

PDA Executive Meeting Minutes April 9, 2020

Thursday, April 9, 2020 1:09 PM

Position	Name	Initials	Present/Absent
President	Jenn Major	JM	P
VP	Josh Travers	JT	P
CFO	Walter Knight	WK	P
Co-CCO	Natalie Hohos	NH	P
Co-CCO	Kelsey Barcomb	KB	P
Travel Awards Co-Chair	Heather Bender	HB	P
Travel Awards Co-Chair	Maureen Banach	MB	P
Seminar Series Co-Chair Dept. Rep. Coordinator	Rushita Bachi	RB	P
Outreach Chair	Dylan Mori	DM	P
International/Diversity Chair	Marina Felisbino	MF	P
PDEC Co-Chair PRDR Co-Chair	Rob Klipp	RK	P
PDEC Co-Chair P2P Coordinator Seminar Series Co-Chair	Julie Pires Da Salva	JPD	P
PDRD Co-Chair	Isik Can	IC	P
PDA Advisor	Bruce Mandt	BM	P
Denver Campus	Eleanor Burns	EB	P
Denver Campus	Kelsey Funkhouser	KF	A
Denver Campus	Joani Mato	J	A
Additional Attendees			

Action Items From Previous Meeting:

Town Hall Related:

All – look into any data / numbers you can pull together related to your position for town hall presentation

All – look at our charter to see if there are any changes you would like to propose

KB – work on new designs with everyone's suggestions

All – work on another larger design for back of t-shirts

Finalize food order

Communication related:

Recruit next year communication person to help with website migration

General:

Put together yearly report on PDA

Today's Meeting Minutes:

JM – Does anyone have anything pressing they want to share

KB – I started the process of starting to get the training for the website. I have contacted whoever is supposed to start training and have not heard back. Not sure if everyone saw the message, all the stuff of the website needs to get backed up on the server, I was going to organize the serving so if anyone has anything they want organized a certain way let me know

JM – can you do training remote?

KB – Maybe Bruce can talk more on this, but it's supposed to be remote and the timeline is not affected

BM – it's a 2-hour training where they go through Sitefinity and how to build a site. Goal to transition to Sitefinity from current host. All online, not surprised schedule not affected. Kelsey and Rushita have been helping with this welcome guide project to build packets for new postdocs when they come in. Decided that the thing that makes the most sense is to have a website and then materials just direct you to website. Easier to maintain/keep up to date. In the process of redesigning this with clear info. There is a lot of info on PDA site that would fit better on PDO site so in process of transition time to pair down info so we have just the info we need on PDA and then other info like living in CO, housing, childcare on PDO site and you can point there

JM – We are supposed to have townhall in a month. We might be back, might not be. Guessing on not and if we are, we probably should not all be in a room together.

RK – from what I heard we work be back until mid-May or later.

JM – do we want a town hall in June or a virtual slide show for townhall

NH – what about virtual town hall? May get better attendance since everyone is home.

JM – We won't have swag or food to get people there. If we make it late it's a new postdoc association anyway. Last year a lot of town hall was to recruit for next year and if we do it later it may be too late. Maybe we should plan on virtual one next month.

HB – can always see attendance on the virtual town hall and do another if needed

MF –do we need to vote on anything

JM – if we want to make changes to charter then yes. But other than that, no

BM - I think in other years they announced people for officer positions. Or announce when positions will come up and vote later. Even if they increase return to onsite work this summer, there is still discouragement of gatherings. Whether university

restrictions or best practice, good for the PDA to think of ways to adapt to a virtual platform. Can do seminar series, good way for people to try out speaking virtually in friendly environment. Travel awards will be honored for another year. PDRD considering how to adjust. P2P or happy hours or coffee hours could be adapted. The more you can think about how you can adapt the better you will be positioned going forward. Not spending money on coffee and food, so to increase participation and community building could have random drawings for amazon gift cards to encourage participation., Thinking about goal of PDA to build community and support for postdocs on campus – where are there opportunities to do these virtually

RB – PDA seminars can be done virtually, seminars not a problem

JPD – maybe email the speakers for seminar for May and June and see if you want to do the seminar via zoom

BM – I will say it's weird to do a zoom talk, can't see audience its hard. Providing opportunity to practice talk in this format outside of their lab is great value. I would expect people would want to do it.

JDP – same for happy hour and coffee hour can do a zoom meeting.

JM – Walter could you check the budget and see how much we have assuming no in person activities April, May and June and what we have missed (seminar and coffee hour). Then we could see about prizes to increase people joining.

WK – As of yesterday we have \$2644 left in budget and as far as I know there is nothing to spend unless anyone has not turned in expenses.

JM – We should get some SWAG

BM – For SWAG there are webcam covers with PDA logo could be cool

JM – we can think of some swag and different interesting things

WK – for the town hall we could have random drawing's for amazon since we are saving more money. If it gets more people to pay attention or attend.

JM – would finance let us do more draws for gift cards?

BM – it would have to be recognition program, contact finance. Good approach is we are looking for ways for postdocs to connect with each other, saving money in other areas. Especially because I don't know what will happen next year, but you have this money now so I feel you have this money to use, but it's not going to roll over and who know what will happen going forward. Gift cards could last into the following year too, but Betty doesn't like a lot hanging around

NH – can POTM get amazon gift card

BM – talk to betty and bring up currently have Etai's gift card and want to transition

NH – can we do electronic gift cards

BM – we can in these circumstances

WK – this is a long shot but are there any local businesses we could get gift cards from?

BM – I think that's a good suggestion / thought – local folks doing food delivery. I would maybe have a broad discussion first to get their impressions of using PDA funds in this way and if we get a go ahead investigate these options.

KB – even a Jimmy Johns or Panera more have more locally, not as good as mom and pop restaurant but there are still people in those bigger companies losing their jobs

JM - can you to door dash or uber eats

JDP – door dash does gift cards

JM – This would let people pick something close to them, maybe local

DM – CCP shared this link of local businesses doing delivery, takeout. I did look into it and not all do delivery/pick up so have to be careful but could be a good place to start.

WK - I will email Betty and let you know if their onboard with it

KB – is our money cash in hand?

WK – It's in a speed type

KB - I have been told no one is getting a raise so I didn't know if money supposed to be there is no longer there

BM – raises would be next years budget, what your operating on for PDA is this year's budget through June 30, 2020. So, for most people its next years money for the most part. So, what you have right now is committed. If you can use it now for things that could extend into next year that would be good, as we look at overall financial situation I am afraid, I don't know I have heard nothing, but I can't expect PDA exempt for reductions in money.

JM – so gift cards and SWAG, use the money

BM – I would say start thinking of those items

JM – About the town hall do you guys think we should do it as zoom, where Josh and I lead it and open it up

KB – Yes

BM – Yes

JM – Last year everyone talked about their own slides, this would be difficult on zoom so Josh and I will handle that. People make a slide with graphs / data – what your job is, this is what we did with money. Start making slides and I can create a google PowerPoint

MF – do we have date, keep same date?

JM – it was scheduled for a Friday Morning, May 15th at 9:30, may want to do later

RK – I like morning still myself, I have lab meeting Friday afternoon

BM – Friday morning good but 10 –11 could do it where you bring your own coffee. Honestly no one has anything to do.

JM – no one has a Friday recurring meeting for us. Maybe just keep it what it is

MF – yes already on calendars just keep it.

JM – So I will send out info to rest of postdocs and start advertising it and sharing link. If people can put together any information, they have I will share a ppt on google. Will also see if we can do gift card drawing

JM – Next topic is moving virtual in general

RB – We can do happy hour, this week or after. Can send calendar invites too.

JM - do we think coffee hour is worth it

MF – what if we try happy hour and if it goes well do coffee hour

DM – I agree, easier to get people to show up in evening than morning

BM – Things during day more difficult for people, not only work but kids too. The other thing is I have been talking to a postdoc in China right now so its middle of night when we do most things. So, if we can think of some events to skirt line between international timelines, not possible for all things but for some events.

MB – I also have happy hour with may lab it was 4 people but with a lot of people it's more difficult. For trying one and seeing how it goes

BM - One thing you can do in zoom is create break out rooms, so think about how you run these things. For happy hour have smaller groups for smaller conversations or make that known that you can do this if you want.

KB – could try out different things and see if people have availability we could try having something were we put something on slack that I am in zoom if you want to talk or I have been using house party app to make more spontaneous events.

BM – I think pulling together things you find creative or useful, so people have ways to connect right now is an opportunity to pull together resources you find helpful. If there are paid versions that allow more people, we could look into using the PDA budget to purchase this.

BM – is everyone aware of security issues around zoom – keep in mind how you are going to protect that space. Requiring password is a pain, but can have to sign in. Could advertise these events with calendar invite and if you download calendar invite you could have the info there. But need to think about security.

DM – There is another alternative, more involved, but if there is a case with zoom bombing, there is a designated meeting ender that can end the meeting and immediately send out a new invite. Could be an option too

BM – I think as the host you can remove people you can kick them out.

JM – Do we want to do May and June seminars. Do you want to ask April and March too?

RB – Yes, we wouldn't do it right away and keep it short. Have it more as webinar, less taxing with how you can control people coming in.

JM – a zoom webinar. Is it questions people ask or type?

RB – the moderator and presenter are allowed to share screens and then you have a chat and q and a and you can type questions.

JM – I think ask March and April people too, especially because we offer prizes

RB – we can email March and April presenters to see if they want to. Since its virtual we could do more than once a month. Could easily do google forms for th feedback.

KB – may also be good if Eleanor could see if anyone downtown is interested who maybe didn't sign up before who could not come to Anschutz

EB – we can send out an email

BM – Once you made decisions about what's going to go on and what's going to change, update calendar too.

KB – I changed all of our to be canceled, should I remove them

BM – yes can you just remove them.

JM – Rob, Julie, Rushita, if you put it on slack tag Kelsey and Natalie

JM – Last thing is the second slack survey results – In the fall we had 167 people and this time 106 respond. When we opened it up to a \$50 gift card, we got more responses but then coronavirus happened. Since we did promise prizes, I don't think we should open it up again. Before 60% of postdocs wanted to join slack and from the results, we had 60\$ of respondents join. The 40% who didn't join said it was because they didn't know about it, didn't want to and or didn't know how to use it. Still worth it to remind people about slack. Of the people that joined 75% said they liked it and it was a good wat to communicate. Preferred methods of communication now include slack. We asked people where they go to ask questions about postdoc life and support and this did not change much, highest is still asking colleagues. We did

get 18 people responding they would use slack. Had less change in where they go to find resources, only 5% said they would go to slack. About 1/3 of people who posted a question on slack and 90% of those liked their answers. 75% of the people who did not ask a question did not have one. When asked about joining non-auto channel, 30 people didn't want to, 19 didn't know about then and 1 didn't know how. Asked people how connected they feel with other postdocs about half felt connected, a quarter neutral, and a quarter not at all. These numbers did not change much but if you sperate into people using slack, higher than 50% of these people feel connected while only 35% do not feel connected.

BM - Could you look at only people who are interested in using slack and what their levels of connectedness are? Trying to answer the question does using slack make you feel more connected or if you already feel more connected are you more likely to use slack

JM - I will look and see if I can answer that

BM - I thought this was a cool study, excited to see it get presented at NPA. May be good to do another marketing campaign for slack. I would encourage you all about thinking about writing this up to publish in the PDA Postdocket or somewhere else. May be able to tie in how we started before covid and if we see more people join now could be able to say it's a way to improve community among postdocs. I think NPA Postdocket would be interested in it and something would still come out of this.

JM - I am going to create a real report and have graphs and we can go from there

NH - I can help

BM - I can help too.

HB - Travel awards, done with Feb cycle, sent out all scores, all winners accepted, those with canceled conferences will have funds rolled over to next year. 36 applicants., more than before. Did extend deadline due to technical difficulties.

JM - when is the next cycle

HB - end of June

JM - so they would get next fiscal year anyway

HB - yes

MF - for now next cycle is open but depending on situation we will go from there.

BM - may be worthwhile to touch base with Susan about next cycle, if there will be changes to travel awards to next year don't want to solicit applications for June for that since this is next years money then.

RB - another idea, a lot of conferences are going virtual is it possible to decrease amount if people are going to online conferences

HB - some people applied for conferences in May and June others Oct / Nov so it's not the same situation for everyone.

BM - could consider that if the reality starts to present that at least half of conferences will be virtual conference you have two different categories, in person and virtual and if virtual costs are lower could sperate out but for now continue to monitor the situation

JM - has anyone seen registration cost for a virtual conference

RB - I can't remember which one it was, but it was \$99 from \$400.

JM - Isik any update on PDRD

IC – we had a poll about what people want to do if we want to postpone, I believe most people said move to fall for now, but we will have to see how it goes

KB – of the committee over 50% voted to postpone to fall, only a couple people wanted to cancel it. People want to go forward with it in some manner.

JM – It doesn't hurt much to start to reserve for Sept and if it has to get cancelled it does

Isik – one option was to hold it virtual, but people didn't like that idea much. People want to get people together with PDRD and would lose that online.

JM – I was thinking more as a backup for Sept if we are still not allowed to have gatherings

Isik – I was thinking to postpone to next May but that's what committee voted on

JM – is it worth it to poll postdocs

KB – we could put in a slack survey

BM – I think that might be worth it. The survey is already built, put it on slack, digest, and email. The challenge is the reality is it's not ending soon. What University policy on big gatherings will be, PDRD just may not work. If people would find any value in virtual, or shift focus to professional development with facilitated talks from national people that are broken up in one or two hours, if there is value here, if that's what postdocs want

JM – think that would be hard to pull off in June

BM – its July. But the window to decide is closing pretty quickly. Hearing from broader postdoc community wouldn't be bad

KB – we can send it out and figure it out.

JM – that would be good to go out soon. Anything else? Thanks for joining, Natalie will send out the minutes and we have things to work on in mean time.

Action Items from Current Meeting:

Town Hall Related:

JM – create google PowerPoint for all to add slides to

All – look into any data / numbers you can pull together related to your position for town hall presentation and put together a slide and add to google ppt

JM/JT - start to advertise

Communication Related:

All –Recruit next year communication person to help with website migration

KB – work on website transition

KB/NH - update calendar as we make decisions about virtual events

Finance Related:

WK/JM/JT - contact Finance people to see if we can get gift cards for events

General:

Put together yearly report on PDA

Think about SWAG and order

Social/Engagement Related:

RK/JDP - set up virtual events

RK/JDP - update on slack and to KB/NH when you decide what and when to hold events

RB/JDP - contact seminar speakers and set up virtual seminars – let NH/KB know dates/times/speakers

Slack Related:

JM/NH/BM - write up slack survey findings

Travel Awards Related:

HB/MB - Talk to Susan about money for next travel awards cycle.

PDRD Related:

IC/KB - send out survey about what to do about PDRD and make a decision.