FY22 Budget process for committees - Jeri Hansen

- R&F will review workplans provided by committee co-chairs and then decide what baseline budget each committee will receive.
- Additional funding needs arising during the year will be submitted by committees to R&F. Below a certain threshold, R&F will review and decide. Above that threshold, R&F will review, make recommendation to Board and full Board votes. R&F is still determining threshold.
- This process will be announced at meeting with committee co-chairs
- Ward noted that Co-chairs should be encouraged to designate someone else in the committee to speak on behalf of the committee if needed to ensure a timely response.
- Littlefield asked how a new committee would be accommodated. Eck replied that a new committee would be voted on by the Board and would follow the same process after approval.
- Jividen mentioned that the Communications Working Group seems not to need to become a full-fledged committee. Dresbeck agreed that because it is operational, it does not need to be a committee.
- Downer asked that since RD101 is a Strategic Plan item, it will have its own KRA budget, rather than be part of PD committee budget. That is correct.
- Farmer noted that the Board will need to consider moving the mentoring software to an operational cost, rather than as a mentoring committee line item.
- Dresbeck cautioned the Board to be certain to be aware of and thoughtful about committee requests (systems, web tools, etc.) that could dilute the current communications strategy, duplicate costs, or is already or could be met with available resources.
- Fletcher mentioned it would be important to provide a template for a workplan to the committees.

Vanguard investment plan update - Jeri Hansen

- NORDP's Vanguard account has been set up, we are at a point to start funding it. The plan is for a \$10K initial transfer then \$3K monthly.
- Downer asked about the source of funds. The funds are coming from the NORDP bank account.
- Goal for this account is to eventually fund NORDP fully, so that we're not fluctuating on budget with membership dues. Intermediate goal is to ensure we have enough money to cover operational expenses in the event of an emergency.
- The Executive Committee will review investment options.

Trainee/Emeritus Member Privileges Reminder - Jill Jividen/Jennifer Lyon Gardner

- Policy that trainee and emeritus members, just like regular members, have privilege to vote in Board elections and can apply for conference travel scholarships are now posted on NORDP's website.

Discussion Items:

Ratification of 2021 Election results (election of Harnisch and Meier) – Kimberly Eck

- Dresbeck moved to ratify the election results. Jividen seconded.
- Motion passed with one abstention.

Board-appointed members to fill vacated Board seats – Jennifer Lyon Gardner

- Governance Committee (GC) solicited and interviewed candidates and developed recommendations presented to the Board
 - GC recommended Jennifer Glass and Melinda Boehm to fill vacated seats (PUI designated seat and open seat vacated by individual at an MSI, respectively)
 - GC suggested appointing two more members from among the vetted candidates to fill two empty seats from 2021 election (term July 2021 – June 2025).
 - General concerns about the Board appointing candidates when there's an open election process were countered by points regarding the ability of the Board to be intentional to enhance representation on the Board, the risks of having six open seats available for election in 2022 when the last few elections have not fielded sufficient numbers of candidates for fewer openings, and that having a representative, full Board is in the best interest of the organization.
- Dresbeck moved to accept GC's recommendation to appoint Jennifer Glass and Melinda Boehm to complete 3-year terms ending June 30, 2024; Jividen seconded. Motion passed unanimously.
- Preuss moved to appoint Carolynn Julien and Lisa Lopez to four-year Board terms; Maglia seconded. Motion passed with one abstention.

Sponsor relations deep dive – Rachel Dresbeck

- Premise of discussion: should sponsor relations be tied to the conference, or be a year-round engagement? If outside the conference, what would that look like?
- Separately, for conference sponsorship, who should be in charge? Strategic Alliances? Conference Committee? Someone else?
- Eck noted that we are seeing that sponsors want interaction outside the conference, so suggests this sit with someone other conference committee.
- The Board discussed concerns about continuity for relationships held by a committee of volunteers or by a contractor. Eck mentioned that having it sit with Revenue and Finance would help, since it's a committee of entirely Board members and there is continuity built-in to it. Other discussion mentioned possibility of creating a subgroup that supports R&F and involves more members to help with these relationships.
- Additional discussion included that Strategic Alliances might be able to serve as the group that identifies prospective sponsors and that opportunities to diversify sponsor support of NORDP and RD more generally is needed, and may take intentional outreach. Fundraising and prospect development was raised as a potential topic for future Board education. Finally, an emphasis on sponsor engagement requires a named point of contact on the website
- **DECISION:** Year-round sponsor engagement work will move into Revenue and Finance.

HBCU RD grant – Kimberly Eck

- Eck will announce at Year in Review that she'll host an information session about HBCU grant in July and call for volunteers.

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

Respectfully submitted,
Joanna Downer, incoming Secretary

Note: The next Board Meeting is scheduled for Tuesday, July 27, 2021 at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.