

# PDA Executive Meeting Dec 5, 2019

Wednesday, December 4, 2019 4:17 PM

Position	Name	Initials	Present/Absent
President	Jenn Major	JM	P
VP	Josh Travers	JT	P
CFO	Walter Knight	WK	A
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
Outreach Chair	Dylan Mori	DM	P
International/Diversity Chair	Marina Felisbino	MF	A
PDEC Co-Chair PRDR Co-Chair	Rob Klipp	RK	P
PDEC Co-Chair P2P Coordinator Seminar Series Co-Chair	Julie Pires Da Salva	JPD	P
PDRD Co-Chair	Isik Can	IC	P
PDA Advisor	Bruce Mandt	BM	P
Denver Campus	Eleanore Burns	EB	A
Denver Campus	Kelsey Funkhouser	KF	P
Denver Campus	Joani Mato	J	P
<b>Additional Attendees</b>			

## Action Items:

If action item from last meeting was completed since it will have a check mark in its box. If an action

item has not been completed from the last meeting it will not have a check mark in its box, this is now

an action item to check status at next meeting

## Action Items from Prior Meeting November 7<sup>th</sup>, 2019

### General:

- BM – send list of 3 Denver postdocs interested in joining the PDA
- JM – invite the 3 Denver postdocs to our PDA meetings either in person or via telecommunications

### Budget Related:

- JM – check with Walter about the increased Happy Hour budget for this year since we are now doing one once/week
- JM/RB/MB - Verify with Walter that we can give \$\$ to PDA Seminar Series for winners
  - Will check out budget and see what fits.
- WK - Get up to date budget on the PDA server

- WK /JDP - buy small backup coffee maker

#### Slack Related:

- JM/JT - asp postdocs on slack if they would use a 'rec' area in the lawn between building 500 and RC1 S for recreation and relaxing if it was better equipped. If so what would you be interested in using this space for and/or have there (more seating, sports area, etc.)

#### Dept. Reps. Related:

- NH/KB - add Dept. Reps bio's to website – work with RB/JT to get bios
- RB – Make an department rep server to keep all dept rep info on

#### Seminar Series Related:

- DM– email Rebecca about switching food vendors for Seminar
- RB – give schedule of seminar dates, speakers, and rooms to KB/NH for website/ digest

#### Postdoc Engagement Related:

- JDP – give P2P schedule, room location, and topics to KB/NH for website/digest

#### Today's Meeting Minutes:

1. Introduce new Denver PDA Members
  - a. JM – Joani is here today and Kelsey is here via Zoom and we have a third, Eleanore, who isn't here this time. They will rotate and join us when they can since it's hard to get here.
  - b. JM – We met a few days ago and we have \$300 for Denver campus so we will give them that and they will do coffee hours.
  - c. J– we haven't decided anything yet we will meet and discuss
  - d. JM – we also talked about the potential of our future events to make more accessible to downtown campus, maybe have some later in evening, on weekend, different locations. We will talk about this as they come up. There are 17 downtown postdocs.
2. Finance Update (Josh on behalf of Walter)
  - a. JT – we have \$3200 left. We have \$300 for Denver PDA, town hall, estimate on monthly event expenses we should have \$1200 more expenses \$1500 with Denver PDA. We have \$1600 untouched money for rest of the year. We do need to take into account money on SAWG since we have used all of our SWAG
  - b. BM – planned through end of June with \$1600 left
  - c. JT – yes
  - d. BM – think about what types of items you want to have. Things like glasses and stickers are good to give out to everyone. When thinking about SWAG think about what you want to do with it. Do we want to increase visibility - what can you do to do this. Think more strategically about what you are getting. Townhall better to have stuff for everyone.
  - e. JT – have we ever done t-shirts
  - f. BM – PDRD did 2 years ago
  - g. JM – people say t shirts are high on the list of what they like – and visible
  - h. J – what about pens
  - i. JM – we have pens and stickers and can replenish them.
  - j. BM – what is something someone can be like 'I want that' t shirts could be worth considering.
  - k. J – fridge magnets
  - l. JM – we have done a lot of beverage containers
  - m. \$300 to Denver PDA
    - i. JM – we are giving \$300 to Denver postdocs
  - n. Vote on \$ to WiSTEM (asking for \$500)
    - i. JM – we got a request for \$500, may be a lot of our remaining budget
    - ii. BM – was their request for us to fund the entire thing
    - iii. JM – seems like it

- iv. RK – I volunteer with this event, this is just for supplies for experiments to do. We are the only ppl they are asking so far. Easier for them to get more money from other groups if we fund them.
- v. NH – how much have we given to other groups
- vi. JM - \$300 to young hands in sci and AIR \$150
- vii. NH - \$500 a lot compared to what we have given in the past. Do we think we will get more requests
- viii. JM – Not other than project bridge / sci in news which have not asked yet
- ix. KB – do we know how this got funded last year
- x. JM – we haven't funded in the past
- xi. RK – they lost their funder for this amount last year. Don't think they are expecting to get it all from us
- xii. BM – Is this a line number in budget to have certain number of philanthropy?
- xiii. KF- I did notice that 200 is for mason jars – maybe we can cover the rest of the stuff.
- xiv. BM – Young hands had a bunch of money and bought a ton of cases of mason jars and we had to move them out, there may still be some left
- xv. JM – should we ask them to talk to young hands
- xvi. RK – these are the events they did last year. They might not so the mason jar thing again this year, want to mix it up.
- xvii. JM – we should still suggest YHS mason jars to them as someone to contact
- xviii. KB – the mason jar is a gift they get – should be easy to find alternative
- xix. BM – my suggestion is to think about what % of budget you want to use to fund other ppl on campus.
- xx. JM – if we did 10% we have \$150 to give.
- xxi. BM – what we are being told in grad school, any time there is an event like this, encourage to seek out interdisciplinary funding – deans fund – with goal to not have individual requests. This seems like it would hit what they are funding. Making sure they are exploring those options. Define what we feel like we can do, imp to support, but set parameters and give what you can
- xxii. JM – we should propose for next year to define how much of our budget goes to this with a funding data application.
- xxiii. NH- nice to do that to see who we can fund to make the biggest impact.
- xxiv. BM – people used to ask me for money and they don't anymore. I would gladly contribute too, don't feel like you need to give all the \$\$ there are other untapped outlets.
- xxv. JM - I am assuming everyone is somewhat on board, is there anyone who thinks we should not fund at all, \$150 would bring us to 10%.
- xxvi. RB – 50% would be okay
- xxvii. RK – that would be between the other two we have given
- xxviii. JT – do we want to meet our 10%
- xxix. NH – I worry that we gave more to young hands
- xxx. JM – raise hands \$250 – majority agrees.
- xxxi. J - \$250 with recommendation to apply elsewhere
- xxxii. JM – we can give specific recommendations
- xxxiii. BM – in the grad school I am instructed to ask deans fund first, then CDO is second line – I have this money in my budget, just need to go through process of asking. Grad school contributes to deans fund we want grad school supported events to get the money.
- xxxiv. JM - \$1200 – 1300 left for the year we need to brain storm. If we do t-shirts we could do a contest for a design. Think about the options over the holidays.
- xxxv. BM - I think you should have a classy cool long standing logo for the PDA that can go on stickers. Have a skyline or something

### 3. Advocacy Update

- a. JM – thought we would be further along by now but it isn't. Heather is going to help now. JM and HB had a talk with BM and the big issues are parental leave, pay, and retirement and when we talked there are pros and cons to all of them. 401K can get thrown out for now - too expensive not going to happen – also supposed to be retention benefit and we are not supposed to stay. We were talking about overall leave, making it the same system as the rest of staff and faculty may be easier to move forward with. We have a few more people interested in being on committee. We will actually kick start after Christmas making plans of who we need to get

involved, formulate proposals, gather stats and who to present this to. Let me know if you're interested or if you know anyone interested.

#### 4. Other Updates?

##### a. Outreach (Dylan)

- i. DM – outreach slack channel up and running – thanks for everyone for joining – I currently have one thing posted on there for a call for judges for metro region sci fair. Planning to add YHS school visit on there with some general instructions on how to get involved with them. Do envision as somewhere anyone can post, so if you have a something you want to post feel free.
- ii. DM – I met with Rebecca from Promga about changing catering. She is down with idea, but we need to look at budget again. Looking at the menu, \$150 for a seminar is limited budget to work with, so will need some work. Goal to get this done before Christmas. CCP started a program Buy Local and there is a catering service run by women who cater food from all over the world, partnered with CCP and I thought this was a good opp. for us to help people who live here.
- iii. JM – another idea, say this doesn't work for our budget. International ed week, at the festival we had a lot of different local vendors – we might be able to afford a local vendor if we use them frequently and see what they can do with our budget.
- iv. DM - I like the cater they offer, person I trust, and one place, having to seek out different caterer's may be tricky, could be good, reach out to AIR for that?
- v. KB – do you think Promega would give us more once a quarter
- vi. RB – Promega has a limited budget
- vii. JM – we can go to interdisciplinary fund and ask for money...
- viii. BM – think about purpose – purpose is seminar – having difficult food to eat may make it tough. Don't want to interfere with intent of event. May be better to think about this group for other things we cater. Don't want to have too much of a line to get people through.
- ix. JM – let's remember this for town hall since we have \$500 budget.

##### a. P2P (Julie)

- i. JDP - No P2P this month!

##### b. Seminar Series (Rushita)

- i. RB – last month first month we did 3 speakers, want to keep this up, next time we have 2. So nonspecific format right now. We may have 4 speakers sometimes in the spring.
- ii. J – can we make the seminar time longer?
- iii. JM – people will leave
- iv. BM – you already have so many people signed up you need 4 slots to accommodate?
- v. RB – yes, but people will cancel.
- vi. JM – don't recruit more
- vii. RB – yes, this time on slack I did just this month
- viii. J – can anyone in the spring who is signed up for one of the 4 ppl slots take the open spot in Dec?
- ix. RB – no one could, did ask.
- x. JT – great we got so many ppl to do it.
- xi. JM – we will have to think about \$\$ for seminar winners – do we do PDA, PDRD, or sponsors to give awards.
- xii. RB - I thought we set aside \$
- xiii. JM – we talked but never decided.
- xiv. RB – I would set the money in brackets in case we need it.
- xv. RB – we have a new co-chair Julie for the seminar series.
- xvi. BM – I am sure you are doing this already, important to see increase in events we are doing. Why you need a budget to do this, we are impactful on campus. This helps for the people who give us \$\$
- xvii. JM – 10 and 15 min talks are more like preparing for conference.
- xviii. RB – yeah, there are even 5 min flash talks. Use more as a discussion platform if you want, talk about what you want.
- xix. JM – On the website, should we put there are rotating formats

- xx. RB – let's say short talks and get rid of 20 min format – need to change website
- c. Engagement (Rob/Julie)
  - i. RK – we have happy hour next week, I have department thing going on I will be late or not there at all. Julie will you be there?
  - ii. JDP – I will move something and I will be there.
  - iii. IC – I go as well.
- d. Rep program (Rushita)
  - i. We have created a google drive where every month I coordinate with BM to get list of new postdocs and all postdocs and put it in the folder. Sent link to slack channel. Every month this will go in. Includes Denver Campus as well. Now reps can go on each month and find their new postdocs.
  - ii. RB – we need whoever has admin access on slack channel to update who the reps are.
  - iii. JM – what's the Denver rep slack channel?
  - iv. RB – Dominique set it up
  - v. JM – we can get Dominique to add you as admin, or add it as subchannel to PDA slack. Will contact Dominique
- e. Travel Awards (Heather/Maureen)
  - i. HB – all people who applied in the last cycle have gotten scores and comments and we are now are working on getting funding for next year.
- f. PDRD (Isik)
  - i. IC - We have applied for a PDRD date, not our first choice but what's available: July 23<sup>rd</sup>. We have subcommittees set up for awards, communications, finance, and speakers. They will start to meet. Going smooth for now. I will meet with people from AIA, they can't hand out sponsor list they have but if I go to their event they will introduce me to ppl
  - ii. JM – we have sponsor list to
  - iii. IC – want to get more and meet in person
- g. Communications (Kelsey/Natalie)
  - i. KB – do we need to add new Denver postdocs to website
  - ii. JM – yes
  - iii. KB – is there a position title
  - iv. JM – Denver Committee, if you think of something else tell Kelsey.
  - v. KB – Ill email them to get pictures and info.
  - vi. NH – POTM just got promoted this month should we still do, still postdoc when nominated and when I picked them as POTM. Should we still give it to them
  - vii. All – agree we should still give it to her.
  - viii. NH – any help on stuff for digest much appreciated, especially this month.
- h. Slack (Josh/Jenn)
  - i. BM – question about slack channel – who can join
  - ii. JM – anyone with CU Anschutz/Denver email
  - iii. BM – grad students can join?
  - iv. JM – yes, we haven't advertised to them
  - v. BM – as long as you can track use by postdocs/grad students... asking because for outreach opportunities – these come from other groups that these groups could use slack to advertise. Do you want to keep slack channel postdoc only or is it something that whoever is using it makes it better for everyone
  - vi. JM - I don't know, especially if we have an outreach channel ppl need to know how to get there. Need to get new invite link for slack! Think it would be good to invite these groups specifically as a way to reach postdocs
  - vii. NH – could be nice for resource sharing channel
  - viii. BM – as owners of account do u have membership list
  - ix. JM - yes, can see emails for users
  - x. J – you can change what appears in their username.

- xi. BM – you could figure it out after the fact then from the member list who are postdocs or other
- xii. JM – yes.
- xiii. BM – also good as alt mechanism to find out outreach opportunities other than email. So good for posting and finding opportunities.
- xiv. DM – from posting opportunity standpoint - I can see benefit from it. I feel pretty strongly that the events posted should be available to postdocs, not just grad students only. As long as we adhere to this, I would be okay with it
- xv. JM – yes, for the resource sharing it would help. Is anyone opposed to at least reach out to other groups and let them know they can join, do we want to invite all grad students, many ways to do it?
- xvi. J – if you invite grad students no longer postdoc channel - don't have problem with this
- xvii. JM – could be Postdoc grad student channel
- xviii. BM – what's the line between grad student and postdoc, there really isn't one. One of your themes is to build community. Questions – would this change the feel of the tool so postdocs less likely to ask questions - don't think it would happen. Good for grad students to see what we are talking about. May be good to think about it and not decide today.
- xix. JM – slack has a pool options we could pool the ppl on slack
- xx. J – how long ago was slack set up
- xxi. JM – 3 months ago.
- xxii. J – 3 m is a long enough time to not expect more use
- xxiii. IC- beneficial for grad students, but what about what's for postdocs
- xxiv. JM – increase chance of answer.
- xxv. KF – also on Denver campus, we have more grad students than postdocs so this is a benefit for postdocs.
- xxvi. KB – do we want to start it downtown
- xxvii. JM – we could if Denver wants to invite them to their subchannel.
- xxviii. J – could be beneficial.
- xxix. BM – lots of gad students, imp. To think about what grad students to include
- xxx. J – yes there are MS and PhD
- xxxi. RK – do we want to add English PhDs to slack channel
- xxxii. JM - that's what would happen in Denver
- xxxiii. BM – there are not that many PhD programs on Denver, there are a lot of MS programs but not PhD. There would be a lot of masters students in arts and media, potentially different. Also slack is opt in, so if it's not useful they won't opt in.
- xxxiv. JM – maybe we should digest longer
- xxxv. J -I have interacted with grad students in humanities, their lives are not that different, they would benefit from that aspect.
- xxxvi. BM – suggest we keep thinking. One way to start getting grad student work through groups that would be likely to use/have something similar and then go from there.
- xxxvii. JM – Organizations constantly ask us to send out emails. Have them post here instead or in addition to

## 5. Other Business

- a. BM – I did a mock interview with a postdoc from the Denver campus – really helpful for me, not being physically located there not a barrier to provide coaching sessions – one of the things we talked about that the first round is a phone or skype interview. So practicing them and get better at this and having opportunity to practice this is helpful. As a program, can we provide virtual mock interviews for each other. I can provide standard questions to ask, don't have to know anything about them but can give feedback on things like you were looking down the whole time, etc. Could be a cool program to develop. A way for postdocs to provide feedback to other postdocs. Wanted to throw that idea out there for the PDA to think about. I'd be happy to work with you on that program. *One interview tip – set computer up with white board behind it and write your talking points on the board so you can see them without looking down.*
- b. JM – having a career development committee could be a good place to do this. Then you need volunteers.
- c. BM – I don't want to be only one doing this, can we get people to sign up to be resources for this. So we have a group of ppl to do this. We can have standard list of

- questions, or if people have questions they want to be asked that would work
- d. IC – we could give people credit for doing it and use their credit for writing feedback, like an internal incentive system.
  - e. BM - I like where this is going
  - f. BM - I think the nature of this is low stakes enough to get people to do it.
  - g. KB – could it be like every time you do it you have a raffle ticket and then at the end of year we have a drawing
  - h. Lots of ppl liked this
  - i. JM – have a committee to give certificates
  - j. BM - I am not a fan of certificates. They are really just certificate of attendance.
  - k. BM - I think we can formalize a program so you can serve as a position we name so ppl can then say they did this.
  - l. JM – yeah and then call it the career development program
  - m. BM- ill think more about what it will look like and then come back

### Action Items From Current Meeting:

#### General:

- All – brainstorm what to do with our remaining \$\$ for the year
- BM – think more about mock interview program and how it would/could work

#### Budget Related:

- JM/JT/WK - give \$250 to WISTEM with info on other funding sources they can apply too
- JM/RB/MB - Verify with Walter that we can give \$\$ to PDA Seminar Series for winners
  - Will check out budget and see what fits.
- WK - Get up to date budget on the PDA server
- WK /JDP - buy small backup coffee maker

#### Slack Related:

- JM/JT - asp postdocs on slack if they would use a 'rec' area in the lawn between building 500 and RC1 S for recreation and relaxing if it was better equipped. If so what would you be interested in using this space for and/or have there (more seating, sports area, etc.)
- All – think about opening up slack to not just postdocs

#### Outreach Related:

- DM – revisit catering menu to see if it could work for seminar

#### Dept. Reps. Related:

- NH/KB - add Dept. Reps bio's to website – work with RB/JT to get bios
- JM – contact Dominique to get Rushita admin access to department rep slack channel

#### Seminar Series Related:

- RB – give schedule of seminar dates, speakers, and rooms to KB/NH for website/ digest

#### Postdoc Engagement Related:

- JDP – give P2P schedule, room location, and topics to KB/NH for website/digest

#### Communications Related:

- KB – Update website for seminar series so it says 'short talks' instead of two 20 min presentations each seminar
- KB – Add Denver PDA members to website