

PDA Executive Meeting Minutes August 1, 2019 1:30-3:30 RC2 11th floor conference room

Thursday, August 1, 2019 11:52 AM

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
Seminar Series Co-Chair	Frehiwet Hailu	FH	P
Outreach Chair	Dylan Mori	DM	A
International/Diversity Chair	Marina Felisbino	MF	
PDEC Co-Chair PRDR Co-Chair	Rob Klipp	RK	P
PDEC Co-Chair P2P Coordinator	Julie Pires Da Silva	JPD	P
PDRD Co-Chair			
PDA Advisor	Bruce Mandt	BM	A
Additional Attendees			

Action Items from Prior Meeting (July 18, 2019):

General Action Items:

- Access to PDA email/PDA drive
- Finalize PDA theme
- Set SMART goals - for the PDA and all individuals
Will be completed by next meeting so they are on theme
- Slack channel for postdocs - start with resource sharing, general, and random channels.
Need to include appropriate language to ensure we are not liable for what is posted. Need to identify who is in charge of this initiative
 JT/JM will prepare disclaimer statement , pre-post survey
- PDRD Co-Chair
See if there is any interest at PDRD wrap up meeting next week

Communications Action Items:

- Update Website to have links to resources or PDA/CDO office if they provide resources (KB) - **in progress**
- Make changes to digest - NH
- Give feedback to KB on website
Slide show died – may have to nix this

NPAW/Block Party Action Items:

- Make handouts for NPAW/block party for where to find resources and QR codes to find them / MF and KB will coordinate to find where resources are on the website and then make flyers with QR codes for block party table

- **KB and MF will take lead on**
- JM - book table for block party
- Reach out to project bridge to see if they are using their tent for the block party - if not will use NH tent
- **NH ask Erin**
- Order pens and stickers
- **Heather will order**
- Make SWAG inventory
- JT/JM will make inventory**
- JM - create sign up sheet for block party with at least 2 people there at all times
- In progress**
- Come up with questions/prizes for wheel
- In progress**

Engagement Action Items:

- RK and JDP - finalize dates for coffee hour moving forward
- RK and JDP - finalize dates for happy hour moving forward

Travel Awards Action Items:

- WK - follow up with getting rubric the same for reviewers and postdocs and getting it on website – **have new chairs do this**
- BM and HB will decide what to do about providing feedback in the future

Meeting Agenda/Minutes:

1. New theme for this year is: **"Advocacy" as theme, "Building a stronger postdoc community" as tagline**
 - a. JM – after our vote we are split half for advocacy, half for community, and 1 for resilience
 - i. JT – can we put community and advocacy together? Can we pick a one word theme and incorporate the other into our tag line.
 - ii. WK – for our NPAW activities will we make any changes based on our theme?
 - iii. JM – everything doesn't need to be to theme, but we want to try to stay on theme. At the block party have surveys right there – on clipboard's to see what things/events postdocs want – try to get better audience. If we want to advocate for anything we need support - survey/petitions can show this, then we need research of how others are already doing and then put a report/proposal together.
 - iv. MF - I think we def need a survey with options – if our first choice isnt feasible we would have a list to move on through to actually get it done.
 - v. JM –try to ask what people want and be more active in recruiting people too.
 - vi. **All – lets go with "Advocacy" as theme, "Building a stronger postdoc community" as tagline**
2. Brainstorm ideas which go with theme
NPAW:
 - a. Decide on which events to host/which days
 - i. Ideas – JM
 1. Happy Hour
 2. Networking event
 3. Day of Service
 4. Coffee Hour
 5. Headshots
 6. Professional development
 7. Career panel
 8. Seminar
 9. Scavenger hunt
 10. Exercise class
 11. Trivia night
 12. Block party is wends
 13. Family friendly event (lower percent of people wanting this based on survey – JM)
 - o JM – need to plan these now and if its anything with external people should be done yesterday. In the survey – one of the biggest thing that came up is professional development – advocating what people want.
 - o MF – good idea to have a workshop – networking, career searching. Postdocs don't take advantage of these resources – may help them understand what we have here.
 - o JM
 - Block party in on Wends 11-2 pm (10:30-2:30)
 - Add trivia for wends night?
 - o KB – will talk to trivia guy next week – shouldn't be a problem. Reserve 2-3 tables.
 - o NH – can we find out how far in advance to reserve tables and do RSVP
 - o JM –Do we need to know who is going

- KB – no limit but 6 is a good size
- RB – happy hour how many do we reserve
- JT- 15 people
- KB – trivia starts at 630 on other side of bar, usually about 2 hours long.
- MF – people don't go to events that are late – want to go home. RSVP is important.
- NH – we can assign groups too with a RSVP
- JM – what if we incorporate happy hour then trivia
- All – great idea!
- Happy hour 5:30 – 6:30?
- JM - should get similar attendance at normal happy hour.
- JM – need Bruce's input if we want to use our alcohol funds. Can be used for PDRD or another event. If we do this happy will likely not do one with AIA on thurs.
- Professional development workshop
 - JM – need to know what day – talk with Bruce
 - RK – it would be nice if we had a drop spot to drop off resume to get feedback – have the resume workshop first and then have the drop off to get feedback on it that week.
 - JM – Walter – what were funds NPAW last year
 - WK – we spent \$1466 on NPAW, \$544 was massages – we have a lot to play with since we are not doing these, other big items \$284 stress, \$554 ice cream
 - JM – is there a separate SWAG budget?
 - WK – looks like we just used NPAW money last year
 - JM – need pens and stickers – everything else we have lots of, Can we get a new sticker design.
 - WK – no expensive SWAG and massages about \$800 to play with, we spent \$350 on science lounge tickets.
 - WK – budget:
 - \$6000 no PDRD included or travel awards
 - NPAW
 - \$554 for ice cream
 - \$Networking lunch
 - Coffee hour \$50/month and same for happy hour, P2P \$20/month - all social \$1500/year
 - NPAW ~\$2000 per year
 - SWAG \$500
 - Townhall \$500
 - SITN \$100
 - Young hands in Sci \$500
 - Sci lounge \$350
 - JM – we have \$\$ for someone to look at resumes. Can spend \$2000 on NPAW. Alcohol funds separate speedtype – need to look into this. Cedar creek likely wont have a flat rate
 - RB – can we ask a way to do this
 - JM – can we sent a max budget and sent price \$ limit for person.
 - RB – well drinks pretty cheap
 - KB – may be able to do pitchers
 - JM – is it happy hour or at trivia who gets drinks. - will work out details.
- JM – no to: family event, no day of service (JM – lets push for this during university day of service), exercise class, no seminar
- MF – seminar is maybe less interest than career panel / professional development
- RK – coffee hours and happy hours – happy hours to the second thurs with a few caveots, move coffee hour to 4th wends of the month (tues and thurs are not good for organizers). Sept NPAW and November 1st thurs for happy hour, 3rd wends for happy hour. Other than that it will be happy hour second thurs and coffee hour on 4th wends. NPAW week – lets do Tues morning

NPAW Day Activities

- Monday
 - Lunch professional workshop – cover lunch and RSVP ahead of time. Assuming Bruce can find people to run it. - Resume/CV workshop with CV drop off all week
 - Who is in charge: JM – will talk to Bruce
- Tues
 - Coffee hour 9:30 to 11:00
 - Who is in charge: JPD and RK
 - Resources present too – have them mingle.
 - Have some folow up people from PDRD and new ones too (JM)
 - All pitch in for a resource, list of PDRD people – we will give JDP and RK

- Headshots all day
 - Who is in charge: FH
 - KB – lets use someone new.
 - JM – does bruce pay for it? How much? Need to talk to Bruce
 - MF – seemed like bruce was okay with changing it.
 - JM – anyone know a photographer
 - FH – knows a photographer in vivarium
 - JM – need someone who knows how to do headshots
 - JM – we need a dif room, slightly bigger room
 - NH – maybe by hensel phelps – where computer rooms are?
 - RB – may know some people who do professional linked in headshots.
- Wends – block party, happy hour, trivia
 - Who is in charge:
 - KB – trivia
 - All hands on deck 3 people at all times
 - Wheel – NH and MF
 - Sign up sheet – Jenn
 - Happy hour – JDP and RK
 - Alcohol – all yes! Only postdocs.
 - Alcohol - JM/JT - form needs to be filled out today. JT – will someone have to put it on personal card? JM - yes
- Thursday -
 - Career panel (MF and WK help find people)
 - KB - has a MSL who will do it
 - JM – in morning and afternoon
 - MF – how many people do we want
 - All : 4-5
 - NH – how many careers
 - MF – it would be nice to have differnet people – esp. From networking breakfast
 - JM – Could invite non-career people to our coffee hour – more resource stuff
 - MF – financial person great! Interested to come back
 - JM – could get international people
 - 2 to 4 – end of the day
 - WK – earlier or later
 - JM – 22 to 4 or 9:30 to 11:30
 - RB – both could work with refreshments
 - All – lets do the 9:30 to 11:30 – lets make an RSVP – helps with refreshments.
 - JM – lets get hensel phelps, invite grad students too
 - We come up with some questions and then have other questions to fill in time
 - HB – may be a good way to introduce to slack channel – have a channel for questions.
 - Lets do 1.5h for career panel and 0.5 h for networking.
 - KB – might be able to get a medical writer and soemone who works for a prescription company at a small company in denver.
 - WK – I know someone with CU innovations – PhD and JD
 - Has come before – can contact again
 - MF – at least one international representative, easier for academia but better for outside of academia – lets ask Bruce
 - RB – someone who was sponsered by their company for their visa, not one who already had one or who went through marriage.
 - Friday – ice cream and scavenger hunt – end scavenger hunt with ice cream
 - NH – favorite and get good friday turn out
 - JM – 2 hours 1 to 3
 - NH – what truck
 - JM – im fine with it, we got some coments for lactose free. Are there others that are good?
 - MF – there is sweet cow and new zeeland one which is fruit based. Lets compare em's and sweet cows options
 - JM – see what has better options and cost
 - Who is in charge:
 - NH and JM scavenger hunt
 - RB also help organize
 - KB – award for most creative NPAW activity.
 - JM – get this and slack channel up we get a shot
 - JDP and JT ice cream
- a. Need leader for each event – *have each listed on each day.*

3. Slack channel

- a. JM – we all want this right – the big thing we need to think about is mixing in our theme advocacy doesn't have to be us storming parliament, but us building a community to have

a way to help I need this can you help me find it. If we want this to go into PDA conference abstract may need to do a survey pre and post. Pre – survey how connected people feel when you need a reagent where do you go etc. Ask again later in before poster making

- b. NH – can get cool metric based on use
 - c. JM – need to advertise it exists
 - d. RB – have dept reps talk to their postdocs
 - e. MF – need a lot of strategies
 - f. JM – anyone like to make flyers
 - g. NH – I like to. - make a flyer
 - h. RB – talk to reps
 - i. Social media – KB (linked in NH)
 - j. Digest – NH
 - k. Bruce send out in career dev email
 - l. NH – when to make slack channel live – before NPAW so we can advertise during then
 - m. JM and JT – make survey for pre-survey
 - n. JM – increase participation – can afford gift cards or something for survey. Our survey participation is low. Amazon – need to get Betty approval. 2 \$25 dollar
 - o. Pre-roll out survey
 - p. Advertising
4. Does anyone have a smart goal? (can do next meeting since now we have a theme)
- a. JM - Should we wait till next meeting now that we have a theme unless anyone has one, All - yes
 - b. NH - "Increase click rate by 25% in Digest"
 - c. RB – very few reps show up for dept. reps. So a smart goal to increase attendance may be hard. Should have goals for them – they don't know each other people don't know they are reps, its chaotic. Don't know how often for meetings – bimonthly – set goals like meet who is in your dept. Another thing reps have to be there for certain number of meetings per year to be a rep. Need guidelines or we will loose rep program.
 - d. MF – we have people who have never come. See if they are still interested.
 - e. KB – reps have a social committee we are supposed to have a summer pizza party or something. KB will follow up on this. This would be paid for by the PDA so every one invited as meet and greet.
 - f. MF – need to change dept. rep mentality – we should be proud to be rep. Have to apply for it, make it something nice you are chosen to do this
 - g. RB – reps should not just be line on CV, open it up to others, get people willing to do it.
 - h. JM – can we get reps more involved in advocacy – they should be talking to the most people, same with P2P (Start up in Sept.)
 - i. RB – for seminar series we send out email – how about we get reps invovled in this process.
 - j. NH – in digest add a link to find your dept rep here – follow up with RB and JT.
 - i. MF – need to get up to date first
 - k. JM – in the charter it says we (exec) cant miss three meeting in a row – this is a lot. Can make something like this for reps. Maybe in bi-monthly – have to be at 4/6 meetings.
 - l. JM – when we change charter increase exec attendance requirements. If you cant make it to meetings tell someone! RB – send a proxy!
5. Attendance for council members at PDA meetings? Set a minimum number to attend per year?
- a. Will probably want to do the same for rep meetings- attendance hasn't been stellar at the past meetings.
 - b. Also want reps to volunteer for PDA events/activities- not much of a show from many reps.
6. Other
- a. MF – diversity/international chair - this is new
 - i. MF - I want to host some sort of career development for internationals – maybe career panel, layers for immigration/visa options, maybe work with other groups – AIR, maybe get an education week up and going.
 - ii. NH – I would like to know more as a non-international
 - iii. MF – yes this is something we want to do, would be helpful for everyone.
 - iv. JM – fits into advocacy theme.
 - v. MF – should not cost a lot of money
 - vi. The PDA donated \$150 to AIR
 - b. JM – maybe exclude ourselved from somethings like POTM, people get worried about bias
 - i. Add soemthing to website how its picked and to digest
 - ii. JM – from survey PDRD – people think its rigged, which they are not. Need to be more clear about how we are choosing people who selects winners etc. Make it transparent.

- c. Travel awards – MB - working on fixing dates, website (Add filter to only let you apply if you have a conference in the designated dates), providing feedback.
 - i. MB – also updating email list for reviewers, working on this and working on getting the scores at least to postdocs applying.

Action Items From Current Meeting:

General Action Items:

- Set SMART goals - for the PDA and all individuals
Will be completed by next meeting so they are on theme
- Slack channel for postdocs - start with resource sharing, general, and random channels. Need to include appropriate language to ensure we are not liable for what is posted. Need to identify who is in charge of this initiative
 - JT/JM will prepare disclaimer statement , pre-post survey**
- PDRD Co-Chair
See if there is any interest at PDRD wrap up meeting next week

NPAW Related:

- NPAW event you are in charge - get it done! *See detailed to do items below*
 - Monday:** Lunch Time Professional Development Workshop - CV/Resumes. Have feedback on CV/Resumes during rest of week
 - In charge: JM**
 - JM - Talk to Bruce to see if this is feasible
 - Reserve room
 - Tuesday:** Coffee Hour 9:30 - 10:30, Headshots all day
 - In charge:**
 - Coffee Hour - JDP/RK**
 - JDP/RK - find resource representatives to have at coffee hour
 - Headshots - FH**
 - FH - Talk with Bruce about how pays for these/ how much they cost
 - FH - Look into finding a new photographer/picture location
 - Wednesday:** Block party, happy hour, and trivia
 - In charge:**
 - Block Party - JM**
 - JM - make a sign up sheet for people manning table (3 at all times)
 - NH/JM - wheel with questions/prizes
 - Make Survey (paper) to have postdocs fill out to help guide our advocacy goals for the year
 - Make handouts for NPAW/block party for where to find resources and QR codes to find them / MF and KB will coordinate to find where resources are on the website and then make flyers with QR codes for block party table
 - KB and MF will take lead on
 - Reach out to project bridge to see if they are using their tent for the block party - if not will use NH tent
 - NH ask Erin
 - Order pens and stickers
 - Heather will order
 - Make SWAG inventory
 - JT/JM will make inventory
 - Happy Hour - JDP/RK**
 - JM/JT - Pay for alcohol? Touch Base with BM about funds and fill out alcohol form
 - Trivia - KB**
 - Get in touch with trivia guy to find out logistics
 - Make RSVP signup
 - Thursday:** Career Panel
 - In charge: MF and WK**
 - Find panelists 4-5, one international
 - Make RSVP (to help with refreshments)
 - Put together refreshment order
 - Reserve Hensel Phelps
 - Invite grad students in addition to postdocs
 - Coordinate question generation - slack channel?
 - Friday:** Ice Cream Truck and Scavenger Hunt
 - In charge:**
 - Ice Cream: JDP and JT**
 - Book Truck / Reserve Space
 - Scavenger Hunt: NH and JM**

- Organize Scavenger hunt
- Set up RSVP?

Slack Channel Related

- NH - Make slack channel flyer
- RB - talk to Dept. Reps about program to get word out
- KB - advertise on social media once we get channel going
- NH - Include in PDA digest to get word out
- JM/JT - make pre/post survey for slack channel
- Get Betty's approval for 2 \$25 gift cards for pre-survey participation

Dept. Reps. Related:

- KB - follow up on Dept. Reps. Summer Social Event
- RB - get Dept. Reps. Involved in the seminar series recruitment
- NH - add a 'find your rep here section of the digest' - work with RB and JT to get up to date list.
- RB - Start thinking about changing/making attendance requirements Dept. Reps.

International/Diversity Related:

- MF - start working on career development for international event

Communications Related:

- NH and KB - add to website and digest *how* we choose the POTM
- Update Website to have links to resources or PDA/CDO office if they provide resources (KB) - **in progress**

Travel Awards Related:

- MB/HB - Update list of travel award reviewers
- MB/HB - getting scores to postdocs who apply
- MB/HB - adding a filter into the application process so you can only apply for travel award deadlines that fit your conference dates.