

**Agenda for GOHWP Executive Board Meeting**  
**(05/01/15 - 1:00 PM EST/8:00 PM SA/10:00PM EAT / 06/01/15 - 7:00 AM NZ)**

**In attendance: Doug Maynard, Stuart Carr, Laura Sywulak, Mary O'Neill Berry, Ashley Hoffman, Ines Meyer (minutes)**

**1. Meeting was called to order**

The meeting had been postponed to 5 January, same time

**2. Minute approval from Nov meeting**

The minutes were approved

**3. Introductions**

Laura is finishing off her PhD, based in New York, also consults

Mary lives outside New York, has worked in employee engagement field for a long time, formally retired in 2013

**4. Old business**

a. Recap of who has taken on what portfolio:

- i. Advocacy/outreach- Stu & Mary
- ii. Communications- Laura
- iii. Networking/recruitment- Peter
- iv. Website- Doug
- v. Student issues- Drew
- vi. Member value (provide information about how best to serve academics and practitioners, member authorization on website)- Tara
- vii. Organisational issues- Ines

**5. New business**

a. Goals

Goals will be synthesized by Ashley and distributed to everyone

Advocacy/outreach- Stu & Mary

Portfolio divided into two main avenues:

*(1) KSAOs for HWP: job/role definition for HWP*

- Based on work done on curriculum development (by end January)
- Based on work done by Alex on student guide (by end January)
- Lorenzo Galli at Valencia University started scienceforwork.com to spread scientific research to business and would like to include a strong non-profit stream
- Stu has collected roughly 100 critical incidents in 2005 which can be used for this; Lori might have a database of critical incidents, too

- Draft of KSAOs to be distributed to exec by early March for review

- Revise KSAOs by May

- KSAOs on website by June (might need to change to later date)

→ Serves for people to see what additional skills they need to get into HWP + what they can learn in addition if they already are working in the field + what qualifies as HWP and what does not

*(2) JOB special issue*

Stu and Mary will

- brainstorm procedure for encouraging submissions,
  - will contact Lori and Ines re submission requirements and - procedure
  - ensure members are aware of those
- (It would be important that the editorial team (Stu, Lori, Ines) do not promote submissions too heavily; but if an outsider to the editorial team (like Mary) could do so it would be helpful)

i. Communications- Laura

(1) *Linking together all social media sites* (Facebook, Twitter, Linked in)

→ Maybe add an Instagram account to add more visuals

→ But would there be photos?

→ There is not much activity on the Linked in account and the password cannot be retrieved. Could a new Linked in account be created and a link to the new Linked in account posted on the old Linked in account?

(2) *Newsletter + blog*

- 2-3 newsletters per year, Tara has content to be included

- monthly blog posts (including posts by guest posters), ideally there would be two posts per month

One blog post could be about the new executive board and a link to the membership site

ii. Networking/recruitment- Peter

No goals available yet

iii. Website- Doug

(1) *Website software maintenance* (e.g. updates for forums)

(2) *Uploading of documents* (e.g. meeting minutes, newsletters)

(3) *Get 1-2 additional people to be able to update the website* (could be board members or people outside the board)

(4) *Investigate option for members to add keywords into a search function* (once logged in only), so members can search for others with similar research interests or in similar geographic regions

→ Wordpress might allow for this, Drew has been asked for input

iv. Student issues- Drew

(1) *Working with Deborah Rupp* to harmonise GOHWP resource

database with HWP related subjects

(2) *Working with Doug on his goal (4)*

(3) *Maintain Facebook presence*

(4) *Identify points of synergy between SIOP UN student committee and GOHWP*

v. Member value- Tara

(1) *Maintain membership database (accept new members etc.) from mid Jan*

(2) *Further developing the database of HWP resources*

(3) *Educate members about funding, research and publication opportunities*

(4) *Connect members to create research collaborations*

vi. Organisational issues- Ines

(1) *Development of MOOC*

(2) *Editing the JOB special issue*

Overall goal: Engagement

→ How to engage the broader membership?

→ Establish presence in middle and South America

Ashley will be taking this on

## **6. Other business**

a. Website payment details/fundraising

- Doug finding out if website could be paid via autopay rather than credit card

- Payment due on 24 February

- Doug will search for email previously sent to members requesting donations

- There are also websites on which members could sign up to become patrons = provide regular payments. Doug will forward link to Ashley

b. MOOC update

- Email to members interested in curriculum development and forum entry requesting input on MOOC yielded a number of content suggestions

- MOOC will most likely focus on humanitarian aid part of HWP with examples of humane work stream of HWP in the last week (week 6)
- A 2 minute introductory video will be recorded on 19 January
- The final MOOC proposal will be presented to the University of Cape Town (UCT) steering committee on 5 February, following which it is decided if the MOOC will be funded
- UCT issued a call for a visiting scholar grant; this could assist an African scholar to visit UCT and record content for the MOOC in order to increase the African voice.

c. SIOP

- Registration has started
- Strong HWP presence would be good
- Should annual meeting take place at SIOP?  
→ If not an HWP gathering should take place  
Ashley will check the by-laws to see if there needs to be an annual general meeting  
Please keep on radar  
Tara had volunteering opportunity

**The meeting ended at 2:15pm EST.**