

MINUTES

National Organization of Research Development Professionals Board of Directors Meeting

Tuesday, November 23, 2021

The mission of NORDP is to advance the global capacity for and impact of research by strengthening the practice and profession of research development.

Roll Call – Joanna Downer

Present: Eva Allen, Melinda Boehm, Joanna Downer, Faye Farmer, Jennifer Glass, Antje Harnisch, Carolynn Julien, Jill Jividen, Lisa Lopez, Anne Maglia, Nathan Meier, Paul Tuttle,
Absent: Kim Littlefield, Kimberly Eck, Etta Ward

- Call to Order – Jill Jividen – 2:33 ET
- Board Culture Anchor of the Month: **November 2021 – Welcome, value and respect others' similarities and differences**
- Open floor for sharing related to DEIABJ (diversity, equity, inclusion, access, belonging, and justice)

Consent Agenda:

- Approval of draft Oct. 26 Board meeting minutes – Jill Jividen
- Financial Report – Eva Allen
- Strategic Plan priority KRAs:
 - KRA 3.1 (RD101) – Joanna Downer
 - KRA 4.1 (Inclusive Excellence Plan) – Jennifer Glass reported that CIE is considering scope and cost of the proposals received and identifying a preferred vendor.
 - KRA 3.4 (NORDP Certification) – Faye Farmer reported that the task force has provided one report about how the membership feels about certification in RD. Task Force has one more report to produce, which is expected late December or January.
- Committee Reports:
 - a. Member Services – Paul Tuttle, **second liaison TBD**
 - b. Mentoring – Faye Farmer, Carolynn Julien
 - c. Inclusive Excellence - Etta Ward, Jennifer Glass
 - d. NORD – Kimberly Eck (as IPP), Faye Farmer
 - e. Professional Development – Melinda Boehm
 - f. Revenue & Finance – Eva Allen
 - g. Governance – Joanna Downer
 - h. Communications Working Group – Antje Harnisch
 - i. Strategic Alliances – Anne Maglia
 - j. Nominating Committee – Nathan Meier, Lisa Lopez
 - k. Executive Conference Committee – Jill Jividen – Will be reconvening Exec Conf Cmte to discuss what conference might look like beyond 2024
 - Conference Planning Committee – determined that the 2022 Conference needs to be virtual; announcement made 11/22. Feedback has been supportive even though there is

disappointment. Negotiations with the hotel regarding the cancellation are ongoing through NORDP's lawyer.

- InfoReady system has received 80 abstracts or so, and 20 are still in draft. With the extension of the deadline due to the switch to virtual format, more may be coming from individuals who didn't propose if they knew they couldn't travel.

Anne Maglia moved to approve the consent agenda; Faye Farmer seconded. The motion passed unanimously.

General Announcements:

- Banking updates – Eva Allen – We will be keeping our Bank of America accounts, but moving a portion to Wells Fargo to increase the amount insured.
- Catalyst Campaign update – Jill Jividen
 - Eva and Jill connected with the Catalyst group relayed the Board's position that we don't have the infrastructure or capacity for a formal Board-led fundraising effort at this time given our other priorities. An individual from the Catalyst group then followed up individually with those who were part of the Catalyst Campaign to let them know that an open campaign would not begin and to ask where they wanted their contributions to go – open or restricted. Jill sent each donor an electronic note acknowledging the donation. There will also be a physical thank-you letter sent out before the end of this year to each Catalyst fund donor. This thank you/acknowledgement process will be part of the duties of the President and Treasurer going forward. Jill sent a soft ask (“consider NORDP for your end of year donations, here's the link”) to the membership via Memberclicks.
- FYI: Additional NORDP.org email addresses – Jill Jividen
 - We have outgrown our original limit of 15 @nordp.org email addresses through Memberclicks, and so we have approved the nominal charge (\$5) to add 5 additional addresses. Currently not imagining giving an @nordp.org email address to each committee, but if a liaison sees a specific need, let Jill know.
- FYI: NORDP Virtual Holiday Party
 - Dec 10, 4-6 pm ET, organized by the Professional Development Committee. Exec Cmte providing swag for up to 5 people as awards/prizes, and FPMR will send out.
- Email Votes: ARIS-NORDP joint fellow funding from NORDP – Joanna Downer
 - In Basecamp, Jill Jividen moved to approve; Antje Harnisch seconded. Email vote opened Nov. 8, 2021. The motion passed with three abstentions.

Discussion Items:

- Zoom account upgrade – Jill Jividen
 - NORDP's Zoom account can only have 100 attendees in the Meeting Format, and the recent ARIS event had 300 people registered, so many registered attendees weren't able to enter. NORDP's biggest account allows up to 500 in Webinar format. The Holiday Party plans to use breakouts and thus also needs a large Meeting format that our current account can't meet. Eva Allen: could GTR be used for these? Jill Jividen: No, our arrangement was just for the 4 days of the 2021 NORDP conference; there's no flexibility for additional use. Discussion centered on other instances needing additional capacity besides the holiday party and ARIS meeting, and that the additional cost (\$600) is also nominal.
 - ACTION: Jill will let Laura know to expand the account.

- NORDP Awards: Jill Jividen/Nathan Meier
 - Deadline is Dec 1. There were 3-4 participants on the NORDP Award webinar. Reminder will go out Monday, Nov 30.
- Strategic planning 2022: Jill
 - Carolynn Julien – The LEAD group (which includes all first-time BOD members) is tweaking a thought paper, which discusses some of the issues in NORDP, before sharing it with the Board; two great themes have emerged. Lisa Lopez: It has suggestions that can help the BOD make decisions about the Strategic Plan, and even in the form it was last week it looks REALLY good. Melinda Boehm: The paper is also a collective of voices of different levels of experience from RD professionals (LEAD has newer members, Board members, etc.) Carolynn Julien – there’s another thought paper they want to produce, so the current plan is to provide both at the same time.
 - Jill Jividen – do we want to do planning as a full BOD for the rest of 2022 in advance of the next fall BOD retreat, or a sub-group? Discussion included a desire to solicit ideas from members in advance of our fall retreat, which really helpful the last time, perhaps through a short survey (“Suggestion Box”) at the timing of our choosing, along with a town hall event for idea gathering/brainstorming.
 - Priorities for the remainder of the 2021-2022 Board year – Communications, Revenue Generation, Comprehensive Professional Development offerings (RDX01/RDX0X, plus tracks in team science, skills, etc.) – What information do we need to have these discussions about what should/could we do in these areas and what these things would cost? One question is what considerations should we have to expand our operational expenditures by the \$50K/60K amount likely for a full-time position. Faye Farmer – perhaps identify scenarios around what milestones we might have and how we would get there.
 - ACTION: Carolynn Julien is checking with Jan Abramson about whether the existing thought paper can be shared with the BOD for thinking purposes prior to the next BOD meeting.
- Ad hoc topic: Board discussed issue of volunteer burnout and possible options for mitigating, including options for expressing thanks for members’ service and contributions.

There being no further business, the meeting was adjourned at 3:58 pm ET.

Note: The next Board Meeting is scheduled for Tuesday, Dec. 21, 2021, at 2:30 pm Eastern; 1:30 pm Central; 12:30 pm Mountain; 11:30 am Pacific.