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**NORDP**

**Member Services Committee**

**Meeting Agenda**

**February 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:** Lauren Aerni-Flessner, Gagan Bajaj, Maggie Berg,Jason Charland, Chetna Chianese, Christine Cline, Catherine Determan, Allison Devries, Eric Dickey, Kate Duggan, Kayla Dryden, Faye Farmer, Elizabeth Festa, Dean Gerstein, Antje Harnisch, Mary Hensel, Rebecca Irvine, Sarah James, Katie Keough, Kara Luckey, Jake Maas, Heather McIntosh, Sharon McCord, Barbara Sasso, Paul Tuttle
* **EXCUSED:** Erin Butler, Dan Campbell, Maddy Chokshi, Anindita Mukherjee
* **MEMBERSHIP NUMBERS** – **January 2023**
Emeritus - 9Members - 1199 (+31)Trainee Members - 12 (+2)Graced - 124 (-14)

Last month Chetna gave update on new member lists being posted in Google where they can be edited so regional reps can ‘claim’ their members. Agreement to go by the regional geographic location of a member’s institution, rather than home address.
* **Welcome** – Sarah
Mindful minute
**Put in the chat**: What are your thoughts about Valentine’s Day, if any?
Welcome to Katie Keough, new AMC co-chair!
Welcome to Mary Hensel, new Emeritus representative!
Welcome to Gagan Bajaj, new iKnoW representative**!**
* **MSC new member onboarding:** Review slides on Basecamp at <https://3.basecamp.com/4016440/buckets/10497260/uploads/5325080543>
* [**MSC annual budget**](https://public.3.basecamp.com/p/dsvXbvAqmCF44yctoSjKQECs) **-** MSC recommending funding by NORDP–Elizabeth
* CASSH, PUI, iKnoW, Great Lakes, Pacific
* Instructions from NORDP treasurer:

1). Please send me the name/email of the point of contact for each regional/affinity group and the amount MSC has authorized, so that we can anticipate who we’ll be receiving invoices from – Elizabeth will do.

2). After they’ve spoken at the relevant event, speakers may submit a copy of their W-9 and their invoice directly to treasurer@nordp.org, with a memo explaining what they did for NORDP, and copying you (or another designated MSC contact) to then confirm that the invoiced amount is what MSC agreed to.

3). Reimbursement by submitting receipts to treasurer@nordp.org, copying a committee co-chair for approval will work great.

* **IKNOW (Immigrant Knowledge + Wisdom)** –

[Revised document](https://public.3.basecamp.com/p/66KGgZKzC8Jod2riEzLaQmJV) and [responded to our comments](https://public.3.basecamp.com/p/husksU8fxLDoexHD4AU5zCEm)

Gagan Bajaj is iKnoW representative – welcome!

Need content for website

* [**MEMBER SURVEY**](https://public.3.basecamp.com/p/zAfigwoUYThTWuZCHu7sfWLW)–Elizabeth + Faye

Survey draft completed, thanks to Dean, Heather, Lauren, Chetna, and Christine! Next steps are coding into Survey Monkey + Board is going to pilot it. MSC will need to help promote completion once sent to membership.

* **NEW MEMBER MEETUPS--Dates for 2022-2023 academic year +** [Volunteer host sign up](https://public.3.basecamp.com/p/HAKg8CSxXmrnXgaHcoFD1T4a)

 **February 7, 1 to 2 p.m. ET**

 Hosts: Chetna Chianese + Anindita Mukherjee

 **May - Conference –** New Member breakfast.

 **July 27, 1 to 2 p.m. ET**

Hosts: Lauren Aerni-Flessner + Maggie Berg (switched from Feb 7)

* **NORDP Policy Taskforce**— Faye
* **NORDP 2023 conference** — Kate

Priority registration is open through 2/14 for those who are presenting; general registration opens 2/15. The conference website is LIVE! Check it out and let me know of any questions/comments. MSC confirmed engagements were due to Kate by 1/31/23.

* **CWG update**— Christine
 The CWG has created a Google Doc for each committee to create webpage inventories. Here's a link to the [webpage inventories](https://docs.google.com/spreadsheets/d/1gaTVXp9q_rChyQJgAuOWhm_6v4ddyw_MMNtiw0n9rIg/edit?usp=sharing). The Mentoring Committee tab is filled out already as an example.
* **REGION UPDATES**

***Region I: Northeast*** (Kate + Jason)
Region 1 is hosting a virtual winter meeting on Thursday, 2/9 on the theme: What Makes a Research Development Team Thrive. Part 1, speaker Dr. Lucy Gilson, UNH Dean of Business College, will present tips on how to be an effective team in virtual/hybrid settings. Dr. Gilson is a world-renowned researcher on virtual teams and team effectiveness. Part 2 will be a group discussion exploring our own experiences on how office structure impacts work productivity and personal well-being.

***Region II: Atlantic*** (Chetna + Anindita)
The Region II Executive Committee met to plan for the March 7 social hour/coffee break. Was there a new form developed specifically for event requests to FPMR? I believe PD was looking at this. Ryan Champagne will be leaving the REC as he has taken a new position outside of RD. The REC will utilize Basecamp for committee business. We are exploring if we need to rely on Google Drive still to distribute materials to the region or if we should use the public links available in Basecamp to distribute via email.

[***Region III: Southeast***](https://nordp.memberclicks.net/southeast?servId=7655)(Jake) *--* No update

***Region IV: Great Lakes*** (Maggie + Rebecca)
Our next book for Book Club is "Leading Below the Surface: How to Build Real (and Psychologically Safe) Relationships with People Who Are Different from You" by LaTonya Wilkins. Meetings begin Feb 22. Next DEIB conversation is on Feb 27. Margaret Sallee will be the keynote speaker at our next regional meeting. We are trying to find a date that will work and may move the meeting to the fall. ***Region V: Midwest/Mountain*** (Catherine) *--* No update

***Region VI: Southwest*** (Heather + Kayla)
Kayla and I hosted a virtual networking lunch on 1/26. We had 32 attendees. Four SW region members gave lightning talks. We talked about the conference and the SW networking opportunities as well as heard from a few people who will be presenting. We will reconvene virtually in Sept.

***Region VII: Pacific*** (Barbara + Eric) -- No update

* **AFFINITY GROUP UPDATES**

***Academic Medicine/Affiliate Medical Center*** (Katie Keough & Heather McIntosh) The AMC will host breakfast tables and a networking dinner at the conference. Wendi Jensen will be serving as co-liaison to MSC with me. We scheduled monthly meeting presentations for the remaining academic year. The leadership team is continuing to develop SOPs.

***PUI*** (Kara)

Hosted Kimberly Eck at 1/10 meeting - Discussed NSF EPIIC program and opportunities oriented towards 'emerging research institutions' more broadly. Subset of group working on Round 2 of survey data analysis. Subset of group working on submission to NSF GRANTED. Planning to host HHS staff at 2/14 meeting, discussion will center on steps taken among review panels within all HHS agencies to reduce bias (including related to institutional type)

***CASSH*** (Allison and Sarah)– No updates

***IKNOW***Leadership team elected: The Co-Chairs for the first term (2023-2024) are Samarpita (Samar) Sengupta, and Gagan Bajaj. Gagan will also serve as the MSC liaison for 2023. Samar is the CIE liaison.

NORDP annual conference: iKnow will host a networking dinner, and a trolley ride to DC (we will raffle off tickets to recruit new members and allies). iKnoW will also present a poster during the Tuesday session.

* **MEMBERSHIP TYPES**
 ***Emeritus Group*** (Sharon + Mary) - No update