

MINUTES

National Organization of Research Development Professionals Board of Directors Meeting

Tuesday, July 26, 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 (joined 2:55 pm ET; left 3:31 pm ET), Jennifer Glass, Antje Harnisch, Jill Jividen,Carolynn Julien, Becca Latimer, Kimberly Littlefield, Lisa Lopez, Nathan Meier, Anne Maglia, Jessica Moon, Kim Patten, Samar Sengupta

- Call to Order – Anne Maglia (2:32 pm ET)
- Board Culture Anchor of the Month: **July 2022 – Assume positive intent**
Jill and Anne shared how this anchor maintains calm. Eva shared the value of sharing this idea with others.
- 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?

Nathan shared that he will be drafting a nomination to recognize the group that achieved recognition of the first Native People's Day in Nebraska, which occurred in 2021.

Jennifer shared that UMass Dartmouth was invited to submit a type 1 NSF Engine proposal, which might include UMass Lowell (Anne Maglia's institution)

Consent Agenda

- Approval of draft June 28 Board meeting minutes – Anne Maglia
- Financial Report (May) – Eva Allen
- Strategic Plan priority KRAs:
 - KRA 3.1 (RD101) – Joanna Downer
RD101 for Arizona facilitators de-briefed yesterday, questions regarding what group should exist to develop/approve additional for-fee offerings. Kim Patten has offered to contribute to next steps on RD101 offerings.
 - KRA 4.1 (Inclusive Excellence Plan) – Jennifer Glass
Climate Survey is complete, now considering keynote speakers for the conference.
 - KRA 3.4 (NORDP Certification) – Faye Farmer
Moving forward; working group is preparing a survey to membership to gauge interest/impact of certification. Want to tack onto a membership survey if that's happening, otherwise would go separately. Needs to know what NORDP survey options are available.

- Committee Reports
 - Member Services – Antje Harnisch, **second liaison TBD**
 - Mentoring – Faye Farmer (rotating off),Carolynn Julien, **second liaison TBD**
 - Inclusive Excellence – Jennifer Glass, Samar Sengupta
 - NORD – Jill Jividen as IPP, Faye Farmer: Question regarding nature of the expected journal – domestic vs. international? International; Goal is to have NORDP own the content and control the content, and be the go-to RD journal world-wide.
 - Professional Development – Melinda Boehm, Lisa Lopez
 - Revenue & Finance – Eva Allen
 - Governance – Joanna Downer
 - Communications Working Group – Antje Harnisch
 - Strategic Alliances – Kim Patten (new)
 - Nominating Committee – Nathan Meier, Lisa Lopez
 - Executive Conference Committee – Jill Jividen
 - Conference Planning Committee – Becca Latimer, Jess Moon

→VOTE: Lisa Lopez moves to approve the consent agenda; Jennifer Glass seconds. MOTION PASSES.

General Announcements

- Introductions of all Board members – Jill Jividen
- Role of Board Liaisons – Joanna Downer
- Updated liaisons – Anne Maglia
Thanks to Kim P (SAC), Carolynn (Mentoring), and Samar (CIE) for taking on liaison duties. Lisa Lopez has volunteered to be second liaison to PD
- Fall Board Retreat updates travel; draft agenda – Anne Maglia
A block of rooms is reserved at the hotel; the rooms will be paid for by FPMR once we link our name to a room for dates. Book airline and other transportation directly and complete an expense form after the retreat to cover all incurred expenses (food, transportation, parking costs, etc.). A draft agenda was shared and discussed. Virtual attendance will be available for those who are not traveling to MA.
 - Jill to create a spreadsheet for travel details in a Basecamp Message Board.
 - Joanna to post the Expense link to the travel Message Board.
- Bylaws Task Force: Focus group & Town Hall (July 29) – Jill Jividen
Jill provided a short history and summary of action to date, noting that the current By-Laws do not reflect practice regarding membership categories, and that we as a Board and the organization want eligibility for Board service to be inclusive. Results were provided regarding the focus group on the By-Laws and membership/Board eligibility language held on July 11; ~32 invitees, ~15 attendees; facilitated by Nathan and Jill. A Town Hall will occur this Friday starting at 2 pm ET to seek input from NORDP members, with an emphasis on ensuring eligibility of members from for-profit companies to run for and serve on the Board. Board members please attend the Town Hall if your schedule allows. After that, the Policy task force of Board members will reconvene for By-Laws language and provide information to the Policy Task Force to develop policies. The Town Hall will be recorded and posted.

Discussion Items

- VOTE: NORD budget request – Faye Farmer / Eva Allen

NORD had requested at the beginning of the fiscal year to have NORDP match the InfoReady amount, but the Board decided that based on past numbers of applications & awards not to budget NORD award funding unless the NORD committee had awards in excess of the available funds; the current request documents that there are meritorious applications in excess of the available funding. After a short discussion, a vote was called.

→ VOTE: Jill Jividen moved to approve funding as requested; Nathan Meier seconded.
MOTION PASSES

- NORDP Zoom accounts - Anne Maglia

Issues have arisen with NORDP's Zoom accounts, necessitating adjustment. First, with so many meetings and committees, the NORDP Zoom accounts are tightly scheduled. There are also issues that have arisen as Zoom has instituted multi-factor authentication, since the code goes to NORDP emails (i.e., administrator@ , info@ , and office@nordp.org) that only go to FPMR. Possible options include a Zoom@NORDP.org for all hosts to get the codes. In a committee co-chair meeting, Mentoring requested a NORDP Zoom account, which could go to a mentoring@nordp.org email address and perhaps avoid having those codes go where no one in the meeting can get them to log in. Discussion focused on potential solutions, including that perhaps other organizations have overcome this and could provide guidance, perhaps Zoom isn't the best option given our growth, or perhaps there are account options that would provide better access, etc.

→ Faye offered to determine whether Zoom account options exist that could help solve these issues.

- Association Management discussion - Jill Jividen

NORDP as an organization contracted with First Point Management Resources (FPMR) in 2018 to provide association management, and expanded that agreement over the past few years. Discussions are ongoing between the Executive Committee and FPMR to identify necessary staffing levels and responsibilities. Going forward, the Board needs to consider the organizational structure (association management firm, FTE Exec Director, other staff, etc.), what does reporting look like if we create NORDP staff, and what do we as an organization actually need. Discussion – even if we had an FTE Exec Director, they would need support. So it sounds like we just need more, and we should pay for what we need. Q: Is there a comprehensive accounting of what FPMR is doing so we can really see what we need and structure a request for proposals that's actually what we need. Also, what are the unrealized benefits of using the contract organization (e.g., human resources) compared to hiring staff, and under what circumstances does an extended relationship with a contracted organization work for NORDP's long-term needs/goals. How do organizations of similar size and scope handle this? For instance, the National Post-Doc Association hired and fired an executive director, and then hired a new one. At the Retreat, Jim Booth from FPMR has been invited to talk to us about what various organizations do, and how those apply to our situation, so we'll get into that in more detail in the retreat. By adding contracted capacity, the organization freed up our volunteers' effort to develop new projects, resources, and content, which also increased demand for support activities (e.g., more scheduling, website updates, communications, etc.). The more members we have, the more we need to distinguish between activities that should be handled by volunteers and what should be handled by contracted or employed staff, and of course the more members can create things, the more administrative needs there are. While NORDP's agreement with FPMR for conference planning is a separate contract, the Board should make sure that also is sufficient and has sufficient staffing to meet our organization's needs. Kim pointed out that the organization has at least three categories of needs: association (including financial) management, volunteer management, and conference management. A few example organizations were mentioned that Board members are associated with, including US

Masters Swimming, Earth Science Information Partners (ESIP), and the National Association of Science Writers.

→ ACTION: Create Board task force (volunteers: Carolynn, Lisa, Eva, Nathan, Kim P, Jessica, Melinda, Jill as IPP to chair), review contract and list of activities that Laura has provided, identify what moves back to the committees, and then communicate a stop-gap process to reduce burden on FPMR to better match the contracted personnel effort. For longer-term, develop a plan for NORDP organizational support suitable for the next phase of the organization.

There being no further business, the meeting was adjourned at 4:31 pm ET.

Respectfully Submitted,

Joanna Downer
NORDP Secretary (2021-2023)

Note: The next Board Meeting is scheduled for Tuesday, August 23, 2022, at 2:30 pm Eastern; 1:30 pm Central; 12:30 pm Mountain; 11:30 am Pacific.