

Agenda: June 28, 2022

Special meeting on CORDA organizational planning

Present: Jennifer King, Erin Passehl Stoddart, Chris Marino, Jane Fiegel, Emily Lapworth, Dennis Meissner, Sarah Buchanan, Sarah Pratt Martin, Jasmine Jones, Gwen Higgins, Nance McGovern, Jackie Price Osafo, Maggie Hughes

Guests: Felicia Owens (SAA), Rebecca Thayer (SAA Research Forum)

Absent: Jen Wachtel

Goal for Meeting: Discuss options for structuring incorporation of Research Forum as part of CORDA. Gather feedback and make sure we are on track to establish the structure for next year through SAA processes.

Governance shouldn't get in the way of getting good work done. Keep this as simple as possible. Recommendation of co-leads with staggered terms, so that there is always someone in the wings to take over when one lead steps off. New team members — additional volunteers or standing members of the CORDA. Keep it simple, don't overcomplicate it, and grow into what processes and infrastructure needs to be answered.

Two areas to discuss (Felicia will help us walk through options):

1. Organizational planning for future years (must go through Council review, volunteer process, to be instituted in September 2023). Important to note that we won't have formal new appointments until June or July 2023.
2. Organizational planning for next year (bridge/transition year, while we wait for Council review and volunteer appointments to be filled).
 - Want to make governance simple and flexible for our needs
 - Want to address capacity issues generally, additional focus of Research Forum and A*CENSUS II activities

Options for discussion:

1. Use of subcommittees under CORDA
 - a. Example: [SAA Membership Committee](#)
 - b. "Standing subcommittees shall be appointed by the chair as needed and shall be chaired by a committee member."
2. Use of subgroups under CORDA
 - a. This is similar to CORDA now with small teams/subgroups
 - b. We can have additional people work and volunteer with CORDA informally and attend meetings as needed. This may be the way forward for now while we wait to gain approval to increase CORDA membership and go through the Appointments process next year.
 - c. Keeps the flexibility

Research Forum has been going for 16 years with co-chairs under an informal arrangement through SAA. Not a formal appointed group, appointments of leadership happened independently from the leaders. Established workflows and thorough documentation. Has benefitted from early career member. Can tap into longstanding volunteers on review committee. Peer review has been in place since 2007.

- For consideration next year due to timing: implement Research Interest Group. This would bring together people across research spectrum (Forum, CORDA, etc.) and hopefully encourage more volunteers. Could also be a great place to solicit for submissions. Help build a base of people interested in research across the profession. Could also help encourage research proposals to the SAA Foundation. Good way to incorporate Research and Innovation Roadmap, too.
- Virtual Forums the past two years have made for a better experience, easier for attendees split across two weeks, not as much competition with other conference happenings.
- Continuing members: Nance McGovern as ex officio for one year, Rebecca Thayer (Program Committee since 2019). Rotating off: Heather Soyka (co-chair), Kate Neptune. New: Jennifer King as ex officio for one year, will help support the Research Forum during the bridge year. Room for CORDA committee member or two.

General Timeline:

- Meet June 28 to discuss organizational structure possibilities
- Provide feedback opportunity for CORDA members not present and RF team
- Finalize organizational structure for future years and for bridge/transition year
- Prepare Council report (due in August) and ask for additional number of members based on proposed structure
- Council will review new charge, provide answer re: additional members
- If additional members are granted, these would be posted in the Call for Volunteers/Appointments in winter 2022.
- February/March 2023: new list of volunteers reviewed by co-chairs
- April/May: call for early-career members (both CORDA and Research Forum submitted interest in hosting for next year)
- New members would be confirmed in summer 2023.
- August/September 2023 - new members would cycle onto CORDA

Next meetings:

- CORDA regular meeting: Thursday, July 14, 4:00-5:00 EST (last before conference)
- CORDA Business Meeting (pre-annual meeting): Thursday, July 28, 2022