

## MINUTES

### National Organization of Research Development Professionals Board of Directors Meeting

Tuesday, September 27, 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, Faye Farmer (joined 2:55 pm ET; left 3:31 pm ET), Jennifer Glass, Antje Harnisch, Jill Jividen,Carolynn Julien, Becca Latimer, Kimberly Littlefield, Lisa Lopez, Nathan Meier, Anne Maglia, Jessica Moon, Kim Patten, Samar Sengupta

Guests present: Erin and Kira from FPMR, who will be staying until the Consent Agenda

Absent: none

- Call to Order – Anne Maglia
- Board Culture Anchor of the Month: September 2022 – Listen to understand with empathy (yes, and!)  
Eva and Anne shared.
- Open floor for sharing related to DEIABJ (diversity, equity, inclusion, access, belonging, and justice) in NORDP, RD, and/or our own institutions - experience to share, opportunity for improvement, success?

Antje shared that her institution's DEIJ research seed grants were awarded a few months ago and the proposers' lunch was today – the room was packed, it went over time, and it was a really good event.

Eva shared a link to an article in the Chronicle of Higher Education recently on balancing DEI within an organization's strategic goals.

Carolynn shared the blessing in disguise of having posted to the whole listserv a message intended for one person, and how great it has been to get that broad input.

Joanna shared that Carolynn's experience reinforced for her that we don't know what others have to offer until we ask or invite.

Jess shared about consideration of non-apparent disabilities in conference planning and inclusive language. We have no right to ask about specific disabilities; asking "what do you need to be able to participate fully in this event" is the language that's recommended.

### **Consent Agenda**

- Approval of draft Aug 26 Board meeting minutes – Anne Maglia
- The July Financial report was approved in the August BOD meeting; nothing more recent available – Eva Allen

- Committee Reports:
  - a. Member Services – Antje Harnisch, Faye Farmer
  - b. Mentoring –Carolynn Julien, Jennifer Glass
  - c. Inclusive Excellence – Samar Sengupta, Jess Moon  
CIE is still working on identifying next co-chairs.

Carolynn pointed out that we still need policies or guidelines on roles of Committee co-chairs and Board liaisons. Samar had shared a link to the co-chairs Basecamp about the roles of the Board liaisons. → ACTION – take to Co-Chairs meeting and ask for a working group of co-chairs to develop guidance.

- d. NORD – Jill Jividen as IPP, Faye Farmer
- e. Professional Development – Melinda Boehm, Lisa Lopez
- f. Revenue & Finance – Eva Allen
- g. Governance – Joanna Downer
- h. Communications Working Group – Antje Harnisch
- i. Strategic Alliances – Kim Patten  
Jess – question from conference committee about possibility of using conference to attract people interested in RD as careers. Samar shared that NORDP did that with the National Post-doc Association (NPA) a few years ago, with reciprocal attendance at conferences, but the return for NORDP wasn't clear.
- j. Nominating Committee – Nathan Meier, Lisa Lopez
- k. Executive Conference Committee – Jill Jividen
  1. Conference Planning Committee – Becca Latimer, Jess Moon

→ VOTE: Kim Patten moved to approve the Consent Agenda; Samar Sengupta seconded, MOTION PASSED

### **General Announcements**

- Climate Survey Results – Joanna/Jessica/Samar/Jen  
CIE is leading effort to determine next steps, is currently waiting for final slides and report/methods sections from Kanarys to inform those conversations. CIE will also be developing an executive summary, complementing that from Kanarys. Suggestion to Communicate with NORDP membership that the results are in and CIE is working through them; will include in next President's blogpost. CIE has new Basecamp and Google Drive to allow/facilitate asynchronous interaction, which will hopefully speed up the ability to have conversations around the survey results.
- Update regarding FPMR support – Anne

New FPMR staff are Erin and Kira. Seems to be going okay with NORDP HQ, which is a binary decision – do or not do –that seems to be working so far. There was a bit of a hiccup last week as FPMR was awaiting “authorization” and “prioritization” for HQ items; the Exec Cmte discussed electronically and identified and communicated areas where FPMR can confidently go forward and prioritize their own work.

Regarding Conference, there remains a need to establish what FPMR will do and can do, and what the Conference Committee can do, given deadlines and planning needs. An example is whether the Conference Committee can reach out to speakers to gauge interest and availability, which FPMR has said they can't. NORDP also still needs professional event planner expertise for some things. → Conference Cmte (Becca Latimer, Jess Moon, Jessica Broussard) and Anne, Nathan, Jill will meet to go through existing contract and craft amendment to contract for detailed responsibilities and scope of work for conference, and provide that to FPMR.

- Event planning/conference support RFP update – Jill

Timeline of previous event planner RFP:

[https://docs.google.com/spreadsheets/d/1pDbkWslhwVPGxymiBspK8Wxl-uM\\_q\\_VmGQnDqsJBIM/edit#gid=0](https://docs.google.com/spreadsheets/d/1pDbkWslhwVPGxymiBspK8Wxl-uM_q_VmGQnDqsJBIM/edit#gid=0) . Jill also has old RFP and is reviewing and editing and will

send to Exec Cmte for review. Plan is to have an event planner engaged by April 1 so they could attend the conference to get a sense for the organization and its priorities to inform their assistance helping us plan for 2024. Suggestions included to move deadline for receipt of proposals prior to holidays or extend beyond January 6.

## **Discussion Items**

- FY23 Budget Package – Eva

Discussed consent budget, which covered operational expenses, Board expenses, and Committee and Working Groups. Notes were made for potential increases to Zoom, decreases to Board Source subscription.

→ VOTE: Jill Jividen moved to approve the consent budget package, Lisa Lopez seconded.  
MOTION PASSED

- For other Budget items:

Website placeholder of \$60,000. This will be put out to bid. Nathan points out it's been a longstanding priority, it's time to do it, and we shouldn't be afraid to spend out of reserves to get it done.

New KRAs: \$0 held, but will consider requests as they come in during the year and spend out of reserves to accomplish.

CIE: Line set to \$0, with expectation that requests for follow on to the Climate Survey will come in over the year.

Leadership Forum (LF): \$10,000 requested to pay presenters. → item moved to Basecamp for continued discussion.

Mentoring Committee and NomCom requests for potential conference-related expenses → Eva will revisit this with Conference and these committees.

→ NORDP/InfoReady budget item: tabled for discussion due to lack of time

→ Table SAC request until SAC presents at the BOD meeting

→ ACTION: Will discuss final items on Basecamp and vote electronically.

Retreat Follow-up and Reflections were tabled until the next meeting.

The meeting was adjourned at 4:39 pm ET.

Respectfully Submitted,  
Joanna Downer  
NORDP Secretary (2019-2023)

**Note:** The next Board Meeting is scheduled for Tuesday, October 25, 2022, at 2:30 pm Eastern; 1:30 pm Central; 12:30 pm Mountain; 11:30 am Pacific.