

MINUTES

National Organization of Research Development Professionals

Board of Directors Meeting

Tuesday, July 27, 2021

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, Kimberly Eck, Faye Farmer, Jennifer Glass, Antje Harnisch, Jill Jividen,Carolynn Julien, Kim Littlefield, Lisa Lopez, Anne Maglia, Nathan Meier, Paul Tuttle, Etta Ward
Absent: none
- Call to Order – Jill Jividen – 2:32 ET
 - New members introduced themselves
 - Existing members introduced themselves
- Board Culture Anchor of the Month - Joanna Downer
 1. July 2021 – Assume positive intent – BOD discussed how this has been of value to them.
 2. August 2021 – *Practice open, clear, effective and respectful communication*
 3. September 2021 – *Listen to understand with empathy (yes, and!)*
 4. October 2021 – *Create a brave and safe space for discussion*
 5. November 2021 – *Welcome, value and respect others' similarities and differences*
 6. December 2021 – *Be a reliable, accountable colleague, with the resources you have and what you can control*
 7. January 2022 – *Invite personal scrutiny and openness to change our personal and group dynamic humility (Posner's 5 practices of exemplary leadership)*
 8. February 2022 – *Share disagreements during, not after, discussion*
 9. March 2022 – *Lead and mentor with empathy*
 10. June 2022 – *Celebrate individual and group successes*

Consent Agenda:

- Approval of draft June 22 Board meeting minutes – Jill Jividen
- Financial Report – Eva Allen
 - Reviewed that each committee is starting with budget of \$3K for the year alongside a workplan for how those dollars might be used. Groups needing more than \$3K will submit a request and justification as those needs arise throughout the year. R&F will evaluate the additional requests and move to full BOD review as appropriate.
 - Changes made in response to audit include documenting and improving the Approvals process.
- Strategic Plan priority KRAs:

- KRA 3.1 (RD101) – Joanna Downer – Volunteer facilitators (19) have self-identified. Looking at Fall/late fall for train the trainers and/or an RD101 offering.
- KRA 4.1 (Inclusive Excellence Plan) – Etta Ward – looking for final approval on RFP for vendor to conduct the climate survey from last WG member to comment, then will provide to R&F. FPMR has identified a NORDP link for the submissions. Full CIE meeting held, Kelsey Hassevoort will fill CIE organizer role and serve as CIE liaison to Communication WG.
- KRA 4.3 (Membership Scholarships) – Nathan Meier – Discussed status of any sponsors and Standard Operating Procedure(s) for process. **Next steps:** Nathan Meier to follow-up with former Director Michael Preuss who was developing SOP.
- Committee Reports
 - Member Services – Paul Tuttle, second liaison TBD
 - Non-STEM Affinity Group w 23 members has approached to identify process; Cataneo and Fletcher working on new process for thematic AGs. New policy/process will come up from the committee to BOD, can be socialized through other committees for input before or after. Need to make sure this new policy/process doesn't include language/issues that would be flagged through the DEIB review process. Might use Faye's idea to crowdsource a DEIB review group – **Next steps:** Faye will draft a plan to create a policy review group from NORDP volunteers
 - Mentoring – Faye Farmer &Carolynn Julien
 - NORD – Kimberly Eck (as IPP), Faye Farmer
 - Professional Development – Joanna Downer
 - Revenue & Finance – Eva Allen
 - Governance – Joanna Downer
 - Communications Working Group – Antje Harnisch
 - Strategic Alliances – Anne Maglia
 - Executive Conference Committee – Jill Jividen
- VOTE: Anne Maglia moved to approve the consent agenda, Paul Tuttle seconded; motion passed unanimously

General Announcements:

- Board Mentors & Mentees – Kimberly Eck
 - Board mentors encouraged to have a standing meeting with their mentee in close proximity to the BOD meeting to help provide context. Board mentees should feel free to ask any questions they have.
- Board Liaisons & Committee Co-Chair meetings - Kimberly Eck
 - Eck described role of liaisons as important link to BOD and for bi-directional communication with Committee Co-Chairs while avoiding BOD members actually leading the Committees. Discussed draft document describing roles/responsibilities of the Board Liaisons and Committee Co-Chairs in relation to one another (responsibilities of co-chairs within their committee are not covered). Faye and Paul suggested edits; others discussed possible ways to enhance connections between BOD and Co-Chairs. **Next steps:** Eck to make adjustments, share with co-chairs and post final to Basecamp co-chairs and BOD teams.

Discussion Items:

- Board Liaison opportunities - Jill Jividen
 - Nominating Committee – liaisons Nathan Meier and Anne Maglia
 - Also have liaisons to Affinity Groups; Paul Tuttle is looking for an additional to join him as liaison to Member Services Committee.
 - Revenue and Finance (R&F) – Antje and Melinda interested in attending.
 - Governance Committee – also available for new BOD to join
 - New BOD member Carolynn Julien is on Conference Committee; new BOD member Lisa Lopez is on Executive Conference Committee.
- Retreat possibilities: Sept. virtual and in-person Dec. BOD meeting - Jill Jividen
 - Looking at Sept 10-11 for virtual retreat, looking at agenda/activities with FPMR. Also looking at DEIB activities for later in the fall. Agenda will include budget conversations, R&F will do presentation about financial strategy, FPMR will provide examples of team building activities.
 - Asked FPMR to price out in-person Board retreat for Dec 3-5 in Chicago. Discussion centered around pros and cons of location and timing, when a decision needs to be made, and whether other cities could be considered. **Next steps:** Jill Jividen to ask FPMR to price out two other cities.
- Board work plan & budget - Eva Allen & Jill Jividen
 - **Action:** R&F to draft a BOD workplan for its budget in keeping with the process for committees
- Catalyst Fund - Awareness for new directors; goals & messaging - Jill, Eva, Kimberly
 - Group of individuals and entities are interested in donating and created a proposed process document; DEIB activities are among their desired targets, but funds could also be used for BOD initiatives. **ACTION:** Jill to create Message thread for discussion on this.
- VOTE: ARIS Memorandum of Understanding (MOU) for Executive Committee review (Anne Maglia)
 - NSF-funded group. ARIS and NCURA did a joint event last year. BOD discussed a draft MOU for the partnership developed by Strategic Alliances. Points made include that there are little to no risks of the MOU itself given that it identifies potential areas for partnership but does not specify any particular outcome; furthermore, ARIS's goals of enhancing broader impacts of research aligns well with the NORDP mission.
 - Kimberly Eck moved to approve the draft MOU with ARIS; Nathan Meier seconded; motion passed unanimously.

There being no further business, the meeting was adjourned by Jill Jividen at 4:25 ET.

Respectfully submitted,
Joanna Downer, NORDP Secretary

Note: The next Board Meeting is scheduled for Tuesday, August 24, 2021 at 2:30 pm Eastern; 1:30 pm Central; 12:30 pm Mountain; 11:30 am Pacific.