

## PDA Meeting Minutes

October 2017

### General Meeting (Tuesday 10/10/17)

Upcoming events:

- Last Second Saturday Hike on 10/14 in RMNP
- Sign up for the Project Bridge email list to get involved with policy and advocacy: [projbridgeCO@gmail.com](mailto:projbridgeCO@gmail.com)
- Help us organize a fall PDA happy hour!
- Call for mentors in Aurora public schools (more info at PDA website)

Dedicated postdoc space:

- ~90% postdocs present supported having a postdoc lounge
- Suggestions include:
  - Desk/Work space
  - Couch
  - Snacks
  - Coffee Maker

### Executive Council Meeting (10/5/17)

Monthly Meeting Formats:

- Continue trying out combined coffee hour and monthly meeting format
  - But switch order so that it's business first then coffee/mingling
- Timing was #1 reason for postdocs who can't come to Monday 4pm meetings
- Try out new location and new time: Tuesdays at 11:00 am in RC-1 South 2<sup>nd</sup> floor atrium

Emails:

- Are we sending out emails too frequently?
- Discussion of PDO/Career Development office emails vs PDA emails
  - Explored idea of a separate PDA listserv but didn't seem necessary
  - Discontinue all "noreply" emails that are not sent out by the PDA
  - Monitor how many emails we actually send out per month vs perception of how many emails we send
- Create an email digest
  - Highlights of events, news, career opportunities, and volunteer opportunities
  - Similar to Bruce's summary each week but more geared towards postdoc-specific events and news
- Create a Google Calendar for PDA events so that all PDA events can be integrated into the PDO calendar

- For future events, consider sending out fliers to AIA, WiSTEM, SACNAS, etc so that we can partner up on events for better attendance