

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

**Tuesday, September 22, 2020**

President Kimberly Eck called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:34 pm Central on September 22, 2020.

The following Directors were present at the meeting: Eva Allen, Joanna Downer, Rachel Dresbeck, Kimberly Eck, Faye Farmer, Jerilyn Hansen, Jill Jividen (left 2:30 pm Central), Kim Littlefield, Jennifer Lyon Gardner, Anne Maglia, Nathan Meier, Anne Pascucci, Michael Preuss, Paul Tuttle, and Etta Ward (present 2:06 – 2:44 pm Central). Immediate Past President Karen Fletcher also was present. No Directors were absent.

**Consent Agenda:**

- Approval of draft August 25, 2020 Board Meeting Minutes – Eck
- Financial Report – Hansen
- Committee Reports:
  - Member Services – Tuttle
  - Mentoring – Farmer
  - Inclusive Excellence – Ward
  - NORD – Littlefield
  - Professional Development – Downer
  - Revenue & Finance – Hansen
  - Communications Working Group – Dresbeck
  - Strategic Alliances - Dresbeck
- Jividen moved (seconded by Downer) to approve the consent agenda. The motion passed unanimously.

**General Announcements:**

**Seeking Assistant Secretary for 2020-2021 – Lyon Gardner**

- Seeking a Board member to volunteer for role of Assistant Secretary, for succession planning

**RD101 Update – Jividen**

- RD101 (KRA 3.1) is in need of a Board member champion. Former Board member Kari Whittenberger-Keith was KRA 3.1 Champion for 2019-2020, but her Board term ended in June 2020.
- Champion will be responsible for overseeing KRA objective 3.1, ensuring that NORDP is the go-to organization for RD training.
  - Tasks to be delegated include creating a plan to train the trainers (those who will deliver RD101 content), creating lesson plans for trainers.
  - Dresbeck asked whether RD101 working group has considering contracting with some NORDP members who are independent consultant to develop content for RD101. This has been considered, but plans have not been formalized.
  - Farmer offered that some of the ~35 members who volunteered to participate in a working group exploring credentialing could play a role in developing KRA 3.1 further.
- There's a clear desire among NORDP members for RD101 – registration filled up (with 30 names on a waitlist) within 20 minutes of announcing RD101 on the listserv.
- **Action: Jividen, Farmer, Downer, Meier, Lyon Gardner, Preuss** will meet and discuss further.

### **September Votes: Results – Lyon Gardner**

- Adopting Charter Class of NORDP Fellows – PASSES
- FY2021 NORDP Budget (voted at 2020 Board Retreat September 14-15) - PASSES

### **Discussion Items:**

#### **Board Retreat Follow-On Discussion: Culture Behaviors and Enforcement Practices – Eck/Lyon Gardner**

- How should the Board operationalize culture anchors agreed upon at the Board retreat? Some ideas proposed during the Board meeting included:
  - Shout-outs on Basecamp
    - Use of Campfire feature/function in Basecamp
  - Establishing a “featured Board behavior of the month”
    - Decided to adopt this plan; October 2020 featured culture anchor will be “assume positive intent”
    - Tuttle suggested that facilitated discussion of culture behaviors could also take place periodically, e.g., twice per year
  - Badges or gamification of Board behaviors
- How should the Board enforce culture with each other?
  - Ward noted that the Board needs to build a culture of calling people in (establishing ground rules and reflecting on individuals’ behavioral tendencies) as well as calling people out
  - Need to find ways to agree to disagree, and ways to work “across the aisle” toward the shared goal of advancing RD and the organization

#### **Governance Committee Responsibilities - Lyon Gardner**

- Last month, Board members reviewed BoardSource’s Governance Committee Checklist document and selected activities from the checklist for a rebooted Governance Committee to focus on for 2020-2021. There was broad consensus for focusing on the following activities as initial priorities:
  - Identifying and developing potential Board members (pipeline building, ensuring diversity)
  - Board education – both onboarding and continuing ed for current Board members
  - Ensure good governance practices
  - Board self-assessment, cultural appraisal, and addressing issues as they arise
- As a reminder, the rebooted Governance Committee will include the following Board members by virtue of position:
  - Board Liaison to NomCom
  - Board Liaison to CIE
  - Board Liaison to Member Services
  - Secretary
  - Immediate Past President
- In addition to these five members, Pascucci, Dresbeck and Farmer volunteered to participate
- **Action: Lyon Gardner** will schedule a Governance Committee meeting with this group

#### **Board Retreat Follow-On Discussion: Strategic Plan Top 3 Priorities for FY2021 and Progress Reporting**

– Eck/Lyon Gardner

- The top 3 Strategic Plan priorities that the Board agreed upon at the Retreat were:
  - KRA 3.1, RD101 – Year 2 Champion is TBD (see RD101 Update above)

- KRA 4.1, Plan and implement climate survey for developing inclusive excellence plan – Ward is Champion
- KRA 4.3, Membership Scholarship Program – Meier is Champion; Eck tasked a small working group
- Each Board meeting for 2020-2021 will include a status report for these 3 priority areas. Reporting on status will consist of:
  - A recurring Board meeting agenda item, “Strategic Plan Updates”
  - Color status for each item (green/yellow/red)
  - Status reporting routes to Exec Comm only if there’s a yellow/red status, indicating that the group needs help
- Littlefield suggests that top-level status information could also be fed into a dashboard accessible by NORDP membership
- Fletcher notes that the Strategic Plan document should be updated at least annually to reflect task completion and to update Champion names
- **Action: KRA Champions (Ward, Meier, TBD for RD101)** will develop a list of interim milestones for their KRA objective

**Additional Discussion Items:**

- FPMR offering an add-on service to handle non-conference events. Board discussed whether they would want to entertain this option.
  - Downer noted that traditionally PD committee involvement in online events is through two distinct roles: technical hosting/production as well as hosting “in front of the curtain.” Both roles have in the past offered great learning and networking opportunities for PD Cmte members, and so would be useful to perhaps share duties with FPMR. If PD keeps only one role, though, the preference would be for the committee members to focus on producing and sourcing content (which offers networking opps), rather than handling technical details.
  - Pascucci suggested that FMPR might contribute to building out a content library/suite that could lead to a body of knowledge for RD certification.
    - Preuss agreed that this would be a good plan, and suggested organizing Body of Knowledge around the four-part outline of RD that is currently posted on Wikipedia and verified by his and others’ research on the field.
  - Tuttle moved (seconded by Farmer) to approve adding non-conference-event management to the FPMR contract, inclusive of PD webinars and regional/committee meetings. The motion passed unanimously.
- Question arose as to whether Preuss may remain a member of the Board, now that he is independently employed (rather than being employed by an academic institution). Yes, independently employed NORDP members may serve as Board members, as can other members who work for for-profit entities with 25 or fewer employees.

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

Respectfully submitted,  
Jennifer Lyon Gardner, Secretary

**Note:** The next Board Meeting is scheduled for Tuesday, October 27, 2020 at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.