**MINUTES**

**National Organization of Research Development Professionals**

**Board of Directors Meeting**

**Tuesday, January 24, 2023**

*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, Carolynn Julien, Joanna Downer, Faye Farmer, Anne Maglia, Antje Harnisch, Jennifer Glass, Lisa Lopez, Jill Jividen, Nathan Meier, Jessica Moon (left at 4:01 pm ET), Becca Latimer, Kim Patten, Samarpita Sengupta (arrived 3:06 pm ET)
* **Guests present:** NORD chair and NORD Cmte members Karen Fletcher (Chair), Michael Spires, Kellie Dyslin, and Stephanie Hensel
* The meeting was called to order by President Anne Maglia at 2:34 pm ET.
* NORD presentation (Karen Fletcher)

Purpose of NORD (New Opportunities in Research Development committee): Foster the strategic development of the field and study of Research Development.

NORD was an ad hoc committee from the very beginning of NORDP committees and was made a regular committee by the Board in 2021; NORD is to include at least two members of the NORDP board of directors.

NORD is now organized into the NORD “Core Committee” and the Grant Subcommittee, Journal Subcommittee, and Data Subcommittee (the last two of these will be sunsetted).

The committee has four major activities currently:

(1) Participate in or encourage publishing of articles and thought papers on RD as a field, highlighting its role and importance in supporting knowledge creation and mobilization activities in contexts where external funding is sought (invited articles): Development of three invited articles is planned for 2023: What is RD (by Kimberly Eck and Josh Roney; published Jan 2023); The History of NORDP (by Michael Spires); and RD and HBCUs and MSIs (by Barbara Walker, Jacob Levine, and others)

(2) Develop partnerships and programming: Working with the Strategic Alliances Committee to build a relationship with NCURA to grow and serve our membership, and also commissioning thought papers on RD to aid growth of RD as a field and aid retention of people in RD

(3) Support research to develop and disseminate processes and tools for operating effectively as a research development professional in the knowledge mobilization and innovation space (e.g., via NORD grants): InfoReady has committed $7500, and the Board has committed $7500; NORD is grateful for this support.

(4) Develop virtual presence that supports and enhances the work of RD professionals and their partners in establishing a field (e.g., by establishing an RD journal). The Journal Subcommittee is organizing an editorial board and its structure and duties, organizing and training peer reviewers. The first call for submissions is planned for 2023, and the first online publication for 2024. The Journal Subcommittee will turn over journal operations to the Editorial Board.

NORD Committee challenges: Need volunteers with InfoReady experience for the grant subcommittee and experienced RD professionals for the committee in general. Volunteer time is a challenge, given everyone’s busy regular jobs. And finally, grant sponsorship is a challenge, creating variability in when funding is approved and uncertainty of continuation.

The NORD Committee’s next steps are to establish a succession plan for NORD chair, including populating prospects from NORD subcommittees and establishing a co-chair system; increase member interest in volunteering for the NORD subcommittees; charging the Journal Editorial Board with publishing the journal and sunsetting the Journal Subcommittee ; launching the next NORDP/InfoReady grant competition; continuing to introduce thought papers.

NORD would appreciate the Board’s support by designating two Board members each year to be NORD members (unofficially the immediate past president is designated a member), and committing a regular sponsorship amount to the NORD grant program to ensure an annual competition.

Karen opened the floor for discussion.

Board Q: what is the NORD grant program’s number of applicants and success rate? A: Michael reported that the first cycle had the most applicants, with applications in the teens. Then it went to 8-10 per cycle, and it has gradually reduced since then for a few likely reasons, including the inability to offer on a regular cycle since the funding is always in question and the small dollar figure involved. But applicants can also ask for more than the stated amount. Karen: 5 were funded in the first year (2018), 4 in the next year (2019), none awarded in 2021, and 4 in 2022. Karen has been able to work with InfoReady to continue the program so far, reducing their commitment from $10K to $7500, but the company isn’t seeing the acknowledgements in papers, etc., that they had wanted, although they have seen uptake of the InfoReady platform among institutions. Even without funding directly to the grant program, they would continue to provide the InfoReady platform free of charge. The ask to the Board would be to approve a minimum of $7500 without waiting for InfoReady’s commitment; the call for proposals says it is for $5000 up to $7500, so that would likely support just one award.

Q: What is NORDP’s ROI on the grants – for those that have finished their period of performance, what have they created/done? A: Three reports have been provided from completed projects, two have published/presented elsewhere, the rest of the awards are in no cost extension (NCE). All but one of those NCEs are from 2020 or earlier, so having established the NORD Grant Subcommittee to focus on these grants and follow up with recipients is important.

The NORD committee representatives left at 2:58 pm ET

* Board Culture Anchor of the Month: January 2023 – Invite personal scrutiny and openness to change our personal and group dynamic (Posner’s 5 practices of exemplary leadership: 1. Model the Way · 2. Inspire a Shared Vision · 3. Challenge the Process · 4. Enable Others to Act · 5. Encourage the Heart.)
* Joanna shared that inspiring or sharing a vision is so important to make sure you have a TEAM rather than just a GROUP.
* Jennifer said that the distinction between having a group and having a team resonates for her right now for a group of PUIs developing an NSF ENGINE proposal.
* Anne shared that the practice of “challenging the process” can be a lot of work, but it’s important and finding the balance to use your energy well to create improvements.
* Faye shared that CIE has been emphasizing that without challenging the process, DEIB task force efforts anywhere are performative. NORDP members are looking for insight into how to rise above the process, since people often lack authority to create change.
* 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?
* Joanna noted that John Barfield’s comment last month that effecting change is crucial to DEIB work connects with Faye’s comment as well.

**Consent Agenda**

* Approval of draft Dec 20 Board meeting minutes – Anne
* Member Services – Antje Harnisch, Faye Farmer
* Mentoring – Carolynn Julien, Jennifer Glass
* Inclusive Excellence – \*CIE would like to request access to the contract with Kanarys. Samar Sengupta, Jess Moon.
  + The contract originated with CIE, but Eva will provide a copy of the signed contract
* NORD – Faye Farmer; Jill Jividen (IPP)
* Professional Development – Melinda Boehm, Lisa Lopez
* Revenue & Finance – Eva Allen
* Governance – Joanna Downer
* Communications Working Group – Antje Harnisch - question
* Strategic Alliances – Kim Patten
* Nominating Committee – Nathan Meier, Lisa Lopez
* Executive Conference Committee – Jill Jividen
* Conference Planning Committee – Becca Latimer, Jess Moon

🡪 VOTE: Antje moved to approve the consent agenda, Jennifer Glass seconded. MOTION PASSED.

Per discussion in December to enhance information sharing across Committees, Faye will post the non-BOD committees’ reports on the Co-Chairs Basecamp next month; not as a permanent solution but to make progress toward this goal.

**General Announcements**

* Conference Planning RFP/Proposals Update – Jill
* Reviews of the proposals received were completed on time. Reviews have been compiled and sent to the Exec Conf Cmte and R&F cmte members. Exec Conf is discussing briefly this week, and R&F members are welcome to join. R&F will then unify around a recommendation that we will bring to the Board in Feb, and with the BOD approval will move to negotiate with the selected vendor.
* Conference Registration Opening – Becca/Jess Moon
* Registration is set to open Feb 1 for all who must attend (Board members, speakers). BOD members will receive a special code to flag BOD members in the system. Conference is capped at 600 people, so we are expecting to sell out. Iterative process of building registration form with FPMR, but the committee has not been allowed to see or test the form, claiming the EU’s GDPR restricts it. However, the GDPR governs use and protection of individuals’ data, not a data collection tool. Joanna pointed out that given the typos in communications from FPMR we should not allow launch without seeing it, and that perhaps discussion with higher-ups at FMR is needed. Discussion described other concerning shortcomings in service by FPMR.
* It was noted that FPMR’s annual customer survey is out for BOD response.
* BOD Officer selection process – Nathan
* Governance has developed a draft process for expressing interest and being elected to the executive officers. Content of brief statement for officers in which multiple people are interested: what interests you about the role and what qualifications do you have. Nathan will post it to Basecamp for everyone’s reference. Faye will share this after we’ve updated it from the process this cycle with the policy task force, who has this topic in its queue.
* Reminders: Association Management RFP mini retreat/NORDP Awards – Nathan
* Mini-retreat is being scheduled for Monday, Feb 20, 2023 3-5 pm ET.
* Nomination period for 2023 awards closes on Friday Feb 10, remember that all BOD members ARE eligible to nominate for the awards this year, and eligible to receive many of them.

**Discussion Items**

* Strategic plan updates – Nathan
* Organization benchmarking: Samar, Joanna, Kim Patten. We are mining key organizations’ websites and will have follow-up conversations with a few of them to get information that we can’t get on their websites. Will share findings with the Board in March.
* Revising Mission, Vision and Core Values - Nathan & Carolynn. Have some light survey work in mind, and wondering if we can leverage the Member Services member survey to ask those questions and get that info in time.
* Policy Task Force – Faye – there are three drafts among the first five prioritized policies.
* Website redesign – Lisa Lopez reporting – decided to wait for the association management RFP to proceed with the website RFP. Unsure whether we should meet with the Communications Working Group (CWG) now, or later, or not at all? Antje says that it makes sense to her that the website redesign would be on their plate, but that it should also include others. Will talk with the CWG when they join us for the February BOD meeting.
* Evaluation – Jennifer Glass reporting – group met in Dec. and identified specific steps to work toward an evaluation plan. All four at that meeting agreed on wanting to engage an external evaluator, and expect that a future association mgmt. company might have contributions to make in that area. It would be valuable to evaluate the organization’s readiness for a staff Executive Director vs. contracted association management, evaluate committees’ readiness to self-evaluate, etc. Based on their discussion, they expect to write an RFP so the Board can hire an evaluator, the evaluator would do their fact finding and report, and then the Board and committees would move forward to develop recommendations from the findings. It is noted that NORDP is not required to issue an RFP for contracts.
* RD Champion award suggestions – Joanna
* Discussion of potential nominees and options for engaging the awardee around the in-person or virtual 2023 conferences.

🡪 An awardee was selected, and a designated Board member will follow-up with identified others to confirm the choice and to request drafting of a formal citation of award.

* Improving the committee reports submission process – Jill
* Jill identified a need to re-engineer the currently disparate and cumbersome committee report process.

🡪 Will take to Basecamp for discussion.

* Fall Board retreat – Jill/Nathan
* There has traditionally been an in-person Board retreat each Fall, often NOT hosted by the President or Vice President, but can be (e.g., Anne Maglia serving as a host of the Sept 2022 retreat in Boston. Previous in-person retreat was 2019 in Austin, hosted by the Secretary at the time). Nathan would be happy to host in Sept. 2023 in Lincoln, NE. Kim Patten mentioned she’d be happy to host in Biosphere 2 whenever the BOD wants it there. Discussion landed on hosting in 2022 at U Nebraska Lincoln; optimum time period was flying in Sept 17, flying home Sept 20. Nathan will begin working on logistics.
* PNC bank account – Eva
* This item is to enable opening of the new bank account(s) with PNC to increase the proportion covered by FDIC insurance and gain access to higher interest accounts.

🡪 VOTE: Carolynn Julien moves to formalize validating authorization to open new bank accounts with PNC and to identify Eva Allen, NORDP Treasurer; Antje Harnisch, Assistant Treasurer; and Nathan Meier, President-elect, as those with authority to do banking transactions. Samar Sengupta Seconded. MOTION PASSED

* Wrap-up/Reflections – Joanna

There being no further business, the meeting was adjourned by Anne Maglia at 4:28 pm ET.

Respectfully Submitted,

Joanna Downer

NORDP Secretary 2021-2023

**Note:** The next Board Meeting is scheduled for Tuesday, February 28, 2023, at 2:30 pm Eastern; 1:30 pm Central; 12:30 pm Mountain; 11:30 am Pacific.