

**PDA Minutes  
February 2018**

**Executive Council Meeting:**

National Jewish Postdocs:

- Joint appointments with CU (total #: 20?)
- Include in PDA emails
- Contact: VP of National Jewish PDA
- Joint happy hour at Fiction (?), date TBD

Closet Space for Outreach:

- Met with outreach coordinator from grad school council, can use part of their closet space
- No one had issues at their last meeting
- Store young hands in science craft materials in there
  - Itemized list!
- Need to get shelves: meeting next week to figure out the best way to store
- Young Hands in Science event in March, April, and May

Upcoming Events:

- Project Bridge: momentum after capitol poster session
  - Friday Feb 16: science day with the CU Buffs
    - Outreach event before women's bball game (setup: 5pm, event: 6pm, game: 7pm)
    - Borrow taste and smell demo, training on site
    - Need volunteers!
    - Order supplies: individual jellybeans and PTC paper (\$79 from Amazon)
    - Game tickets?
  - Saturday March 10: Discover STEM Outreach, MSU
    - CU Anschutz Table: Young Hands in Science, WiSTEM, SACNAS, etc
    - STEM to underrepresented groups
    - Free parking, reimburse public transport
    - Aimed at K-12 grades?
    - Do a demo at the table, sounds heavy on tech right now so basic science demo might be good
  - Elevator pitch event: another gong show
    - Met with March for Science leadership
    - Hold fundraiser for them
    - 3 min gong show, invite politicians as a panel for feedback
    - March for Science (April 14)
    - Event should be March 11? Weekend event
    - Also partner with YP at DMNS

- STEM at Stem (new restaurant in LaFayette), or Mile High Spirits?
- CU in the Community:
  - Service during the workday with boss approval
  - PDA postdoc group
  - Partnered organizations: Comititis? (Shawna Matthews)
  - Maybe looking for 10 people
  - Warm up event for NPAW
- Science Lounge: March or April?
  - Should do one soon in the Spring
  - Space out with project bridge events
- Host a networking/elevator pitch event on campus?
  - Science “speed dating”
  - Gong show is putting things to work, workshops are to craft pitch
  - This will be to practice and get feedback
  - Can partner with Bruce’s workshop in May?

Finances:

- Google drive sheet for easier tracking
- Update per month so purchase and reimbursements to speedtypes and credit cards are kept track of
- Don’t update on sheet until you submit for reimbursement

Charter:

- Elections:
  - Requirement for attendance?
  - How does new meeting format fit in?
  - Vote online! Not just people who are present at the meeting
  - Exec positions should be on a committee prior to show active participation
  - Special considerations for people who haven’t served but have additional requirements like a written statement
  - Need to recruit members for each committee and have specific tasks for each committee known
- Officer duties:
  - Rewrite and edit each positions’ tasks
  - Look at charter.
  - Committees:
    - Remove international committee (redundant with AIR)
    - Remove career development committee (redundant with CDO)
    - Keep project bridge separate as another organization
  - Department Representatives:
    - Need a liaison from each department
    - Quarterly meeting of all reps
    - Based on # of postdocs/department

#### Email SOP:

- Emails from the PDA: info for PDA events (1 week before, 1 day or day of reminder), Digest on Wednesday, events from other groups on campus
- Confirm that they haven't asked anyone else to send out the same email around the same time
- Restrictions are important – need to identify targeted groups vs entire listserv

#### 2018 NPA Abstract

- PDA enhances communication skills
- 3 types of communications
  - explaining your science to other scientists
  - communication to the public
  - communication to government officials
- and how to adapt to other chapters (identify partners)
- blog posts about how to set up these events on website? Ambitious but helpful?