

## PDA Executive Meeting Minutes

Thurs. Sept 5, 2019 1:30 to 3:30 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
Seminar Series Co-Chair	Frehiwet Hailu	FH	A
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	Julie Pires Da Salva	JPD	A
PDRD Co-Chair			
PDA Advisor	Bruce Mandt	BM	P
<b>Additional Attendees</b>			

### Action Items from Prior Meeting (August 1, 2019):

#### General Action Items:

- Set SMART goals - All
- Slack channel
  - JT/JM will prepare disclaimer statement , pre-post survey (in progress)
  - NMH will make flyer (in progress)
- PDRD chair - any update from PDRD wrap up meeting
  - Need to harass people at block party.
  - Send email after NPAW
  - Try to recruit at NPAW

## NPAW/Block Party Action Items:

**General:**

- 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**
- Order pens and stickers
  - **Heather will order**
- JM - create sign up sheet for block party with at least 2 people there at all times

**Daily Activities:**

**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

**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

**Block Party - JM**

- JM - make a sign up sheet for people manning table (3 at all times)
- NH/MF - wheel with questions/prizes
- Make Survey (paper) to have postdocs fill out to help guide our advocacy goals for the year  
MF/JM take lead
- 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 - they are using
- Order pens and stickers
  - Heather will order
- Make SWAG inventory - JT/JM

**Happy Hour - JDP/RK**

- JM/JT - 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 - Bushnell Aud
- Invite grad students in addition to postdocs
- Bm has done, we can send email out with panelists - JM
- Coordinate question generation - slack channel?

**Friday: Ice Cream Truck and Scavenger Hunt****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 - in progress
- 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

**Communication Action Items:**

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

**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.

**Meeting Agenda and Minutes:****1. NPAW:****a. Networking seminar**

JM – Bruce is okay with running networking workshop. Will be 11-12:30 on Monday of NPAW. Only location option was Bushnell Auditorium – booked it.

JM – looked into getting cv/resume feedback from the writing office, they don't serve postdocs, offered to give us 5 hours which would only reach 10

postdocs so not an option. We can promote that Bruce is available to help especially with specific jobs.

JM – for the networking workshop we have \$ so we will get real lunch. Bruce has a RSVP going so we can get a headcount for lunch. Will need volunteers to help run, can reach out to reps to help.

**b. Headshots**

JM – Bruce got this set up for 9:30 to 3 on Tues

KB – do we pay for headshots

BM – no

BM – talked to photographer about concerns we expressed. Going to have pictures in same room with a mirror. He was receptive to feedback, doing a lot so time limited. Going to just have solid backdrop, shoot farther back for shoulders up – you can crop but you have option, when ppl check in you can indicate if you want to smile or not. If you want to not smile the options he will give you will include these

**c. Coffee hour/resources**

JM – do we want to have the coffee hour outside of krugman? Expecting more people and with resources we would have room for them and more traffic.

JM – look on the excel file to see if there is anyone else you want to contact – help out!

RK- has the excel been updated

JM – just write your name for point of contact on excel and contact them,

MF- I can help out

JM – say we can have a table or you can just hang out with postdocs

MF\_ new resources or just what's on list

JM – I think new would be great

MF – Someone to talk about benefits would be great – health insurance, short term disability.

JM - I think that's useful. Not sure who to contact.

MF – Will look into it. Depression center not useful – don't serve postdocs

JM – we have a few but would be great if we had more it will be better.

**d. Block Party**

JM –have all the volunteer slots filled – we are good.

MF/NH - come up with trivia

JM – add it to the excel sheet so others can help.

JM – we can take non PDA exec members to help – ask anyone you know!

JM – HB got stickers!

HB – we have new big and little stickers

JM – we also have lots of the mugs and water bottles and spinning wheel.

For prizes – can't give big prizes to everyone who come by

NM- big prizes to trivia winners and then candy for everyone else

**e. Happy hour**

JM – we just got alcohol authorization approved! I asked for 50 drinks.

WK – is this at \$6 / drink

JM – Budgeted up to \$8-9 a drink, beer likely cheaper this would still be within range. We need to think into logistics.

NH – give tickets to postdocs, they give to cedar creek and then they put them on our tab

JM – we have money for food too, total \$600 for this event.

**f. Trivia**

KB – booked tables for happy hour and trivia. Will call day before with final number of people. 3 tables for trivia (20 ppl)

JM – tried to go way over with the number of people to make sure enough  
 KB – said 15-20 with 3 tables close together.  
 RK – our happy hours are 12 – 14 ppl.  
 MF – we are paying for alcohol – except more  
 WK – are we doing additional drinks for trivia or is it for happy hour and trivia  
 JM – plan 1/person  
 JM – need to move happy hour until 5pm – can't have before 5pm is we are paying per university policy  
 KB – reserved tables starting at 5. may not be close together/pull together  
 JM – can we start in our normal side and then for trivia go into smaller tables  
 RK - I think that would be fine may get different people at each event.  
 KB – I will see if we can do this to get the two areas for the two events.  
 JM – how do we want to do RSVP.  
 RK – could do at block party.  
 JM – okay keeping this just for postdocs  
 All – yes.  
 KB – Ill make a survey for RSVP 'first 50 get free drinks'  
 RB –may want o buy coffee so we have enough. Holds 40 cups – 20 actual coffees  
 WK – how much to buy coffee  
 WK - \$20 bucks...  
 BM – do we need a new coffee maker?  
 MF – its not great..  
 JM – be good to get something with filter system  
 WK – will look into this based on our budget.  
 RB – or just get things to put the coffee in...  
 WK – will look into those options too...

#### g. Career Panel

JM – 4 confirmed  
 MF – Maria confirmed – MSL  
 JM – I had reached out to career in science but have not heard anything from them. Seeing if we could get government or nonprofit.  
 KB – know someone in career in science  
 JM- can we reach out to mike d for medical writer? Anyone want to contact him  
 WK – I will contact him

KB – I have a friend who is a medical writer	I will check with them
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WK - I think Amber has a friend who does writing – I will reach out.  
 NH – any academics?  
 KB – I know someone at Regis University  
 All – like the idea from another University.  
 KB – will reach out  
 JM – if we want someone here, maybe someone new.  
 WK – ask Casey – professor for less than year  
 RB – someone who does grant writing – Jennifer Camp, policy form NIH  
 RB – will contact  
 WK – will we have people submit questions early, heather asked for any we have to be sent to her  
 NH – Slack channel, do before wends I can put in Digest  
 RB – will help if we knew who was confirmed  
 JM – put up confirmed on website.  
 KB – update confirmed people.

JM – should we make one flyer for NPAW that has everything. With QR code

All – yes

MF – and then have separate flyers for each event too

DM- what did we do last year

JM – we were a bit behind...

JM – lets do one all together – don't want to many distracting...

KB – flyer from last year on website

JM – okay we did have one full one.

DM –like all info in one place

JT – send reminder email everyday.

KB – will make flyer

BM – have you submitted events to NPA

JM – not yet, Ill get on it.

JM – career panel getting there. 9:30 to 11:30, building 500 8<sup>th</sup> floor. Do we want bagels and pastries. And maybe do RSVP for this as well – for how many to order. KB – should we just have one survey to sign up for everything - trivia/happy hour/career panel/scavenger hunt

BM – has RSVP for headshots ready and networking ready

BM- doing it all in one, have links in the survey for the networking workshop and the headshots. Headshots I have to do separate, but we could have the networking in the NPAW

BM – use Qualtrics for it all.

KB - I don't have Qualtrics, but usually use google

JT/WK - will make the overall Qualtrics survey.

BM – actually people already registered for networking, so keep it separate and just have link in NPAW RSVP

JM – anyone want to be in charge for ordering food for career panel and lunch for networking (RB will take care of coffee hour)

MF – where do we order food

JM - wherever we want

BM – I can help with this too.

RB – survey should have dietary questions

JM – yes definitely for lunch

JM – what best place for lunch – Panera is good

BM – networking workshop has bit of lecture in beginning – could eat then. Could do a variety of boxed lunches from Etais, Panera has salad and soup – but is messier. Box lunch easier

JM – we will look at prices

BM –30 ppl register, 5 say they can't come, and then 75% actually come – 20ppl. This is NPAW and may be more.

WK – will order lunch

NH – will order breakfast

#### **h. Ice cream**

JT – happy cones booked will have the fruit and then vanilla, chocolate, cookie and cream and vegan option gelato. Will be where food trucks are in front of building 500. 100 people min we pay for who comes at end of the day

JM – we think about 100 ppl came last year

JT – still have to fill out insurance forms for university, but should be easy

MF – restricting to postdocs?

JT – postdocs and anyone with a postdoc.

JM last year we had badge scanner

BM- do badge scanner and give tickets then tickets to ice cream truck.

MF – need volunteer to hand out tickets

JM – need to create another volunteer sheet

BM – pop to invite reps to do more.

JM – yes RB going to reach out.

#### i. **Scavenger Hunt**

JM – NH sent list of ideas of what to look for. Are we having a prize?

RB – good idea

NH – we should have prize

JM – if team what do we want to do for advertising.

NH – are we going to make your own team or we assign

JM – better to push people out of comfort zone and assign teams - don't how many people will do it

BM – this is anxiety to me...encourage that this is a team event can assemble your own or be a random add.

MF – increase attendance if you come with friends.

JM – in survey how to do it...have a spot to write names of people.

JT – could we assign teams at start of event and don't worry about it on survey

BM – could be better to assign right before event. 'Teams assembled at event'

JM – tell people to still come if they didn't sign up.

BM – good to get sense of how many people will come, but don't say you can't come if you don't register.

JM – word it more as interest in attending

BM – yes what you think you want to attend so we can know how much food.

KB – may need to really know for trivia

BM – headshot have to sign up ahead of time.

JM – yes we should put this in flyer for two required say 'pre-registration required' in emails and flyers and digest.

JM – back to prize. If we want to do gift cards have to do now.

BM – too late for gift cards

JM – have to buy things

BM – could buy, have speed type option, all of the SWAG put something together

JM – let's say prizes and not specify yet.

MF - I think it would be nice to have specifics to help people come.

BM –what did we say in the official function form about what we are spending

JM - I put it in for parts but not the whole week

BM since not spending enough we don't need to do it but we should do it for our internal records

JM – so I should just do one form

BM –yes

JM – let's do max 4 per team \$200 total speed type so \$50 each.

WK –budget \$650 ice cream \$200 scavenger Hunt, \$600 happy hour, \$700 for food - \$2150 last year we spent \$2575 so we are a bit under. We are within a good range but don't want to go much higher.

HB - \$370 ish for stickers and pens bought

WK – brings us to where we were last year

NH – not sure how disruptive scavenger hunt will be

JM – how long

JT – how much time did we a lot

JM – all morning but maybe start it later. Will have to meet to get list

NH – limit to hour and who has most win, show up 30 min before to organize

JM – meet at 11:30 scavenger hunt 12-1  
 KB – could be nice for flexibility for when to do it.  
 NH – hard to chose winner  
 JM – need to have everyone meet  
 RB – go to same location to start with  
 JM – go to where you want to go.  
 BM – get all resources on board – they can check their card (front desk person)  
 JM – could have a check if you want extra point post on slack or social media, one point pic, two points in pic

## 2. SMART goals (open for anyone to share their goal(s) for the year)

JM/JT: Have 100 unique users within first year on slack channel (on survey at least 100 ppl said they were interested)

BM – article on slack

NH – will be in digest next, good with debut of slack

RB - getting reps involved

JM – in communication survey we have info on who knows there rep, so we can do exit survey in spring to track this – then you can pick a number

RK – increase average number of attendees to coffee hour and happy hour and also unique attendees. 20% increase in attendance

KB – increase number of followers on different social media platforms - 50 each. Twitter currently 450, Instagram and Facebook at 100-200

## 3. Slack rollout

### a. Survey results

Slack survey JT: 160 responded

People like getting our emails (only people who saw the email could respond), flyers work well too these are the only ways people get our info

How often do postdocs read PDA emails –doing pretty well 75% read it 75% of time or more

Dept reps – majority aware of program, most people do not know who their rep is – same for have you contacted your rep – most people have not

How connected to postdocs do u feel – pretty good but room for improvement, majority feel at least somewhat connected.

BM – keep in mind that this is 50% of postdocs in the survey. These are impressive numbers, room to improve, but encouraging

Where do you go for resources or support: Post doc office, website, colleagues highest, for resources colleagues and supervisor highest

Are you interested in communication channel – majority probably or definitely interested – 100 ppl.

Have you heard of slack – mixed results

Most people have not used slack before.

Would be slack be a good way to communicate – most thought yes

Topics on slack – resource equip up there, sci questions up there, general, postdoc challenges. Ppl don't care about life in US a lot. Other topics – job hunting, social meetup

Good options to start with – highest postdoc life/challenges

JT –pick a few to start with and see how it goes

General comments: mostly positive, nothing super useful. One person commented about family friendly things

In genral ppl pretty positive about slack.



BM - I like this, have an actual study we did. Suggestions - don't be too ambitious – start with 2 channels: resource sharing and postdoc life channels (can roll a lot in this one) then track and compare which is more useful. When posting about NPAW this is a way to reach the goal. May want to write this up somewhere.

JM – doing those two would be good.

KB – helpful to have short workshop to introduce it

JT – you tube video

KB - I looked and they were all crap

BM – we can make one. Even if just screenshots to create a pdf – how to sign up how to use etc. Create tutorial.

JM – screenshots useful.

b. Flyer

KB – sign up to a page not individual channels.

JM – three things you put at bottom cover what we are doing anyway.

JM – can we get the list of ppl on listserv to invite to slack

BM – yes, may be other ways to do it to opt in.

JM – it would be invite. Can you request to join slack?

BM/KB - yes

BM – may be easier to do this. Have a place to advertise it and then go here to sign up. If this doesn't work we can send out individual email addresses.

JM – ppl are lazy just clicking something the easiest way.

BM - I don't know it wouldn't work through list serve, you go to a page and then create an account.

MF - I think we need a link.

WK – you can make everyone eligible to join our channel. Once they make a site it would shunt it into the system. Would need email list but BM could do to keep confidential.

BM – challenge emails changing...

JT – one comment was open to everyone...

BM – how are you going to determine who is eligible to sign up and that it allows for new ppl to come in.

RB – could be a good role for PDA reps to add in their postdocs.

JM – make PDA email as owner to approve

c. Admin: start date, owner, admin rights etc.

#### 4. National Postdoc Association abstract

NPA has meeting every year

JM – started blurb – abstracts dur next Friday, will finish it this weekend and then send it out – give comments and send back.

NATALIE add these abstracts to CV

BM – will have some data for poster by meeting. Keep in mind how this project turns out because next year may want to put in to do a workshop on it to share what we do. This would be great for this. Poster for this year but next year workshop would be cool.

#### 5. Travel awards (Maureen/Heather update)

HB – want to make changes to website and want to give out score. For June cycle will send scores to applicants – just scores no comments and scoring rubric.

All – sounds good.

MB – scoring breakdown of how scoring happens, less control of system, but more control over website. Sent email to Kelsey to update the PDA website to help. Also great to put in digest.

NH – happy to put it in

MB – also liked the topic from the last digest from a travel award winner, can we do more maybe once a month

NH – yes happy to if you coordinate

MB – yes

HB – want to add disclaimer on website saying we can disqualify ppl if they don't qualify.

KB i think it's there

MB – yes but we want it bold and highlighted for clarity.

## 6. Next meeting date? Right before NPAW?

JM – would be useful for a quicker meeting next week before NPAW. Send out a doodle for next Thus/Friday. To make sure we are good for NPAW.

BM – do you want me to send out networking flyer separately

JM – might as well.

BM – calendar – PDA events – add PDA to them and networking has been added to Bruce – delete PDAs

NH – will make changes.

RB – sent out first announcement for seminar series. Will send out emails to reps, get ppl you know to do it. If we get a lot of people do 3 in an hour 15 min each.

All – sounds good

BM –at all events have a sign up to have people who want to get involved to get involved at everything.

## Action Items From Current Meeting:

### General Action Items:

- PDRD chair - any update from PDRD wrap up meeting  
Need to harass people at block party.  
Send email after NPAW  
Try to recruit at NPAW
- Update PDA calendar to have PDA in front of all events (NH)
- Give comments on National Postdoc Association Annual Meeting Abstract – ALL

### NPAW/Block Party Action Items:

#### General:

- 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
- Make survey for NPAW reservations (JT/WKKB)
- Make NPAW flyer – KB
- JM – submit all NPAW events to National Postdoc Assoc.
- JM – fill out official function form
- Make signup sheets for all NPAW events to get people involved in PDA
- JM – make a general signup sheet to send out to all postdocs for help with NPAW

### Daily Activities:

**Monday:** Lunch Time Professional Development Workshop - Networking.

- Get volunteers to help run workshop

- Order breakfast - WK

**Tuesday:** Coffee Hour 9:30 - 10:30, Headshots all day

**Coffee Hour - JDP/RK**

- Finalize resources for coffee hour – all help out using NPAW google sheet
- Look into new coffee brewing options (WK)

**Headshots – FH**

**None**

**Wednesday:** Block party, happy hour, and trivia

**Block Party - JM**

- NH/MF - wheel with questions/prizes  
**In progress, we have questions, just have to add answers**
- Make Survey (paper) to have postdocs fill out to help guide our advocacy goals for the year  
MF/JM take lead
- 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
- Buy candy - NH

**Happy Hour - JDP/RK**

- Figure out logistics of how to give drinks at happy hour
- Move Happy hour to 5pm
- Finalize reservation day before - KB

**Trivia - KB**

- Finalize reservation day before - KB

**Thursday:** Career Panel

**In charge: MF and WK**

- Coordinate question generation - slack channel?
- KB/WK - reach out to medical writer
- KB- reach out to professor at Regis
- RB – contact Jen Kemp – grant writer
- NH – order breakfast

**Friday:** Ice Cream Truck and Scavenger Hunt

**Ice Cream: JDP and JT**

- JT – fill out university insurance form

**Scavenger Hunt: NH and JM**

- Get resources on board – who?
- Make sheet for participants - NH
- Print out tiebreaker questions - NH

**Slack Channel Related**

- NH - Make slack channel flyer - in progress
- RB - talk to Dept. Reps about program to get word out
- KB - advertise on social media once we get channel going
- Create slack tutorial

**Dept. Reps. Related:**

- KB - follow up on Dept. Reps. Summer Social Event
- RB - get Dept. Reps. Involved in the seminar series recruitment
- RB - Start thinking about changing/making attendance requirements Dept. Reps.

**International/Diversity Related:**

- MF - start working on career development for international event

**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.
- Travel Award info in digest
- Like to have more travel award recipients be featured in digest - HB/MB coordinate with NH
- KB – bold and highlight disclaimer on website stating if you don't follow the application rule we can DQ you (say this nice)