

MINUTES

National Organization of Research Development Professionals Board of Directors Meeting

Tuesday, March 22, 2022

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, Kimberly Eck (left at 3:01 pm ET), Faye Farmer, Jennifer Glass,Carolynn Julien, Jill Jividen, Kim Littlefield, Lisa Lopez, Anne Maglia, Etta Ward (arrived at 3:50)

Absent: Nathan Meier (present for discussion of Awards), Paul Tuttle

- Call to Order – Jill Jividen 2:34
- Board Culture Anchor of the Month
 - March 2022 – Lead and mentor with empathy

Jill Jividen pointed out that this culture anchor seems like common sense, but it's not common sense to everyone.

- Open floor for sharing related to DEIABJ (diversity, equity, inclusion, access, belonging, and justice)

Jill Jividen – University of Michigan has hired their new Vice President for Diversity, Equity, and Inclusion, which is exciting. She'll get started in the role next month.

Faye Farmer – Regarding retention related to DEI, it's not really a pipeline but a network – It's the movement of the network, with choices about what path to take.

Consent Agenda (20 minutes):

- Approval of draft Feb. 22 Board meeting minutes – Jill Jividen
- Financial Report– Eva Allen
- Strategic Plan priority KRAs

a. KRA 3.1 (RD101) – Joanna Downer

Modifying RD101 to provide a two-week version for U Arizona to be delivered in April just before the NORDP conference. This represents a new avenue for revenue generation by offering RD101 to institutions rather than just as an open enrollment opportunity.

b. KRA 4.1 (Inclusive Excellence Plan) – Jennifer Glass

A company called Kanarys is working with CIE regarding the climate survey. A contract was reviewed by Revenue & Finance Committee (R&F) and returned to the Committee

on Inclusive Excellence (CIE), and CIE has most likely returned it to Kanarys with the comments. Report includes timeline with Kanarys. Ideally we would have the survey completed prior to the Board retreat and would have available for the retreat both the results and advice from Kanarys and CIE on next steps.

c. KRA 3.4 (NORDP Certification) – Faye Farmer

Group is carrying out a guided facilitation this Friday. The next step will be a member survey to gauge interest in certification or credentialing, but there's no survey in hand, so not sure when the timing would be. The group is cognizant of survey fatigue and understands the need to prioritize the climate survey.

- Committee Reports

a. Member Services – Paul Tuttle, **second liaison TBD**

b. Mentoring – Faye Farmer, Carolyn Julien

c. Inclusive Excellence - Etta Ward, Jennifer Glass

d. NORDP – 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

1. Conference Planning Committee

2. Sunday, April 24: Workshops & Committee Round Robin

If you are a liaison for a committee that hasn't yet assigned someone to lead their committee's roundtable, please check with them to see if they can do it.

In addition, 350 people are registered so far. Early-bird ends on March 31. Cost increases starts April 1.

Eva Allen moved to approve the consent agenda; Paul Tuttle seconded. Motion PASSES.

General Announcements:

- Update on Board Retreat Planning – Anne Maglia

We are looking at spaces in Boston that are easy to get to from the airport. But also will be talking to Board members Antje and Melinda for locations at one of the three institutions represented on the Board. The goal is also to ensure there can be a hybrid option for people who can't attend. We are just looking still, not committing right now.

- Update on By-laws Task Force – Jill Jividen

Heard back from the lawyer, and we will need to update the by-laws to accurately reflect member categories. The By-Laws task force of the Board will be discussing this language and the Governance Committee will determine what other information needs to be updated in the By-Laws.

Discussion Items

- VOTE: Accept draft audit report and approve signing of management letter

Draft audit documents:

- audited financial statements with Eva's annotations on "substantive" issues
- management letter for NORDP and FPMR signatures
- governance letter (reports no issues)

→ VOTE Kim Littlefield moved to approve, Lisa Lopez seconded. MOTION PASSES.

- VOTE: Accept update to one section of the financial manual to reflect actual practice of reimbursing people other than FPMR employees for approved expenses, and approve accompanying expense report. Documents provided were:
 - Finance manual with changes tracked
 - Finance manual clean copy
 - Expense report form

→ VOTE Antje Harnisch moved to approve the financial manual with updates and approve the accompanying expense report; Jill Jividen seconded. MOTION PASSES.

- 2022 NORDP Awards recommendations and new awards for 2022 - number and approval of awardees – Jill and Nathan
Received 15 nominations, some of those were duplicative. The Awards Task Force recommendations of award recipients were made to the Board.

Question: Does the Awards task force feel okay about the number of nominations received? Answer: That's hard to judge, since without the duplications we're at the same number as past years. Definitely still keeping an eye on that.

→ VOTE: Paul Tuttle moved to approve award recommendations, Eva Allen seconded. MOTION PASSES.

Regarding new awards: Discussion focused on names put forward and whether more than one awardee per category is appropriate. This Volunteer Award is not described as being for sustained volunteerism, but for the immediate past year. In future years the number awarded for both will be up to the awards committee based on the nominations received. Regarding

Mentoring award, could be helpful to consider both formal and informal mentoring. The Board discussed potential awardees and reached consensus.

→ VOTE: Jill Jividen moved to award new Volunteer and Mentoring awards to the consensus recipients. Joanna seconded. MOTION PASSES.

- Executive Conf Cmte Recommendations – ECC members

The ECC is considering models of conferences and flexibility to enable and accommodate growth. Recommendations are on page 4 of the ECC report for the Board to discuss. The main recommendation is a paradigm shift to a 3-year conference cycle, where we only get together in person every three years. The proposal would be to have a full virtual conference in the years without in-person conferences, and for in-person years to have a virtual event perhaps 6 months after the conference. Lisa, Faye, Eva, and others were involved in this effort. Discussion followed. Q1: why every three years and not every other year? A1: In part because virtual conferences are effective, well-attended. Faye Farmer comment – we are also figuring out how to project out to a break-even point for an in-person conference as our membership continues to grow. Jennifer Glass comment: would be great to use revenue from the virtual conference to help support scholarships for in-person conferences. Jill Jividen – the ECC would propose to pilot next year the in-person conference in the DC area and an offset virtual event – what does it look like, how many come to which event, etc.

Questions and discussion also centered around costs of the virtual conference envisioned in the in-person years (e.g., personnel costs or the virtual platform, etc.) The ECC imagines it would be a “lighter” conference, perhaps mix of popular in-person sessions, abstracts not originally selected, etc. Could use a platform like GTR without the extras (social wall, etc.) that we are including for the full virtual conference, or NORDP Zoom accounts, or both, etc. The ECC’s next step is to start to flesh out a 5-10 year conference plan for managing site selection, etc.

- R&F: New Revenue Generation – R&F members

Recommended Board Actions from the report:

- Identify any new ideas that have been missed by the committee?
- Discuss feasibility/desirability of options under Quadrant A (easy, high impact)
- Use ideas in Quadrant D (hard, high impact) as starting point for new strategic plan
- Use of new funds

Regarding **sponsorship** as an area of emphasis, it requires leadership involvement and needs to be cognizant of leadership triad (VP, Pres., IPP). We have had limited success in cultivating new sponsors, and this year are focused on nurturing existing sponsors. When we move to in-person, we can return to trying to build new sponsorship relationships, since some have stated specifically they are uninterested in sponsoring virtual events.

Regarding raising **dues** and/or **charging for programming**. Q: explain the assumption of 10% membership loss with a dues increase? A: FPMR has said we lose 10% each year through non-renewals for a variety of reasons, but that additional growth obscures that. So the calculations of financial impact have assumed a net 10% loss from announcing a dues increase. It has been more than 5 years since the last dues increase. Discussion included potential options of offering tiers of memberships related to access vs. paying extra for things, or include a conference registration, etc., but such approaches would be difficult to manage given how NORDP

resources are offered, stored, and managed and given institutional budgets. Institutions might be able to absorb an increase in costs, but can individuals? Some yes and some no. Discussion also mentioned that effective, early communication will be really important in mitigating membership loss. Potential effective dates and amounts were discussed.

→ ACTION: R&F to continue to discuss and come back with recommendations or further discussion to the Board in April.

- Regional Meetings at conference – Jill & Paul

Does the Board have any information to pass to the regional leaders in advance of the conference for the regional meetings at the conference? The following ideas came up:

- Nominating candidates for the Board
- Potential updates on certification planning? Too nascent to share at this point.

March Member Services Committee report describes some challenges for regions identifying leaders and having volunteer burnout. Comment made that not all regions need to be active or need to be active in the same way. This discussion will move to Basecamp.

- The next scheduled Board meeting falls during the conference and will need to be rescheduled or cancelled. The annual business meeting, which is typically held during the conference when it's in person, will be the "Year in Review" meeting and held in June.

There being no further business, the meeting was adjourned at 4:34 pm ET.

Note: The next Board Meeting is scheduled for Tuesday, April 26, 2022, at 2:30 pm Eastern; 1:30 pm Central; 12:30 pm Mountain; 11:30 am Pacific.