

Finance Committee Report

The Finance Committee devoted considerable efforts to working with the Membership Committee on recommendations for tiers of membership and the associated dues amounts for FDP's Phase VII Solicitation for Members. The Executive Committee approved the recommendations in December. There are a few notes of explanation:

- Tiers are based on NSF HERD Survey data for 2018. Institutions that do not submit HERD data can self-report R&D expenditure data directly to FDP.
- The plan keeps the initial increase in dues below a doubling level for all tiers.
- It preserves the ability of our smallest institutions, those with a HERD survey level of less than \$25M, to continue as members without paying dues.
- It allows FDP to meet our goal of doubling the revenue from dues, currently about \$250,000, but the mechanism is a two-step process.
 - The initial increase takes us to \$410,500 in the first 3 years of Phase VII.
 - Beginning in Year 4, we would increase dues for Tiers 1 - 3 by \$500. That additional increase in the out-years takes us to \$484,500 by year 4 of Phase VII.

Recommendation from Finance and Membership Committees

Dues for Years 1 - 3 of Phase VII				
Tier	HERD Range	# Schools	Annual Dues	Total
1	\$200 M or more	90	\$3,500	\$315,000
2	\$100 - \$199 M	25	\$2,500	\$62,500
3	\$25 - \$99 M	33	\$1,000	\$33,000
4	<25 M	52	\$0	\$0
Total Revenue - Years 1 - 3				\$410,500

Dues for Years 4 - 6 of Phase VII				
Tier	HERD Range	# Schools	Annual Dues	Total
1	\$200 M or more	90	\$4,000	\$360,000
2	\$100 - \$199 M	25	\$3,000	\$75,000
3	\$25 - \$99 M	33	\$1,500	\$49,500
4	<25 M	52	\$0	\$0
Total Revenue - Years 4 - 6				\$484,500

Finance Committee members are Edwin Bommel, University of Miami; Doug Backman, University of Central Florida; Gunta Lidars, University of Rochester; Tim Reuter, Stanford University; David Robinson, Oregon Health & Sciences University; Michele Masucci, Temple University, *ex officio*; Dick Seligman, California Institute of Technology, *ex officio*; Susan Sauer Sloan, GUIRR, *ex officio*; Kim Moreland, University of Wisconsin – Madison, Chair.

Membership Committee Report

Members

Co-Chairs: Charisee Carney-Nunes – NSF, Jeanne Hermann - University of Tennessee Health Science Center, Maria Kozalka – NSF, Larry Sutter, Michigan Technical University

Members:

Akin, Lisa - Texas A&M Engineering Exp. Sta.	Marvin, Vicki - Texas A&M University
Alford, Terry - Arizona State University	Mercer, Jean - University of Tennessee, Knoxville
Anderson, Susan - College of Charleston	Morehead-Farmer, Jennifer - Regenstrief Institute
Arias, Lynette - University of Washington	Murphy, Debra - Arizona State University
Billinger, Kristi - Texas A&M University	Spragens, Melissa - University of Massachusetts Medical School
Brown, Glory - Florida A&M University	Swaney, Courtney - University of Texas, Austin
Hedberg, Gina - University of Southern Alabama	Thatcher, Julie - Institute for Systems Biology
Kissmann, Katherine - Texas A&M University	
Kusiak, Michael - University of California	

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Administrative Charge

- Responsible for facilitating and resolving membership issues
- Monitor meeting attendance and participation, escalating issues as they arise
- Assure vendor participation complies with FDP policy
- Receive, evaluate and make recommendations related to requests for additional affiliate membership
- Encourage increased federal participation and membership
- Facilitate the transition process for new FDP phases
- Update and oversee Executive Committee nomination/election procedures
- Coordinate new member orientation, reception and other activities
- Coordinate volunteer engagement
- Develop, issue, coordinate and analyze results of annual member survey
- Develop and maintain an FDP Member Participation Guide and resources
- Assist in registration desk at meetings

Completed in 2019

- Updated annual report survey process
- Updated membership web pages and listserv
- Completed membership participation guide
- Developed review of membership types
- Proposed and EC approved dues tier structure
- Assist with registration work at FDP meetings

Plans for 2020

- Analyze and present annual survey results
- Update membership responsibilities and benefits
- Complete solicitation and review of new FDP members for Phase VII
- Collect nominations and run election for FDP Administrative Co-Chair

Communication Committee Report

Members

Co-Chairs: Jennifer Taylor, University of Arkansas, and Stephanie Scott, Columbia University

Email: communications@thefdp.org

Administrative Charge

- Develop and maintain an overall communication and outreach plan for FDP.
- Set style guidelines for all FDP committees for all FDP publications in either electronic or print form.
- Provides oversight and direction for the FDP web site.
- Edit and approve publications that will have broad viewership to ensure the style, tone and grammar meets Communication Committee guidelines, in coordination with all other FDP Committees.
- Compile and disseminate high-level meeting summaries.
- Develop outreach materials, including brochures, PowerPoint templates, etc. to communicate FDP's current initiatives and accomplishments.

Progress in 2019 and Prep for 2020

The Communications Committee went through many structural changes and positive steps to support the FDP in all outreach activities. The Committee was able to engage 47 new volunteers. Six working groups were created, each with its own lead(s), to drive the Committee's administrative charge and prepare for the next phase, Phase VII. Effective 11/5/2019, Stephanie Scott became the Co-Chair of the Communications Committee. The following are the accomplishments and plans for each of the newly formed workgroups:

Marketing, Brochures and Outreach (Leads: Barb Gardner, Tufts, and Sarah White, University of Tennessee Health Science Center)

- Currently finalizing a new brochure to accompany the FDP Phase VII solicitation and application package for new FDP members. Will conduct outreach to professional organizations for new members for Phase VII.

Website (Leads: Rasha Abed, Governors State University, and Jamie Sprague, Cornell University)

- Workgroup recently trained on MURA, FDP's website content management system.
- Workgroup will provide guidance on style and webpage structure for consistency.

Session Summaries (Leads: Benjamin Mull, University of Houston, and Jeff Petsis, University of Pittsburgh)

- Developed a new process to be implemented for the first time during the January 2020 meeting. Plan is to have the high-level session summaries for all meeting sessions to distribute to the community.

Articles for Publications (Leads: Michael Kusiak, University of California, and Jeff Petsis, University of Pittsburgh)

- Workgroup met to discuss future articles for NCURA Magazine article series, as well as other potential avenues.
- Seven articles published in 2019 in NCURA Magazine related to FDP activities and accomplishments.

Policies, Style Guidance and Social Media (Lead: Csilla Csaplar, Stanford University)

- Currently developing a broad communications policy statement for FDP.
- In early 2020, this working group will be drafting/updating guidance around use of name/logo, social media, and grammar/style, and is currently collecting and reviewing sample language and any existing FDP documents related to these.

Infrastructure Liaisons for Project Management Tools (Leads: Mora Harris, Johns Hopkins University, and Jim Taylor, Penn State)

- Workgroup leads met with the Infrastructure Committee representatives for perspective on current state of activities and needs.
- Will assess the current project management tools currently in use with FDP, and will organize quick guides, outreach and support mechanisms.

Other plans for the Communications Committee for 2020 include accomplishing specific goals per the [FDP Phase VII Strategic Plan](#):

- Per Immediate action, **Goal 1**: Communication and outreach on the broadened definition of *Demonstration*.
- Per Immediate Action, **Goal 5**: Develop targeted communications directed at federal agencies that explains why they should initiate or increase their involvement in FDP and how involvement will benefit them.