

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

Tuesday, January 26, 2021

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 January 26, 2021.

The following Directors were present at the meeting: Eva Allen, Joanna Downer, Rachel Dresbeck, Kimberly Eck, Faye Farmer, Jerilyn Hansen, Jill Jividen (left 3:00 pm CT), Jennifer Lyon Gardner, Anne Maglia, Nathan Meier, Anne Pascucci, Michael Preuss (joined 1:46 pm CT), Paul Tuttle, and Etta Ward. Immediate Past President Karen Fletcher also was present. Director Kim Littlefield was absent.

Board Culture Anchor of the Month: Welcome, value and respect others' similarities and differences

Consent Agenda:

- Approval of draft December 15, 2020 Board Meeting Minutes – Eck
- Financial Report – Hansen
- Strategic Plan Priority KRAs:
 - KRA 3.1 (RD101) – Joanna Downer; status: green
 - RD101 needs to identify a new (third) facilitator for this cycle. Proposing a start date in March 2021 so that RD101 ends just prior to the conference in May. Jividen said Kathy Cataneo has volunteered to be the third facilitator.
 - Tweaking RD101 content in Spring 2021 cycle before finalizing content for a paid online version to launch
 - KRA 4.1 (Inclusive Excellence Plan) – Etta Ward; status: green
 - Group is moving forward, being intentionally deliberate
 - KRA 4.3 (Membership Scholarships) – Nathan Meier; status: green
 - Content has been reviewed and is ready to launch
- Committee Reports:
 - Member Services – Tuttle
 - Received (at 12:28 pm CT on 1/26/2021) a draft NORDP Orientation Guide from Kate Duggan, who is leading MSC's Orientation Guide Working Group and who says she would like the Board to vet the content before its development goes any further.
 - **Action: Lyon Gardner** will upload to Basecamp for Board to review/comment by Feb 9. **Tuttle** to return comments to MSC.
 - Mentoring – Farmer
 - NORD - Fletcher
 - Professional Development – Downer
 - Revenue & Finance – Hansen
 - Governance – Lyon Gardner
 - Communications Working Group – Dresbeck
 - Strategic Alliances – Dresbeck
 - Executive Conference Committee - Jividen
- Allen moved (seconded by Jividen) to approve the consent agenda. The motion passed unanimously.

General Announcements:

2021 Holly Falk-Kzesinski NORDP Service Award Nominations – Lyon Gardner

- Board members encouraged to submit nominations for 2021 HFK award by March 1, 2021 to NORDP Secretary
- Special Board meeting will be held Tuesday, March 9 to review all nominations received; voting will then take place by email to the Secretary
- Reviewed previous years' awardees and current active nominations. Criteria for award are posted on the Awards page on the NORDP website

KRA 3.2 (Leadership Forum) Mid-Year Update – Lyon Gardner

- Lyon Gardner convened a working group of ~20 volunteers to envision how to relaunch the Leadership Forum (LF) as NORDP's signature event for senior RD leaders
- Group has been meeting since November 2020; has selected five possible topics for 2021 multi-part LF event. Working group is now fleshing out the topics and agendas for each.
- During the course of discussion it became apparent that there's also a desire for more evergreen leadership training content (e.g., building an RD office; managing RD staff). LEAD has volunteered to take on that effort so that LF remains focused on strategic RD for established and emerging leaders
- Aiming for early summer 2021 LF. Participants may be both invited and selected via application process. This is a shift from past years' LF events, where participation was by invite only. Will approach the Board for resources request once needs are determined. Do not anticipate needing a virtual conferencing platform to host the event (regular Zoom should be fine)

Reminder: Strategic Plan Year 2 KRAs Mid-Year Check-Ins at February 2021 Board Meeting – Lyon Gardner

- **Action: Lyon Gardner** will post a template for mid-year KRA reports to Basecamp
- There are 11 Year 2 KRAs to be reported on

NORDP Website Structure and Content Strategy Plan – Dresbeck

- FPMR did an analysis of the existing NORDP website (267 pages), helped to develop a content strategy for the website.
- Goal is to come up with a more visually appealing structure and content. Also aiming to enhance the members-only section of the website, but need to tackle the public section of the website first
- Open question as to who will take on this work. Requires professional comms expertise, and work is too intensive for CWG to take on. Can FPMR take on the work under their expanded contract for NORDP? FPMR contract includes website redesign, but not content generation. Contract says: "Oversee and implement website content curation options available through the MemberClicks platform and the implementation steps/resources needed - establish a budget and resource options for any additional items needed."
- The two Board members involved most closely with CWG are stepping down from the Board (Dresbeck) and preoccupied with President role next year (Jividen). Hoping Preuss will be able to help as a content expert to weigh in on the content and make sure it's flowing appropriately.
- Need to put in writing what happens next. Dresbeck recommends hiring someone to draft the content. It's too much to be a volunteer job. Hire a freelance content developer – the skillset needed is that of a web project manager. Person will need to reach out to committees to revise their website content.
- Farmer suggested that Revenue & Finance could work with FPMR to subcontract this work out.
- **Action: Revenue & Finance committee** will review FPMR contract to see what it includes, determine next step forward for contracting out web project management. Hansen will talk with

Laura N. and post to Basecamp how to move forward. R&F will plan next steps with input from Comms.

Great Lakes Regional Meeting Update – Farmer

- Preuss and Farmer developed a plan for mediation for GL regional meeting discussion; presented to Eck and received approval to move forward. Currently scheduling first conversation

Fall 2021 Board Retreat – Jividen

- 2021 Board Retreat will happen in September. Will likely be virtual again, facilitated by FPMR
- Interested in adding a Board education/Board learning day, specifically. Seeking ideas for topics.
- Pascucci noted that she had talked with some officers for planned giving at her institution who might be willing to speak to the group.
- Ward recommended including a DEIB exercise at the retreat, looking at practices that are relevant to RD work, e.g., allyship. Jividen will follow up with Ward for facilitators, guest speakers.
- Timeframe for retreat is typically mid-September, e.g., Monday and Tuesday after Labor Day (September 13-14, 2021). Dates not yet final. Some in the group expressed preference for a weekend retreat.

2021 Conference Update – Jividen

- Jividen presented preliminary draft of the conference program in Basecamp
- Given the nature of virtual conferences (people joining sporadically--it will be rare that all attendees attend at same time--and the reality of Zoom fatigue), Conference Committee has made the following decisions about the event:
 - Keeping conference to 3 full days (plus another possible half day) to limit Zoom fatigue
 - Limiting number of concurrent sessions (i.e., no more than 5 sessions running at one time, to mitigate chance of having speakers presenting to an "empty room")
 - Not capping attendance for any sessions (capping sessions provides technical challenges)
- Committee is considering diversity of content within sessions
- In addition to the 3-day conference, Conference Committee, with help from PD, will be asking some people not slotted into the conference to present their presentations throughout the month of May and into the summer - will go on longer than compressing it all into 3 short days. Downer says PD can help with this.
- Would like to offer roundtables as a running series through May and summer
- Have reserved a time block in the conference for Conversation Roadblocks session
- Group brainstormed some ideas for happy hours, taking networking dinners virtual

Discussion Items:

Board Visioning Exercise for NORD – Eck/Fletcher

- Board reviewed the original NORD charter, then engaged in blue-sky thinking about what NORD could become, what impactful activities would be related to NORD. NORD committee will do its own visioning exercise based on the Board's feedback from this discussion.
- Board members reflected independently, then discussed the following prompts:
 - ***What are your goals related to NORD?***

- Ensure that this important, philosophical, theoretical discussion of RD continues; that this important intellectual development around research development remains a critical part of the organization.
 - That NORD continues to invest in an RD-evidence base. That the level of support is increased and the logistics of the grant competitions are enhanced so more people see themselves as an applicant and feel it is reasonable and feasible to do so.
 - For NORD to work with people with really great ideas to refine them and perhaps mentor them to flesh out their ideas for submission to increase quantity and quality of voices in the mix for review.
 - Communicate to the outside world about what RD is.
 - Put a focus on DEIB. Steep all of NORD's work in DEIB. Bring leaders to conversation about why it's important to make space for this in RD and all the work RD does.
- ***What are the three most impactful activities that NORD should be doing?***
 - For the grants program to continue, with non-PhDs encouraged to propose research questions. Encouraging scholarship among our community of practitioners for those with interest and/or ability.
 - Several Board members expressed desire for NORD to build an online journal for our members to publish in.
 - Farmer notes that she was an editor for Association for Women in Science for two years, and a coordinating editor for several years before. Would be happy to contribute/lead discussions around production of a trade publication.
 - NORD should be a thought leader group that pivots the organization toward new opportunities, whether they be social challenges or others.
 - Fix our Wikipedia page to define RD.
 - Manage database of RD jobs
 - Welcoming different voices to the discussion on what RD is and how it is defined.
 - Become a resource for anyone with interest in RD. Defining skillsets and activities of an RD professional.
 - NORD could be influencing the sponsors/funders. Inclusion of genuine DEIB in proposal evaluation and validating the value of diversity in research.
 - Contribute to P&T strategy and dialogue, to value CBPR and other community engaged research (often undertaken by POC) more
 - Publishing frequently on the metrics of success of RD activities at universities and research institutes
 - ***What does success look like in these efforts?***
 - RD professionals and university leaders see NORD as the go-to source of written documentation on best/effective RD practices
 - NORD validates our work and best practice through study and reproducibility
 - NORD contributes to defining RD globally through peer reviewed publications and public commentary
 - Sponsors consult with NORDP automatically when they release new big ideas

Request from Strategic Alliances: Sister Association membership with INORMS - Dresbeck

- INORMS asking that NORDP offer INORMS members NORDP member pricing for our events, and in exchange NORDP members also would receive member pricing for sister associations' events
- Allen asked how NORDP will know who's eligible, and thus qualified to receive member pricing. Dresbeck explained that NORDP would provide a discount code to the sister orgs; it would be their responsibility to distribute to their members.
- Board agrees to this arrangement with INORMS sister associations.
- **Action: Dresbeck** to determine whether there is an agreement to sign and if so, **Eck** will sign it.

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, February 23, 2021 at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.