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**NORDP**

**Member Services Committee**

**Meeting Agenda**

**March 6, 2023; 1 – 2 PM ET**

**Zoom:** <https://us06web.zoom.us/j/83276434449>

[**FY23 FPMR Project Request form**](https://docs.google.com/forms/d/e/1FAIpQLSdmX0s0-zq7JrjeHAEo1NDrlB8r1FE36WrDPWeOoMzrw___WA/viewform)**: https://docs.google.com/forms/d/e/1FAIpQLSdmX0s0-zq7JrjeHAEo1NDrlB8r1FE36WrDPWeOoMzrw\_\_\_WA/viewform**

* **ROLL CALL:** Erin Butler, Lauren Aerni-Flessner, Maggie Berg,Chetna Chianese, Maddy Chokshi, Christine Cline, Catherine Determan, Allison Devries, Eric Dickey, Kate Duggan, Kayla Dryden, Elizabeth Festa, Dean Gerstein, Leah Gorman, Antje Harnisch, Sarah James, Sharon McCord, Anindita Mukherjee, Barbara Sasso, Paul Tuttle, Wendi Jensen
* **EXCUSED:** Dan Campbell, Mary Hensel, Jake Maas, Kara Luckey, Heather McIntosh, Gagan Bajaj, Kevin ABSENT: Boettcher, Jason Charland, Faye Farmer, Rebecca Irvine, Barbara Sasso
* **MEMBERSHIP NUMBERS** – **February 2023**
Emeritus - 9 (same)Members - 1248 (+49)Trainee Members - 13 (+1)Graced - 108 (-16)
* **Welcome** – Sarah
Mindful minute
* **Put in the chat**: Recommend a TV show for escapism
* **MSC new member onboarding:** Review slides on Basecamp at <https://3.basecamp.com/4016440/buckets/10497260/uploads/5325080543>
* [**MEMBER SURVEY**](https://public.3.basecamp.com/p/zAfigwoUYThTWuZCHu7sfWLW)– Faye
* https://docs.google.com/document/d/1itrk2tHCvg-X4tepq4NBBSh\_O4LXkM-5KH5jlKNO-g4/edit?pli=1

**Link for events from Christine Cline ---checklist—timeline for requests**

* **NORDP 2023 conference** — Kate
Registration is almost full and we are looking forward to seeing everyone in May!Volunteer recruitment will launch soon - please take a look at the sheet and sent to me any feedback. We will really be looking for MSC members who are attending the conference to help out as much as they are willing and able to!The conference website is LIVE! Check it out and let me know of any questions/comments

<https://docs.google.com/spreadsheets/d/1K943PBt-5cQxj26FCyRaKtVGgCVhClkuJpm9TYxw_zQ/edit#gid=0>

**Within the next few weeks as the conference registration closes out, we should be able to finalize the volunteer list**

**“Miss content”—indicates overlap with sessions**

* Kate will monitor interest in volunteer activities/dates to ensure coverage
* Sarah praised the committee for excellent speaker training!
* March 7—12:00-12:30 ET TNT: Using interactive tools in NORDP conference presentationsIn this TNT, presenters will review some tools and approaches for using interactive tools in presentations at the 2023 NORDP conference or other sessions.Featuring: Nina Exner (nexner@vcu.edu), Jess Brassard (jnbrassard@gmail.com), and othershttp://nordp.memberclicks.net/message2/link/cdf7321b-85fa-46ef-b670-7c19b1e44926/1
* March 30—TNT (TBA) roundtable facilitation discussion
* April 4 TnT - using Whova as an attendee
* ADD TO AGENDA-- Next month MSC meeting—brainstorming session about how to advertise regions and affinity groups at the conference –one pager for Sarah and E to distribute at the MSC poster session; Anindita thought this was a good idea
* Eric asked about missing regional events on conference schedule –Kate will check on this
* **CWG update** — Christine--- **(meeting next week).**

**Sarah asked about the best way to communicate with regions, specifically how to advertise events—can Basecamp be used for this purpose?**

* GL commented on issues with the E-list; GL has also used Slack, but Slack has made some changes/messages only available for last 90 days
* Northeast uses Slack and listserv
* Chetna mentioned that it is becoming problematic to ask FPMR (too difficult) to advertise and disseminate info; BC might be too much for the average regional member (as opposed to executive committee) Chetna is concerned about any cap on membership on Basecamp; We get anywhere from 20 to 50 to attend. But we have only quarterly programming
* Kayla mentioned: We use the Regional Listserv (SW). But this idea of best way to contact/segment came up recently as we had a time-sensitive, Texas-only collaboration opportunity that someone wanted to promote
* Eric D. has had some success in getting Pacific members to join Basecamp, but it needs to be updated on a regular basis; Eric also noted it is difficult to get members to join Pacific Region Events
* 66 members on CASSH basecamp

**Sarah will contact Joanna Downer about limits on BC---add TO AGENDA**

* **REGION UPDATES**

***Region I: Northeast*** (Kate + Jason)
NE region and the NORDP-SW region are teaming up to present a research roundtable at the NORDP national conference in May entitled, “Exploring Post-COVID RD Office Structure Trends”. To aid in a meaningful and useful conversation, they are polling their members to gather data around current office structures and attitudes. https://neu.co1.qualtrics.com/jfe/form/SV\_a9lgCkOwmtuxnBI

***Region II: Atlantic*** (Chetna + Anindita)
23 registrants for Coffee Hour on March 7. We will be discussing the Annual Conference! (volunteering, promoting networking dinners)

[***Region III: Southeast***](https://nordp.memberclicks.net/southeast?servId=7655)(Jake) *--* No updates from Region III. We are gathering our strength for Crystal City!

***Region IV: Great Lakes*** (Maggie + Rebecca)
*Leading Below the Surface: How to Build Real (and Psychologically Safe) Relationships with People Who Are Different from You* by LaTonya Wilkins. Our next book club meeting is March 29 at 3 pm (CT) (second meeting) All NORDP members are welcome to join. First meeting complete

Our next DEIB conversation is March 20 at 3 pm (CT).We are planning a regional meeting for the fall.

Poster + networking dinner GL
 ***Region V: Midwest/Mountain*** (Catherine) *--* No update

***Region VI: Southwest*** (Heather + Kayla) -- No update

***Region VII: Pacific*** (Barbara + Eric) –

We organized a "Talk your Talk" session for regional members to talk about their accepted NORDP abstracts. We had 4 registrants and 4 no-shows! We will re-offer a similar session at the end of March, combining it with a "what to expect at the conference" for new regional members. Hopefully we'll get some folks to attend. The good news is our planning committee is remaining very active and committed to planning regional efforts.

* **AFFINITY GROUP UPDATES**

***Academic Medicine/Affiliate Medical Center*** (Wendi Jensen & Heather McIntosh) ***–***

1. The AMC will host breakfast tables and a networking dinner at the conference. 2. We scheduled monthly meeting presentations for the remaining academic year. 3. Members discussed at February meeting how to identify the AMC sessions at NORDP.4. The leadership team is continuing to develop SOPs.

***PUI*** (Kara)

No February meeting (HHS speaker cancelled at last minute)
Co-Chairs preparing NSF GRANTED proposal for 3/15 submissionPlanning March meeting around Federal Demonstration Project (FDP) and possibilities for PUI NORDP engagement

Chetna contacted Kim Eck about LOC—Kim said she would connect with the Board about writing a letter of collaboration from NORDP as an organization---Antje says just contact the board directly

Maggie Berg posted to chat: From the email last month: If you would like an NSF-style letter of collaboration to accompany your GRANTED conference proposal and a brief description of relevant NORDP assets that you may include in your Project Description or Facilities, Equipment and Other Resources section, send an email request and draft Project Summary or short abstract to vp@nordp.org no later than Friday, March 10.

***CASSH*** (Kevin + Leah)– Topics scheduled through the academic year and summer; coordinating for conference support

***IKNOW***Updated website description

* **MEMBERSHIP TYPES**
 ***Emeritus Group*** (Sharon + Mary)
On Friday, we met to discuss our plans for our next two quarterly meetings, which will be on Thursday, March 23 and Thursday, June 22. Our March meeting will be a "catch up" session with our Emeritus members. Our members enjoy hearing what each other is doing in retirement. Anyone thinking about retirement will be invited to attend. Our June meeting will focus on a topic; we're looking at personal experiences with Social Security and Medicare. All NORDP members will be invited to attend. Website updated!