

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

Tuesday, November 26, 2019

President Karen Fletcher called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:33 pm Central on November 26, 2019.

The following Directors were present at the meeting: Kathy Cataneo, Joanna Downer, Rachel Dresbeck, Kimberly Eck, Faye Farmer, Karen Fletcher, Jerilyn Hansen, Jill Jividen, Nathan Meier, Jennifer Lyon Gardner (left 2:25 pm CT), David Stone, Paul Tuttle (joined 2:10 pm CT), Etta Ward, and Kari Whittenberger-Keith. Director Kim Littlefield was absent.

Approval of Draft October 22, 2019 Board Meeting Minutes – Fletcher

- Cataneo moved (seconded by Ward) to approve the minutes as amended. The motion passed unanimously.

Consent Agenda –

- Financial Report – Hansen
 - Still trying to close out FY19
- Committee Reports (submitted by Committee co-chairs):
 - Member Services – Cataneo
 - MSC has created a one-page document outlining roles/responsibilities, will post to Basecamp for Committee on Committees to review
 - General discussion ensued about Board members’ transitions from co-chairs of committees to liaisons. Some committees have already made this transition, with co-chairs (and not the Board member) writing the monthly reports. Some committees have implemented executive committee structures for leadership (Board liaison + co-chairs). Dresbeck notes that until the Committee on Committees sorts out nomenclature issues, committees would be better served to focus on roles rather than committee structure
 - Mentoring - Farmer
 - Mentoring Committee amended the monthly committee report template to include a column describing how the committee’s activities align with one or more Key Results Areas (KRAs) outlined in the NORDP Strategic Plan
 - Board agreed that this was a helpful amendment and that the committee report template should be modified for all committees to reflect this
 - **Action: Lyon Gardner** will update committee report template to include alignment with KRAs or with NORDP mission/operations
 - Inclusive Excellence - Ward
 - IE requested funds be allocated in the conference budget for an invited speaker to provide diversity training to NORDP leaders.
 - Fletcher noted that although this is a priority for the Board, it will not be part of the 2020 conference due to continued focus on the implementation of the strategic plan this year. IE was encouraged to include this as part of a KRA to determine a comprehensive IE plan; funds for diversity training could be part of the 2021 conference if that aligns with the plan developed for the KRA
 - NORD - Littlefield
 - Professional Development - Downer

- Revenue and Finance - Hansen
 - Governance – Lyon Gardner
 - Communications Working Group - Dresbeck
 - Clarified communication chain for President/Board for announcing good news, conference info etc. (not sensitive matters) to the membership, in alignment with KRA on open and transparent Board communication
 - When President or Board wants to communicate something to the membership, the driver of that message should write a blog post to serve as the anchor point for the message. Then, the social media coordinator from the CWG (to be named) will cross-promote the blog post on Twitter and LinkedIn
 - Plan to create an SOP reflecting this process
 - Strategic Alliances - Dresbeck
 - Executive Conference Committee - Jividen
 - Request to hold the Board meeting on Saturday afternoon/evening (May 16) during the conference, since so many Board members will be participating in various Sunday conference events
 - **Action: Jividen** to pose this request to the Board in Basecamp for further discussion
- Ward moved (seconded by Jividen) to accept the consent agenda. The motion passed unanimously.

General Announcements:

RD101 Update – Whittenberger-Keith/Jividen

- Reworking RD101; current structure looks like it will be an ~8 hour course
- Assembled a working group to create a pilot RD101
- Pilot will have four modules. Will assemble a training manual and materials, then seek feedback and revise
- Plan to use an instructional designer to create professional materials (timeline: summer 2020)
- RD101 could evolve to a PEERD-like model

Strategic Alliances Travel Awards (INORMS) – Fletcher

- Fletcher approved \$2500 from Presidential Fund for Karen Eck to travel to INORMS
- Ward asked what processes are in place to receive report-out from travel award recipients. Dresbeck noted that upon their return, travelers write a report that is provided to the Executive Committee, and sometimes a blog post follows. Strategic Alliances is working on an SOP about communication/dissemination of outcomes from travel awards

Feedback from Strategic Plan Roll-Out to Committee Co-Chairs/Other NORDP Leaders – Fletcher

- Fletcher produced a video introducing the Strategic Plan and distributed this to all former Board members as well as current committee leaders
- Roll-out to general membership will occur after the new year, to help build momentum for the conference and to avoid holiday rush

Strategic Plan Champions and Timeline – Eck

- Eck drafted a plan for engaging Year 1 KRA champions and sought feedback from Executive Committee
- Plan includes a framework for decision-making for each KRA, to determine whether the KRA fits within a current committee(s), requires an ad hoc task force, or another organizational home

- Eck will repeat this engagement plan for Year 2 KRA champions as Year 2 approaches

Nominating Committee new chair – Fletcher/Meier

- Kim Patten, University of Arizona, is the new chair of the Nominating Committee. Meier stepped down due to becoming a Board member
- Mady Hymowitz, Univ. Western Ontario, is considering serving as co-chair
- Hansen and Meier will remain Board liaisons to the NomCom
- Recruitment plan for new NomCom members expected for Board discussion in December

Discussion Items:

FY20 Budget (continued from October) – Hansen

- Board expenses and NomCom expenses were approved as operating expenses at the October Board meeting. Other committee requests are now under consideration by the Board.
- Fletcher anticipates the Board will consider these requests one by one
- Some committees provided budget requests in August 2019. Other committees' current needs are covered sufficiently by ongoing NORDP operational expenses, and thus did not submit budget requests.
- Costs relevant to some committees are already included under overall NORDP operating expenses. Example: PD use of Zoom, Survey Monkey, NORDP Executive Administrator; PEERD and NORD
- Conference budget includes \$6400 to spend on travel awards, equivalent to 10 waived conference registrations. Deadline for applications will be February 24, 2020. Strategic Alliances also has reciprocal registration arrangements with some partner organizations; these arrangements are outside of the allocated conference travel awards funds.
- IE requests to increase the conference travel awards budget to \$10,000, to fund more underrepresented award recipients, and to fund 4 award recipients' hotel room stays
- Travel awards to non-members have historically been charged the non-member registration rate, resulting in a cost overrun
- Discussion ensued about flexibility of the budgeted \$6400. It may be distributed to a mix of members and non-members, may be distributed in a mix of waived registrations with or without comped hotel nights, and may be distributed to fewer than 10 recipients based on demonstrated need/justification
- **Decision: Ward** to communicate with IE that the Board decided not to increase the amount to \$10K and that it would remain at \$6400, with the possibility of additional funding for meritorious/justifiable awards beyond the Board-approved budget allocation for travel awards. Ward is to convey that IE is to ensure that timeline for conference registration, award applications and making travel arrangements allows sufficient flexibility for IE to approach the Board with specific registration waiver/hotel comp requests, should a need become clearly justified.

General Discussion: Board meeting frequency/duration – Fletcher

- **Action: Fletcher** will initiate discussion in Basecamp as to whether the monthly Board meeting should be lengthened, or whether additional meetings should be scheduled, to accelerate progress in approving FY20 budgets and implementing Strategic Plan

The meeting was adjourned at 2:54 pm Central (motion: Meier; second: Hansen). The following agenda items were rescheduled to be discussed during the December Board meeting, due to lack of time:

- Request by NORDP NE to use funds – Cataneo
- Affiliated Medical Centers Affinity Group Application – Cataneo

- Request to collect COI policy acknowledgement/COI statements from committee co-chairs –
Lyon Gardner

Respectfully submitted,

Jennifer Lyon Gardner, Secretary

with special thanks to Joanna Downer for contributing minutes after JLG left the meeting

Note: The next Board Meeting is scheduled for Tuesday, December 17, 2019, at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.