

MINUTES

National Organization of Research Development Professionals Board of Directors Meeting

Tuesday, November 29, 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, Joanna Downer, Faye Farmer (joined 2:55 pm ET; left 3:31 pm ET), Jennifer Glass, Antje Harnisch, Jill Jividen, Carolyn Julien, Becca Latimer, Kimberly Littlefield, Lisa Lopez (arr 3:20), Nathan Meier, Anne Maglia (left 2:51 pm ET, return at 3:21 pm ET), Jessica Moon, Kim Patten, Samar Sengupta

- Call to Order – Anne Maglia – 2:33 pm ET

- Board Culture Anchor of the Month

November 2022 – Welcome, value and respect others’ similarities and differences

- Joanna shared “what not to do” from a team grant she’s currently working with
 - Samar shared her experience in an interfaith work group of the national Physician Assistant Education Association; they had a prayer room at their conference this year to allow members who pray during the day to do so without leaving the conference. Looking forward to other opportunities to provide room for faith and non-faith.
 - Antje shared that it’s a lot easier to work with people very similar to oneself, but that working with more diverse teams is more rewarding in some ways as the possibilities are broader.
- Open floor for sharing related to DEIABJ (diversity, equity, inclusion, access, belonging, and justice)
 - Joanna Downer shared that in the same group as above she defended having a diverse, inclusive advisory board, and while she wishes doing so weren’t necessary, she will fight that fight.
 - Anne Maglia shared that a family conversation resulted in apparent understanding/recognition of why pronouns matter provided some hope that this fight is worth fighting.
 - Samarpita Sengupta shared that she got trained in a Train-the-Trainer series and certified as a trainer for Implicit Bias workshop by the UT Southwestern Office of Faculty Diversity.

Consent Agenda

- Approval of draft Oct 25 Board meeting minutes – Anne Maglia – adjust per Antje’s inquiry
- Financial Report (September, unaudited) – Eva Allen

- Committee Reports

- a. Member Services – Antje Harnisch, Faye Farmer

Q: Would the LMS work for a resource/library for PUI materials? Note that other groups want this too (CIE, NORD). Erin is approved to create it, but wondering if they should hold off because of website renovations, which might result in a better “Resources” section.

- b. Mentoring –Carolynn Julien, Jennifer Glass

- c. Inclusive Excellence – Samar Sengupta, Jess Moon

- d. NORD – Faye Farmer; Jill Jividen (IPP)

- 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

- j. Nominating Committee – Nathan Meier, Lisa Lopez

- k. Executive Conference Committee – Jill Jividen

- 1. Conference Planning Committee – Becca Latimer, Jess Moon

VOTE – Jill moves to approve the consent agenda; Jenifer Glass seconded. MOTION PASSED

General Announcements

- HBCU consultant program report – Nathan
 - A new NSF funding opportunity may provide opportunity to expand the NORDP Consultant Program. Still need to get NORDP SAM and other registrations to receive direct funding in the future.
- Update on Event Planner RFP – Jill
 - Keeping to the timeline; RFP is with the event planning companies, she’s had meetings with 4-5 of them. People seem excited to submit a proposal. Deadline for submission of proposals is in a few weeks.
- Board eligibility and composition policy – Lisa

- Key element is the PUI Affinity Group's desire to change the PUI definition to self-identified. Recommendation from the Governance Committee meeting in Oct was to have NomCom work with the PUI Affinity Group to identify the gap in Board representation (is it in definitions of current designated seats, need for a distinct, new designated seat, etc.). Discussion also noted that the Affinity Group can use any criteria it wants for its membership or to define its focus, while NomCom needs definitions it can apply consistently.
- A moment was taken to recognize Director Carolynn Julien who recently completed her doctorate! Congrats, Carolynn!!
- Need to develop communication plan for climate survey – Jennifer Glass, Jess Moon
 - The CIE and climate survey sub group have realized that the full report is too much to digest/release at once, so is considering releasing in a series to facilitate member engagement and maximize understanding. Currently envision three steps – (1) who are we, with the demographics; (2) challenges and opportunities from the survey data; (3) future of NORDP and plans/recommendations based on the survey results. The group is looking for input from Board on this plan. Q: What do they need to move forward? A: They need to know that they are empowered to act, know what the process for receiving Board approval is, etc. Joanna remarked that per discussions prior to, during, and after the Climate Survey, CIE is the group charged by the Board with developing next steps and recommendations from the results, so that should be clearly communicated if the current leadership isn't aware.
 - ACTION: Jennifer, Samar, Jess, and Carolynn will take the conversation back to CIE, clearly communicate the charge from the Board, ask the CIE communication subgroup to develop what they'd like the review process to be, and bring that proposed process back to the Board.
- December R&F mini-retreat – Faye Farmer
 - All are welcome. In addition, we are seeking an additional assistant to the Treasurer.

Discussion Items

- Guidance for Committees asked to present to BOD – Anne
 - What should we let them know: Time limit; strategic vision of the committee and how that aligns with the NORDP mission; challenges and asks to the Board. What are the 2-3 big things that align with that mission. What do they need from other committees. Perhaps we should provide them a template; Anne will take first stab at that. Anne will invite CIE for Dec, and NORD for January BOD meeting; she will also send thank you to the SAC team.
- Retreat Follow-up Discussion – Nathan Meier – Item champions presented progress, plans, and timelines

- Reconsidering mission & vision: Update from Nathan and Carolynn. Using a liberating structure approach, created a 7-step plan to revised NORDP mission and vision statements starting with customer discovery through a member survey to identify the organization's core values (members' perceptions, members' suggestions) in early March. In mid-March will create a word cloud from survey data, and then use the 3-4 top items to create revised statements for Board consideration. Happy to combine this inquiry with member survey if timing works out.
 - Other groups also want to do some surveying of members, but don't want to hold up the member survey. Current membership survey draft is: <https://public.3.basecamp.com/p/qgAUbmYra1E855u4DxAEsoiG> . Additional certification task force questions for survey are <https://public.3.basecamp.com/p/GhtNE1uVTUUFVkm7sWV8VmFZ> . To add more questions to the upcoming member survey, the Member Services Committee has invited other committee co-chairs and Board members to attend their next meeting: 1 pm, ET Mon, Dec 5.
- Samar presented for Kim Patten, Joanna Downer on work toward benchmarking other organizations' organizations; will start by mining the identified organizations' websites. Group will meet in Dec and develop insights to bring to the Board in early 2023 (e.g., How does your organization make requests to staff or leaders, or etc.).
- Faye Farmer reports that efforts to identify a new request tool/process is ongoing. For instance, because identification numbers for requests to FPMR cannot be generated in the Google form, Faye and Jessica Brassard will be identifying a new request platform. The Communications Working Group is developing SOPs for making requests to FPMR, which will help ensure that all committees know how to make effective requests that FPMR can act on.
- The champions for organizational evaluation met in Nov and made progress. The group's focus is on engaging an external evaluator for overall organizational evaluation; they have a list of potential evaluators and are identifying considerations and getting buy-in from committees. Also developing a timeline for sending an RFP.
- Re Incorporating the climate survey results into the Board's Strategic Planning, the next steps are for CIE to digest the climate survey results, identify next steps, and present recommendations to connect the results with strategic planning.
- Missing from the retreat's next steps: development of an Association Management RFP
- Process for requesting FPMR effort/HQ Basecamp – Anne
 - In theory, process should work by FPMR following the categories they were given that they can move forward on without any further “authorization”. If there's something that Erin feels falls outside the already-approved scope, she brings it to Anne and Nathan and so far they have approved everything that has come in. Anne said that this process has been very helpful in seeing what the requests are, how time gets spent, and will inform both the association management RFP and the Board's plans for support. There are still some

communication hurdles, and what is in and out of the already approved scope is not clear to all committee co-chairs.

→ ACTION will continue with the current request process for another month, and re-evaluate

- iKnoW–New affinity group application submitted to be approved (vote) – Antje and Faye
→ VOTE:Carolynn moves to approve the IKnoW affinity group proposal; Eva seconded.
MOTION PASSED
- Conference DEI workgroup has 8 “scholarships” (leftover from ATG support of 2021 conference) for one-day of the conference for local students finishing their degrees who are interested in RD. Interest in funding “scholarships” for memberships for folks wanting to continue to connect in RD/NORDP. Faye pointed out need some formalization around verbiage and process; could connect using the “Give a gift” button on the NORDP website, which has unrestricted and conference/membership fund (for NORDP members with financial need). Perhaps could put out a note on the listserv about need/opportunity. Becca shared that they’ve had difficulty in finding out exactly what exists and what the needs/requirements are for these types of things. The conference cmtte is intentionally trying to establish knowledge and processes (incl SOPs) so the wheel doesn’t have to be recreated. Nathan pointed out that the conference and membership scholarships have bounced around from group to group over the years, and so anything that can be done to create process and structure would be great.
→ move to Basecamp to discuss.
- Wrap-up/Reflections – Joanna – open floor.
 - Anne shared appreciation for how collaborative this group is. Antje seconds that appreciation.

There being no further business, the meeting was adjourned at 4:14 pm ET.

Respectfully Submitted,
Joanna Downer
NORDP Secretary 2021-2023

Note: The next Board Meeting is scheduled for Tuesday, December 20, 2022, at 2:30 pm Eastern; 1:30 pm Central; 12:30 pm Mountain; 11:30 am Pacific.