

Agenda for GOHWP Executive Board Meeting
(22/12/14 - 1:00 PM EST/8:00 PM SA/10:00PM EAT / 23/12/14 - 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.