

DRAFT MINUTES
National Organization of Research Development Professionals
Year in Review (Annual Business Meeting)
May 20, 2020

President Karen Fletcher called the Year in Review (annual business meeting) of the National Organization of Research Development Professionals (NORDP) to order at 12:02 pm CT on May 20, 2020 via Zoom. The 2020 Year in Review meeting was held virtually due to the novel coronavirus (COVID-19) global pandemic.

Approval of Draft May 1, 2019 Annual Meeting Minutes – Karen Fletcher

Kimberly Eck moved (seconded by Gretchen Kiser) to approve the minutes. The motion passed.

President’s Remarks: Introduction of NORDP Strategic Plan – Karen Fletcher / Kimberly Eck

- NORDP has grown since its founding in 2009 to 981 members today.
- NORDP launched a member services satisfaction survey in early 2019, with more than 1/3 of NORDP’s membership (326 individuals) responding. The results of this survey were presented at the 2019 NORDP annual conference in Providence, RI.
- Feedback NORDP received from that survey was used to form NORDP’s 3-year Strategic Plan, which was created at the 2019 Board retreat in Austin, TX. The Strategic Plan was first introduced to the membership at large in January 2020.
- The Strategic Plan grouped 183 distinct ideas regarding wants/needs/priorities into 7 Key Results Areas (KRAs). The 7 KRAs developed then formed the Strategic Plan, which directs NORDP’s priorities for the next 3 years. These KRAs are:
 - KRA 1. Governance
 - KRA 2. Communications
 - KRA 3. Career and Professional Development
 - KRA 4. Diversity, Inclusion, and Equity
 - KRA 5. Advancing the Field of RD
 - KRA 6. Membership
 - KRA 7. External Relations
- The Board of Directors also revised NORDP’s mission statement at the Austin retreat, streamlining it to: “The mission of NORDP is to advance the global capacity for and impact of research by strengthening the practice and profession of research development.”
- Additional highlights from 2019-2020 included:
 - Board Memos started going out each month (starting in March 2020)
 - Approved Affiliated Medical Centers Affinity Group and PUI Affinity Group
 - Joined The World Congress of the International Network of Research Management Societies (INORMS)
 - [2020 Salary Survey](#) was launched
 - Started revamping website: Homepage, Contact page for Board of Directors, added Calendar of events
 - Created a COVID-19 resource webpage
 - Created new awards to honor more NORDP members’ extraordinary efforts
 - Began planning to transition RD101 to a virtual experience
 - Laid groundwork to establish Leadership Engagement and Development (LEAD) program

Outgoing Board Members – Kimberly Eck

- Vice President/President-Elect Kimberly Eck recognized four outgoing Board members' contributions to the organization and thanked them for their service
 - Kathy Cataneo
 - David Stone
 - Kari Whittenberger-Keith
 - Karen Fletcher, President

Treasurer's Report – Jerilyn Hansen

- Operating budget's fiscal year is from October 1 – September 30.
 - Organizational income/revenue includes membership dues; conference registration fees, conference sponsorship, and PEERD income
 - Operational expenses include videoconferencing/webinar services (Zoom), Basecamp for Board and committee project management, election services, and financial management services
- NORDP's revenue for FY19 was \$650K; expenses were \$468K

2020 NORDP Board Officers – Kimberly Eck

- Incoming officers for 2020-2021 will be Kimberly Eck (President), Jill Jividen (Vice President/President Elect), Jennifer Lyon Gardner (Secretary) and Jerilyn Hansen (Treasurer)

Preview of 2020-2021 Offerings – Kimberly Eck

- In the coming year, NORDP members can look forward to:
 - KRA updates regularly on website
 - Monthly Board memos
 - An all-virtual 2021 Conference
 - Formal launch of RD101
 - Formal launch of Leadership Engagement and Development Program (LEAD)
 - Committee recruitment meetings

NORDP Committee Reports:

Committee on Inclusive Excellence – Gretchen Kiser

- CIE grew from 8 to 18 members, recruited new co-chair John Barfield
- MSC launched an outreach campaign in partnership with CIE to recruit new members from underrepresented populations and MSI, HBCUs, etc.
- Defined a medium-term training strategy that includes: annual Board and NORDP leadership in-person training; development and delivery of a set of webinars, facilitated discussions, and vetted learning and policy resources to the membership at large.
- Defined a medium-term plan to provide networking and affinity group support to encourage an overall welcoming environment, engagement, and inclusion, including via a mentoring program specifically for 'diversity' conference attendee awardees (partner w/ MC), deliberate programming around diversity at the annual conference to include affinity round tables, networking dinners, and diversity-focused presentation content: Inclusion of preferred pronouns on conference badges 'adopted' (partner w/ Conference Committee); Partnership

with AAAS Societies Consortium on Prevention of Sexual Harassment in STEMM – source for vetted Sexual Harassment policy models and resources for NORDP and NORDP members

- Working under Strategic Plan KRA 4, DEI, CIE drafted an interim plan modeled on previous priority areas of committee infrastructure, diversity training, and events/activities to foster community
- For 2020-2021, CIE will work toward KRA 4 objectives: conduct a baseline climate survey, build internal capacity to foster and sustain a culture of inclusive excellence through training and programming, and define explicit structures for intentional access to opportunities within NORDP

Member Services – Kay Tindle

- In 2019-2020, Member Services established two new member categories – Emeritus & Trainee
- PUI & Academic Medical Centers Affinity Groups were launched
- Five regional conferences were held last year, with 5 planned for the future
- MSI Recruitment subcommittee launched an HBCU Pilot Program
- For 2020-2021, Member Services will:
 - Formalize collection and analysis of feedback from members and implement strategies to address feedback (KRA 6.1 & 6.2)
 - Contribute to the diversification of NORDP's leadership by facilitating the recruitment of diverse volunteers to NORDP's committees (KRA 4)
 - Provide a quarterly New Member Welcome webinar (KRA 6.3)
 - Review NORDP's activities, services & resources to ensure accessibility for all members (KRA 6.3)

Mentoring Committee – Kathy Partlow

- 66 mentor-mentee pairs were matched in 2019-2020
- Six active peer mentoring groups in 2019-2020
- Committee provides an onboarding packet and other online resources to mentors and mentees

NORD – Kimberly Littlefield

- NORD provides competitive grants to NORDP members interested in RD-related research projects; since program inception 8 awards have been made
- NORD 2020 Cycle 1 funding decisions are pending as of this meeting
- 2020-2021 goals include disseminating awarded grant project results, emphasizing their impact on RD as an interdisciplinary field

Nominating Committee – Kim Patten

- NomCom expanded its composition to include representation from as many regions as possible
- Conducted outreach to all current region reps and co-reps, committee chairs and co-chairs, rising star awardees, immediate past board members, and current board members
- Transitioned NomCom efforts online, including the Candidate's Forum (which will be recorded and made available to the membership unable to attend)

Professional Development – Josh Roney

- PD has hosted 10 NORDP webinars since the 2019 annual conference, with positive feedback

and registration numbers continuing to trend high. There were 831 people registered for just the past 3 NORDP webinars

- Webinar Planning & Outreach working group successfully recruited speakers from 20+ institutions/organizations to share on topics ranging from funding programs, mentoring, RD careers, collaboration, resources, and best practices.
- A new NORDP resource to help RD offices create internship and/or onboarding programs, NROAD, launched at the NORDP conference in 2019, is now available for download on the NORDP website. So far, 122 NORDP members have downloaded the resource and several are in various stages of developing training/internship programs. We are creating additional resources and hope to be able to host them on a learning management system hosted by MemberClicks.
- Goals for 2020-2021 include providing more variety in content, including highly interactive webinars and non-webinar offerings throughout the year, and ensuring a range of content for RD professionals at various career stages, as well as improving PD content delivery, tagging, searching and archive

Strategic Alliances – Peggy Sundermeyer

- SA focused on KRA 7.1, Cultivating selected sponsors who partner with NORDP beyond the annual conference. A working group has begun to interview sponsors to understand their needs in the new pandemic environment.
- Toward KRA 7.2., clarify/communicate SA's strategy as a committee, SA has prepared a report detailing their strategy, including differentiating between the role of an SAC Liaison and a strategic alliance
- Introduced "Huddles" (meet-ups of NORDP members during other organizations' conferences); 12 Huddles in 12 months before COVID-19 ended non-essential travel.
- Launched an international working group. Board approved application for NORDP to join the International Network of Research Management Societies (INORMS); 2 papers accepted at INORMS Congress in Hiroshima (scheduled for May 2021)
- APLU Council on Research (CoR) program to increase competitiveness and engagement of HBCU institutions is planned, but delayed by the pandemic

2020 + 2021 NORDP Conference Updates – Jill Jividen

- A virtual NORDP 2020 Conference will be offered in July, including a virtual poster session on July 30
- Jill Jividen and Katie Shoaf will co-chair the 2021 conference, planned for May 3-5, 2021

There being no further business, the Year in Review meeting was adjourned at 12:30 pm CT.

Respectfully submitted,
Jennifer Lyon Gardner, Secretary