

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
NATIONAL ORGANIZATION OF RESEARCH DEVELOPMENT PROFESSIONALS**

Tuesday, May 26, 2020

President Karen Fletcher called the regular meeting of the Board of Directors, National Organization of Research Development Professionals (NORDP) to order at 1:32 pm Central on May 26, 2020.

The following Directors were present at the meeting: Kathy Cataneo, Joanna Downer, Kimberly Eck, Faye Farmer, Karen Fletcher, Jerilyn Hansen, Jill Jividen, Jennifer Lyon Gardner, Nathan Meier, David Stone, Paul Tuttle, Etta Ward, and Kari Whittenberger-Keith. Directors Rachel Dresbeck and Kim Littlefield were absent.

Consent Agenda –

- Draft April 28, 2020 Board Meeting Minutes - Fletcher
- Committee Reports (this list reflects those committees that submitted a report by 5/25):
 - Member Services – Cataneo
 - Mentoring – Farmer
 - Professional Development – Downer
 - MemberClicks to be used as a content management system both for NROAD program and for RD101
 - Revenue and Finance – Hansen
 - Cataneo provided guidance about conference hotel room comps and conference attendance awards
- Jividen moved (seconded by Cataneo) to approve the Consent Agenda. The motion passed unanimously.

General Announcements:

RD101 Update – Whittenberger-Keith

- Nathan Meier will be RD101 champion for next year, as Kari Whittenberger-Keith's Board term ends
- Will be sending out a short survey this week, surveying the people who registered for RD101 at the (now canceled) conference, to figure out how to navigate to online format. Figuring out how much time people are willing to spend and how they want to allocate that time online.
- Jividen requested that an RD101 representative keep in touch with Communications Working Group for promoting RD101 as it's developed.
- Downer noted that that a PD working group has compiled a resource to help NORDP members transition their in-person events to highly interactive, online events, and is now seeking input/additions from the full PD committee and RD101.

Committee Co-Chair Meetings – Fletcher

- Fletcher, VP/Pres Elect Eck, and incoming VP/Pres Elect Jividen met with committee co-chairs last week to discuss how to communicate better among the committees. Co-chairs decided to meet quarterly to exchange information.
- First committee co-chairs' quarterly meeting scheduled for June 2. Board liaisons are not required to attend. Committee co-chairs requested that a Board representative attend these

quarterly meet-ups. Fletcher and Eck will attend the June 2 meeting. Committee co-chair Kay Tindle suggested that this could be a function for the immediate past president, going forward.

- Fletcher set up a committee co-chairs' Basecamp folder

Conference Update - Jividen

- Virtual Idea Showcase is scheduled for July 30, 3 pm ET, sponsored by KnowInnovation. Let Jill know by June 1 if you are interested in presenting a poster or lightning talk.
- Task force for 2021 Conference met last week. Many concerns were shared:
 - Unsure whether people will have institutional travel funds at that time
 - Hotels likely implementing social distancing practices
- FPMR reaching out to Hyatt to see how NORDP can renegotiate its multiyear contract to account for these uncertainties
- Jividen is collecting members' institutional policies regarding conference travel or professional development budgets/expenses.

April Email Votes: Results – Lyon Gardner

- Addition of 3 new NORDP Award categories (Innovation award, Leadership award and NORDP Fellow award) – PASSES
- Adopting a 4-year Board term with an automatic bump-year (5th year) for a Board member who serves as President in their fourth year, effective 2020-2021 – PASSES

Discussion Items:

Review of Strategic Plan Year 1 and Kickoff of Year 2 – Fletcher/Eck

- Eck reminded the Board that it committed to the membership that a strategic plan website would be launched, listing the KRAs and working group members as well as other pertinent info
- Desire to bring more structure to periodic feedback on the KRAs that also increases visibility among members
- **Decision:** Official start date of Strategic Plan Year 2 will be October 1, 2020
- Updates from KRAs:
 - KRA1: Board & Governance (Eck): Working on expanded FPMR role, drafted language defining Exec Comm members' roles; initiated monthly Board memos from President
 - KRA2: Communications (Jividen): FPMR expanded contract includes communications functions; working on streamlining process for committees to relay comms needs to CWG
 - KRA3: Professional Development:
 - RD101 (Whittenberger-Keith) – see minutes from earlier in today's meeting agenda for updates
 - Leadership Forum (Lyon Gardner) - need to regroup with Alicia Knoedler and possibly Kim Littlefield over how to re-up this event, which was planned to target associate deans for research (ADRs) in 2020. Board enthusiastic about idea of holding LF as separate event from Conference, perhaps earlier in the year than the Conference.
 - KRA4: Diversity, Inclusion and Equity (Ward) - Drafted a document mapping the DEI landscape. Begin researching hiring a firm to launch climate survey. Also researching the possibility of strategic alliance with a national diversity group
 - Need to meet with PD about ongoing programming in this area
 - KRA5: Advancing the field of RD (presented by Fletcher; Littlefield not present)

- Holly Falk-Krzesinski created a Mendeley library with all articles published about RD. Will be inviting all NORDP members to access the library
- KRA7: External Relations (Downer) - document produced outlining Strategic Alliances partnerships.
- KRA6: Membership (Cataneo/Tuttle):
 - 4 sub-objectives for the year, first 3 have been accomplished.
 - Catalyze current feedback/solicitation activities across all committees
 - Review effectiveness/efficiency for NORDP as a whole
 - Conclusions: committees that survey their constituents should continue; try to coordinate timing of those efforts to avoid survey/solicitation fatigue
 - Need to ensure that members who participate in org-wide surveys receive communication about outcomes of those surveys and what NORDP is doing to address concerns surfaced through the surveys
 - KRA6 working group recommends that the Board approve the following three surveys as the only organization-wide surveys: (1) member needs/satisfaction, (2) NORDP salary survey, (3) Member Climate survey (see progress report/recommendations doc)
 - KRA6 working group recommends that these 3 surveys be staggered, one per year, every 3 years, to increase participation while minimizing survey fatigue
 - Focusing on these three surveys (and only these three) will clarify the Board's top priorities for the Strategic Plan period
 - Eck, who worked on most recent NORDP salary survey, advised that administering a survey in Jan-Feb creates a compressed timeline to have data worked up and ready to be shared at the conference in springtime.
 - Cataneo suggested that surveys should be launched sometime after the Board retreat each year, so that Board retreat strategic decisions can be reflected in the survey questions.
 - The Board discussed the possibility of creating an annual omnibus survey with opportunities for committees, KRA working groups or others to include questions.

Positioning NORD within the organization and its committee structure – Fletcher/Stone

- Stone submitted to the Board a proposal to establish a Research Development Institute (RDI). RDI would be a working group that reports back to NORD about furthering interest in RD as a field of study
- Downer noted that some language in the RDI proposal (president, initiative, working group) is confusing. Unclear whether RDI is meant to be a new committee within NORDP. Stone clarified that he envisioned the NORD committee retaining its identity, with RDI spun off as an initiative of NORD.
- Eck, Downer and others commented that RDI's proposed functions seemed to duplicate their understanding of NORD's functions. They were unclear as to why RDI's objectives could not be achieved now within NORD.
- Stone: Creating an institute platform - a knowledge-producing entity - helps the entity be seen externally as one that produces new knowledge on RD.
- Farmer expressed concern that the RDI as described might divert from NORDP's priorities, thus introducing risk to the existing brand of NORDP. Downer agreed.

- Meier noted that the RDI activities were promising, and that a separate conversation could address the structure where these and other activities could exist. Farmer suggested that the RDI's activities could fit within KRA5.
- Stone advised against casting RDI as another committee. He noted that as the Board creates more committees, Board members become burdened with operational responsibilities. In contrast, creating an institute, and putting a person between the Board and the institute, enables the institute to run without the Board being burdened by its operations. This structure would also give the institute academic freedom.
- **Action:** Lyon Gardner will send comments on this topic from the Zoom chat log to Stone, so that he can address concerns that we ran out of time to discuss.
- Cataneo asked whether NORDP's bylaws would need to be adapted to enable RDI's proposed structure. Structure should fit within the current bylaws as a working group with a Board member on it.
- Downer asked whether a budget would be associated with RDI. Stone explained that budget items would be associated with NORD, e.g., the NORD seed grants.
- Decision: Discussion will continue in Basecamp and at the June Board meeting.

The following agenda item will be moved to online discussion in Basecamp, due to time constraints:

Use of Gender Pronouns - Cataneo

There being no further business, the meeting was adjourned at 3:30 pm Central (motion: Eck; second: Downer.

Respectfully submitted,
Jennifer Lyon Gardner, Secretary

Note: The next Board Meeting is scheduled for Tuesday, June 23, 2020 at 1:30 p.m. Central; 12:30 p.m. Mountain; 11:30 p.m. Pacific; 2:30 p.m. Eastern.