

PDA Executive Council Meeting

5/2/2019, 1:30-3:30 PM, Fitzsimons Bldg Rm 5104

Participants:

Current Position	Name	Initials	Present / Absent
President	Dominique Reed	DR	P
VP, PDEC chair	Josh Travers	JT	P
CFO	Michael Dyle	MD	P
Co-CCO	Shawna Matthews	SM	P
Co-CCO	Sophina Taitano	ST	P
Travel awards co-chair	Sara Coleman	SC	P
Travel awards co-chair	Walter Knight	WK	P
Seminar series chair	Natalie Hohos	NH	P
PDRD chair	Jenn Major	JM	P
Outreach chair, PDEC chair	Madeline Keleher	MK	P
International/diversity chair, PDEC committee	Marina Felisbino	MF	P
PDO advisor	Bruce Mandt	BM	P
Past positions			
President (past)	Valerie Minarchick	VM	
VP (past)	Ian Cartwright	IC	
PDEC chair (past)	Jill Daigneault	JD	
Additional attendees			

PDA Housekeeping:

1. Roll call
2. Changes to exec council leadership on website
 - a. Previous action items:
 1. Update website with JT info and pic
 2. Status? Done
 - b. MF position title on website
 - c. Action items:
 1. None

Finances:

3. Finance update (MD)
 - a. Previous action items:
 1. Determine financial obligations for the rest of the year and send out updated budget (MD)

2. Status? Done

- b. Budget for 2019 travel awards is 10,500 (7 awards each cycle)
- c. PDA has 6k for budget (separate from travel awards, separate from PDRD), grad school gives 10K for travel awards, ~22k for PDA-related items
- d. BM- be conscientious of how budget costs appear- i.e., just buying food for postdocs? Budgets will be coming under scrutiny, be thoughtful about how we're using it to improve the postdoc experience
 - 1. Grad school doesn't generate tuition revenue bc cover first year of grad students tuition and stipend (in comparison to med, dentistry, nursing)
 - 2. Still considered a school but operating at a deficit compared to other schools
- e. Swag needs to be resolved- approx. \$600
- f. Leaves about \$300 left for year; this is pretty close to breaking even, don't get to keep it but don't want a lot of \$ left (don't want to go over)
 - 1. DR has some outstanding receipts for food
- g. Action items:
 - 1. Submit outstanding food receipts to MD for reimbursement (DR/all)

Community Development:

- 4. Town Hall update (DR)
 - a. Previous action items:
 - 1. Finish food order and submit (DR)
 - 2. Find a link for guided meditation (NH)
 - 3. Status? Done, need to decide on meditation
 - b. Agenda: food and networking segue into introductions, state of PDA, questions, suggestions and discussion in last 15min
 - c. Presentation:
 - 1. Go through flowchart of hierarchy
 - 2. Groups that support postdocs, content that we offer
 - 3. Charter changes
 - 1. Separate votes for everything we change?
 - 2. DR wanted to do separate votes for everything but might be better to do all in one y/n vote
 - 3. Moving new council from Aug to Jul
 - 4. International and Diversity Officer (not in charter)
 - d. NH- instead of showing how much budget we got, maybe show what we spent it on via pie chart
 - 1. JM- acknowledge who is giving us the \$
 - e. BM- show where the \$ goes, 75% goes to providing networking opportunities, build community, show postdocs where our money goes
 - 1. "PDA supported by the CU Anschutz graduate school- between X Y Z we get over 22k annually to support those events"
 - f. Email for life- postdoc email addresses should be tagged (1438 code) to ensure email for life
 - g. Travel award recipients- we don't track the public service component (SC), maybe around PDRD send email to travel award recipients to remind them of the public service component
 - 1. BM- give ribbons to put on posters at PDRD

- 2. PDRD website for abstract submissions hopefully be up and running next week
 - h. Recruiting for PDA positions
 - i. Planning to send post-town hall survey? JM
 - 1. BM- what's the goal? Getting people to apply, pushes in one direction; getting people involved, pushes in another direction (latter)
 - 2. Looking for people to get involved in all these positions
 - j. Meditation
 - 1. Go from wellness into minute-long meditation
 - k. CDO
 - 1. Someone other than BM to talk about the CDO offerings, to give first-person perspective
 - l. Action items:
 - 1. Put link to follow YHIS on social media on slides (MK)
 - 2. Send an email to ask people to accept or reject calendar invite (it will be grayed out if they are invited) "we sent you a calendar invitation, please accept or reject"; attach flyer to email
 - 3. Make pie chart for where \$ comes from for PDRD (JM)
 - 4. Make PDRD slide (JM)
 - 5. Make table of PDA positions, eligibility, and qualifications- frame positions in how they would be applicable to different positions (SM)
 - 6. DR to send around powerpoint, each person to format as necessary (all)
 - 7. Put meditation at the beginning (DR)
 - 8. Highlight current POTM at town hall since won't be May coffee hour
5. Rebranding P2P (JT)
- a. Previous action items:
 - 1. Put a direct anonymized quote on the flyer to give more of an idea what to expect (SM/DR)
 - 2. Status? Not done (??)
 - b. Need to clarify exactly what P2P is
 - c. Leave it in break rooms (MK)
 - d. Action items:
 - 1. Shorten flyer to hang in flyer (DR)
 - 2. Put longer flyer in break rooms where people have more time to look at later (??)
6. Meeting with UC Boulder PDA in Westminster CO (DR)
- a. Previous action items:
 - 1. None
 - 2. Status? n/a
 - b. Someone from Boulder PDA wants to meet with Denver exec council
 - 1. Tried to meet up with Hannah but it didn't happen
 - c. Westminster is the halfway point
 - d. JM- might make sense to do the meeting of the council with next year's exec council (bring together Boulder and Denver)
 - e. NH- can invite them to PDRD
 - f. Action items:
 - 1. Touch base after elections in July (DR)

2. Invite to PDRD, talk about other ways to chat (Zoom/Skype) (DR/JT)
7. PDA digest (SM)
 1. Previous action items:
 1. Make flyer to include in digest to highlight travel awards winners (SC/WK)
 2. Give MK info on how to check what people are clicking on
 3. Status? First part done, second part not done
 2. OIT firewall blocked it; concerned that it would be ongoing
 1. Appears to be resolved (BM)
 3. Action items:
 1. Give MK info on how to check what people are clicking on (SM)
8. Social media (SM/ST)
 1. Previous action items:
 1. Take pics at events to publicize the PDA initiatives (excluding P2P) (all) (ongoing)
 2. Status? Ongoing
 2. How do we use social media in a responsible way? Negatively associated with mental health (SC)
 1. BM- highlight failures along with success
 3. Action items:
 1. Think about how to highlight less "shiny" parts of science (ST/SM)
 2. Make list of PDA passwords for social media, town hall tools, etc to give to incoming council (DR/SM/ST/all)
9. Changes to PDA website (ST)
 - a. Previous action items:
 1. Update website with changes to PDA leadership (SM/ST)
 2. Check links on website to confirm that they are working (SM/ST)
 3. Status? First part done, fix PDRD link
 - b. JT pic is warped
 - c. Trying to update PDRD page but prob don't have access; MF is updating PDRD stuff
 - d. Decide on MF's title (is this going in charter?): recorded in minutes as international/diversity officer, on website as chief diversity officer
 - e. Divert traffic to social media- if extra swag from town hall (first 25 people to town hall get a mug)
 - f. Action items:
 1. Fix PDRD link (ST/SM)
10. Postdoc of the month (POTM) program
 - a. Previous action items:
 1. Develop SOP for random choosing of POTM (SM)
 2. Status? Done
 - b. Switching to random number generator to pick POTM
 - c. Action items:
 1. None
11. Departmental reps program

- a. Previous action items:
 - 1. Sort through feedback and report back to reps (DR)
 - 2. Send new postdoc email lists to dept reps (DR/JT)
 - 3. Status? Done
- b. Recruitment
 - 1. Lost a few postdocs due to job change or leaving university
 - 2. Not communicating with changes to their positions
 - 1. NH- it's hard bc not a lot for them to do, number 20 on their to-do list
- c. Main complaint from current reps is that there's not enough meetings
 - 1. Try to do quarterly meetings?
- d. Action items:
 - 1. Set up meeting for May or June (DR)
 - 2. Add to town hall call for someone to coordinate dept rep (DR)

Postdoc Engagement:

12. Coffee hour

- a. Previous action items:
 - 1. None
 - 2. Status? n/s
- b. No coffee hour in May, town hall instead, currently 41 people have accepted (64 including tentatives)
 - 1. Food order for town hall is for 60 people, increase?
 - 1. JM- sounds like right on track
 - 2. NH- not everyone will eat
- c. Action items:
 - 1. None

13. Happy hour

- a. Previous action items:
 - 1. Continue support for PDEC events (all)
 - 2. Status? Done but ongoing
- b. Next is TODAY 5/2 at 4 pm
- c. Action items:
 - 1. None

14. International/Diversity Officer update (MF)

- a. Previous action items:
 - 1. Contact ISSS to discuss what to put in new postdoc packet (MF)
 - 2. Status? xx
- b. Starting to attend meetings (SACNAS, AIA) to introduce herself, need to form a committee into the future bc difficult to attend all meetings
 - 1. Prob do this for next year
 - 2. JT as VP- can help attend meetings
- c. Meeting with ISSS (Amy Bello)
 - 1. Discussed welcome packets for international postdocs
 - 2. Mandatory meeting for international postdocs- MF can prepare a handout to give at that meeting

1. Bruce's orientation is not mandatory
2. Can't give too much details about tax prep but can provide a bit of specific info
- d. Buddy system in development to pair more senior postdoc with a new postdoc
- e. Consider morning workshop (develop in collaboration with other groups on campus) for discussing visa options, immigration lawyer, international alumni who got positions, fellowships and grants for international postdocs
 1. BM- Brendan Delaney is attorney who works with international postdocs
- f. Action items:
 1. Prepare draft handout for mandatory international postdoc meeting (MF)
 2. Touch base to coordinate what goes into that packet (BM/MF)

15. Young Hands in Science update

- a. Previous action items:
 1. Put upcoming dates in slack channel to see if channel can help (MK)
 2. Status? Done
- b. 1 more event, enough volunteers, only been a problem getting volunteers for past year
- c. 11 events is too many to commit to, would reduce to 8 (MK)
- d. Action items:
 1. Continue to find people who would be interested in volunteering (all)

16. Summer Hike series

- a. Previous action items:
 1. None
 2. Status? n/a
- b. Recruitment
 1. We have four new coordinators for the hikes
- c. Liability for carpooling
 1. Perry- strategy to move forward, legal language to put on RSVP, if hike organizers put two people together this language needs to be included in the email
- d. Slack channel
 1. If you want to carpool, here's the form where you do it, limit liability
- e. Plan all hikes for entire summer up front, can advertise all together
- f. First aid kits
- g. Action items:
 1. Order first aid kits (??) (SC/??)

Career Development:

17. Seminar series update (NH)

- a. Previous action items:
 1. Incorporate info on speaker sign-ups into SOP for next PDA council (NH)
 2. Status? xx
- b. Remove seminar series from calendar (done in May but calendar continues indefinitely)
- c. Recruit for each semester, recruiting speakers for entire year gets too much turnover
- d. Action items:
 1. Remove seminar series from PDA calendar (SM/ST)

18. Travel awards update (WK/SC) (?)

a. Previous action items:

1. Incorporate info on travel award committee ineligibility for travel awards into SOP for next PDA council (SC/WK)
2. Status? In progress

b. June deadline

c. Action items:

1. None

19. PDRD update (JM)

a. Previous action items:

1. Send PDRD design winner to SM to include in digest (SM)
2. Status? Done

b. Action items:

1. Come up with ribbons to put on posters of travel award winners for PDRD (SC/WK)

New Business:

20. PDA support for Science in the News

a. Previous action items:

1. Determine how SITN plans to purchase equipment (DR/BM)
2. Status? ??

b. Supposed to purchase and submit reimbursement to BM but not sure if it's happened

c. Action items:

1. Contact Dylan Verden about SITN equipment purchase (DR)

Other PDA Business

21. Incoming council:

a. Previous action items:

1. None

b. Set up online document: nominate people, tell them they've been nominated, see if they accept nominations

c. Among 12 on committee, who do you think would be a good president? As many as you want

d. For each person, DR could tell them they've been nom and see if they accept

e. Struggle having so much turnover in top leadership this year

f. Nomination from a peer is impactful; serving on the council, having been nominated and knowing what pres entails, are you really willing and able to take on this much commitment? (BM)

g. Action items:

1. Set up link to nominate people for president position (MK)
2. Create table to advertise open positions (SM)

3. Advertise open positions at town hall/via flyers (DR/JT)

Next Meeting of the Executive Council: Thursday, June 7, 1:30-3:30 pm, RC2 P15-10105