

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

Tuesday, March 23, 2021

Vice President Jill Jividen called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:32 pm Central on March 23, 2021.

The following Directors were present at the meeting: Joanna Downer, Rachel Dresbeck (left 2:43 pm CT), Faye Farmer (joined 2:04 pm CT), Jill Jividen, Kim Littlefield, Jennifer Lyon Gardner, Anne Maglia (left 2:31 pm), Nathan Meier, Anne Pascucci, Michael Preuss, Paul Tuttle, and Etta Ward. Immediate Past President Karen Fletcher also was present (joined 1:52 pm CT). Directors Eva Allen, Kimberly Eck, and Jerilyn Hansen were absent.

Board Culture Anchor of the Month: Invite personal scrutiny and openness to change our personal and group dynamic humility, following Posner’s 5 practices of exemplary leadership

- Governance Committee asked everyone to prime themselves for the discussion ahead of the meeting by reviewing Posner’s 5 practices and sharing via Basecamp which practice they most exemplify within their institutional roles, and within their role as a Board member.
- Downer recommended NIH NCI’s “Team Science Field Guide,” which is based on 10 practices that overlap with Posner’s 5 practices
- Maglia suggested it would be interesting to revisit this culture anchor periodically, e.g., in another six months, to see whether practices shift

Consent Agenda:

- Approval of draft February 23, 2021 Board Meeting Minutes – Jividen
- Strategic Plan Priority KRAs:
 - KRA 3.1 (RD101) – Joanna Downer; status: green
 - RD101 working group is exploring use of a different learning management system (LMS) than they are currently using. Additional information is posted in Basecamp.
 - Need to determine where registration information will be housed, vs. course content. Registration information might remain in MemberClicks, so that it’s for members only, whereas course content would be managed through the new LMS.
 - Cost of the new LMS is within the budget for this KRA, so cost should not be an issue
 - Meier asked whether the working group has vetted the new LMS to ensure its robustness. Preuss noted that he is familiar with this platform (Talent LMS, “Basic Active” package) in other environments and it is robust.
 - Jividen wanted to ensure that RD101 instructors will be able to learn and use the LMS. The current RD101 LMS (MemberClicks LMS) is only accessible by FPMR.
 - KRA 4.1 (Inclusive Excellence Plan) – Etta Ward; status: green
 - Gretchen Kiser will be sending an inclusive excellence strategic plan to Executive Committee soon
 - A small working group is responsible for vetting potential experts or contractors for a climate study
 - **Action: Preuss** will work on generating an RFP for the climate study.
 - KRA 4.3 (Membership Scholarships) – Nathan Meier; status: green
- Committee Reports:
 - Member Services – Tuttle
 - Mentoring – Farmer

- NORD - Fletcher
- Professional Development – Downer
- Revenue & Finance – Hansen
- Governance – Lyon Gardner
- Communications Working Group – Dresbeck
- Strategic Alliances – Dresbeck
- Dresbeck moved (seconded by Tuttle) to approve the consent agenda. The motion passed unanimously.

General Announcements:

2021 Conference Update – Jividen

- More than 300 registrants so far
- Registrants have expressed disappointment that the roundtables have all filled up already. Conference committee has asked people who signed up for a lot of roundtables to sign up for fewer
- Sponsorship is up to about \$34,000. Sponsors include Elsevier (Platinum), Cayuse (Gold, and a new sponsor), one Silver sponsor, and the rest Bronze.
- FPMR is building out the GTR conference platform, and it looks good. Very user friendly. There is a gamification option to it, referred to as “competitive conferencing.” Every time an attendee interacts with the platform (e.g., watch a sponsor video, upload a profile photo), they earn points. Gift cards will be awarded to top scorers.
- Will be adding a couple Conversation Roadblocks sessions to the schedule. Waiting to hear back from CIE on what times, which sessions.
- Ward requests to have a fellow Board member co-facilitate each CR session she hosts. Facilitator training includes two meetings with the CR leader, and one meeting with the discussion guides. Each facilitator will be asked to share their "race story," i.e., the point at which they recognized their privilege or recognized opportunity given to them that's not given to others.
- Anyone interested in serving as a co-facilitator should reach back to Etta.
- Slides will be due for uploading to GTR after speaker training, which is in mid-April, and speakers will upload their own slides.

Report-out from FPMR 6-month evaluation – Jividen

- Communications, calendar; conference support; and interpersonal communications were the 3 major topics Executive Committee focused on as areas for growth for FPMR. These topics were discussed with Laura and Jim in a meeting in early March.
- FPMR was very receptive, positive throughout the discussion.
- Longer term, NORDP might need to look elsewhere to find other providers for some services; Board has concerns that FPMR is not bringing on experts in the areas that NORDP needs. Laura is great in association management, but she's not a web designer, and she's not a communications expert. FPMR has staff who are experts in planning virtual conferences, but those staff were not assigned to the NORDP virtual conference, which is concerning.
- Laura provided some possible solutions, such as attending committee meetings so that more NORDP members can put a face to the name. Ward noted that this wasn't feasible when the Great Lakes Regional meeting organizers were convening weekly for several months. The need to be vigilant about the commitments Laura is making, given how many different activities NORDP supports simultaneously, is clear.

- Downer noted that Arielle Stout from FPMR has been coming to PD committee meetings, but it is unclear whether FPMR is formally dedicated to taking over any PD processes.
- Downer asked how many FPMR FTEs are guaranteed in our contract. Farmer noted it was never specified in the contract.

February Email Votes – Results – Lyon Gardner

- Approval of NomCom’s 2021 Board Election Process and Timeline - PASSES

Discussion Items:

Catalyst Fund (Fundraising Plan) Update – Pascucci

- Recommended goal(s) of the Catalyst Fund are to grow the NORDP membership and enhance member benefits through Diversity, Equity and Inclusion and Leadership Development initiatives or other initiatives at the discretion of the Board of Directors.
- Pascucci tested the online donation system to make sure it was working
- Committee has established donor levels. Downer commented that the levels might be set too low.
- Estimated budget for campaign is 5%-10% (\$5K-\$10K) of total campaign goal (\$100K) - this amount has already been raised from silent-phase donors. Credit card fees will be absorbed by NORDP.
- Jividen asked what expenses will fall under that 5%-10% budget. Expenses include creating a web wall for tracking donors, and a reception for high-level donors.
- Communications Working Group will undertake marketing for the campaign.
- Farmer asked whether a sustainability plan is in place. Will members be asked to donate annually? Can people make a pledge and pay down on the pledge? Pascucci says the donation structure is not currently arranged for pledges, but the group hopes to structure it that way in the future.
- Lyon Gardner noted that donor stewardship is important, and asked how that would be handled. Pascucci noted that the committee has already drafted a thank-you note and is automating that process.
- Downer moved (seconded by Ward) to approve plan for the Catalyst Fund – The motion passed unanimously (10 voting members; 5 absent).

Because the discussion lead (Dresbeck) had to leave early, the following topic was tabled for the April Board meeting:

- Sponsor Relations Deep Dive

There being no further business, the meeting was adjourned at 3:03 pm Central.

Respectfully submitted,
Jennifer Lyon Gardner, Secretary

Note: The next Board Meeting is scheduled for Tuesday, April 27, 2021 at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.