

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

Tuesday, November 17, 2020

President Kimberly Eck 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 17, 2020.

The following Directors were present at the meeting: Eva Allen, Joanna Downer, Rachel Dresbeck, Kimberly Eck, Faye Farmer, Jill Jividen, Jennifer Lyon Gardner, Anne Maglia, Nathan Meier, Anne Pascucci, Michael Preuss, Paul Tuttle (left 3:20 pm CT), and Etta Ward (left 3:20 pm CT). Immediate Past President Karen Fletcher also was present (left 3:00 pm CT). Directors Jerilyn Hansen and Kim Littlefield were absent.

Board Culture Anchor of the Month: Practice Open, Clear, Effective and Respectful Communication

Consent Agenda:

- Approval of draft October 27, 2020 Board Meeting Minutes – Eck
- Financial Report – Allen/Farmer
- Strategic Plan Priority KRAs:
 - KRA 3.1 (RD101) – Joanna Downer; status: green
 - KRA 4.1 (Inclusive Excellence Plan) – Etta Ward; status: green
 - KRA 4.3 (Membership Scholarships) – Nathan Meier; status: green (see more information below under Discussion)
- Committee Reports:
 - Member Services – Tuttle
 - Mentoring – Farmer
 - Professional Development – Downer
 - Revenue & Finance – Allen/Farmer
 - Governance – Lyon Gardner
 - Communications Working Group – Dresbeck
 - Strategic Alliances – Dresbeck
 - Executive Conference Committee - Jividen
- Ward moved (seconded by Jividen) to approve the consent agenda. The motion passed unanimously.

General Announcements:

Board's Representation to Membership – Eck

- A reminder that Board members should preserve the confidentiality of Board meeting details that are withheld from publicly available Board meeting minutes (e.g., how a particular Board member might have voted on a particular issue).

Fundraising (Catalyst Fund) proposal status – Eck

- A group of NORDP fellows and previous HFK award recipients have drafted a proposal for initiating a fundraising campaign within NORDP.
- Eck will meet with this group to discuss further; plan to vote on the concept at December Board meeting

Update on Certification/Credentialing Taskforce Activities – Farmer

- Farmer proposing to begin assessing global interest in a certification or credentialing program in January 2021 by re-convening the taskforce. If there's insufficient global interest, this discussion will not move forward.
- Timeline for completing credentialing exploration is likely mid-term (~2 or so years)

Discussion Items:

For Vote: Mentoring Software Contract – Farmer

- Mentoring committee is requesting approval to purchase a subscription for a mentor-mentee matching software program (Wisdom Share).
- Mentoring committee noted that this software could touch as many as 2600 members over 5 years; would save close to 300 hours of committee members' time in manually matching mentors with mentees over a 5-year period.
- There are currently ~50 mentor-mentee pairings. Ward asked whether purchase of this software subscription would this enable more mentor-mentee pairs to form. Farmer said yes, it would.
- Lyon Gardner asked whether it's possible that a less intensive and thus less costly mentor-mentee matching process could be identified. Ward noted that the committee has observed higher mentor/mentee satisfaction with pairings when a more thoughtful (intensive) pairing process is used.
- Ward also noted that the literature shows that underrepresented individuals connect better with the community if they're in mentoring relationships.
- Fletcher asked whether a matching process is used to convene peer mentoring groups. Could this software be used for peer mentoring groups, or only for pairs?
- Downer moved (seconded by Ward) to approve funding one year of software subscription. The motion passed with two abstentions.

For Vote: Proposed 2023 Conference Dates (Hyatt Regency Crystal City, May 6-10, 2023) - Eck

- Downer moved (seconded by Allen) to the 2023 conference dates and location, presuming the conference is held in-person: May 6-10, 2023 at the Hyatt Regency Crystal City. The motion passed unanimously.

Membership Scholarship Discussion – Tuttle/Ward

- Tuttle reviewed the report assembled by Messbauer and others (John Barfield, Michael Preuss, Etta Ward, Vanity Campbell, Paul Tuttle, Gretchen Kiser). Report includes:
 - Call for applications text, including review criteria
 - Application and reviewer scorecard
 - Draft letter for awarding scholarships
 - Draft letter for declining an application
 - Process document explaining timeline and steps for issuing CFA, application review and approval
 - Website announcement text
 - Blog post announcement text
- NORDP can afford to support approximately 37 scholarships from a one-year cash commitment. There are about 60 lapsed members, and then even more who have paid, but had to pay out of their own pocket.
- This working group is seeking clarification on timing and on eligibility.
- Regarding eligibility, the Board agreed that anybody who can demonstrate need (regardless of whether they've paid their membership fee already for the year) should be eligible to apply.

- Regarding timing, the Board discussed whether a turnaround time of 2-3 weeks would be too burdensome for people. Most were in favor of extending the submission window to January 2021.
- Preuss moved (seconded by Meier) to approve \$7000 to pilot the membership scholarship program, to be reviewed/reported on at the end of the fiscal year. The motion passed unanimously.
- \$7000 will support approximately 37 scholarships at a membership fee rate of \$189/year.

Professional Development Opportunities for the next 6 months - Eck

- Downer reported that PD committee is working on planning content for the next 6 months, although specifics aren't planned at this moment.
- Eck asked Downer to message to PD committee that Board is very interested in ensuring that there is a steady stream of PD webinars being provided to membership.

The following agenda items were pushed to the next month's Board meeting due to time constraints:

- Strategies for External Engagement in the Current Global Climate - Kimberly Eck/Rachel Dresbeck

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, December 15, 2020 at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.