

PDA Executive Meeting May 7, 2020

Thursday, May 7, 2020 3:22 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	A – left PDA for job
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	P
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	A
PDA Advisor	Bruce Mandt	BM	P
Denver Campus	Eleanor Burns	EB	A
Denver Campus	Kelsey Funkhouser	KF	A
Denver Campus	Joani Mato	J	P
Additional Attendees			

Action Items from Previous Meeting

Town Hall Related:

~~JM— create google PowerPoint for all to add slides to—~~

All – look into any data / numbers you can pull together related to your position for town hall presentation and put together a slide and add to google ppt

~~JM/JT— start to advertise—~~

Communication Related:

All –Recruit next year communication person to help with website migration

KB – work on website transition

~~KB/NH— update calendar as we make decisions about virtual events—~~

Finance Related:

~~WK/JM/JT— contact Finance people to see if we can get gift cards for events—~~

General:

Put together yearly report on PDA

~~Think about SWAG and order—~~

Social/Engagement Related:

~~RK/JDP— set up virtual events—~~

~~RK/JDP— update on slack and to KB/NH when you decide what and when to hold events—~~

RB/JDP - contact seminar speakers and set up virtual seminars – let NH/KB know dates/times/speakers

Slack Related:

JM/NH/BM - write up slack survey findings

Travel Awards Related:

~~HB/MB— Talk to Susan about money for next travel awards cycle.—~~

PDRD Related:

~~IC/KB— send out survey about what to do about PDRD and make a decision.—~~

Today's Meeting Minutes:

Zoom link: <https://ucdenver.zoom.us/j/95757832827>

1. **Update from Bruce**

- a. BM – Did a Trainee check in last week – common theme was with process of getting back into the lab. Curious to hear from everyone about that. Want to make sure everyone is comfortable in this process.
- b. RK – Ready to go back but work in a room alone. Hearing that school is mandating how it will work, but seems like everyone here has heard something different
- c. RB – Inconsistent information is making people anxious
- d. BM – Opened up Cores this week to figure out logistics – elevators, stairwells, restrooms. Do not know how they will make decisions about mission critical research. All valid concerns. Other factors too – example - my shift is from 9 – 3 pm but kids are home and spouse works so how do we fix this. Make sure place for people to express concerns

- e. BM – Had a meeting yesterday with Dave and Susan prompted by incentive program for virtual events. Dave will not sign it and approve program. Rational – optics thing, looks like we are giving people money to show up to event. Suggested to incentive work or service – example dept. rep program. Expand number of people in these roles he would be supportive of this. Postdocs in these roles trying to check in with other postdocs, encourage participation in other PDA events. Things going forward more service driven. Good to give prizes in virtual seminar series. Also expect reduction in budget moving forward, will have funds but not same level, maybe 20% less or more. Think about what you need / want to do that will cost money.
- f. JM – they let us do door prizes for PDRD
- g. BM – If you really want to do this, Susan said you do have gift funds we could use to fund this program – that is your money. Bigger point about optics does become important about this. One thing we had talked about getting money from Deans fund for dept. lunches – that money is gone. Could use budget for these programs, either as recognition or to facilitate activities.
- h. WK – so instead of gift cards to postdocs to attend events we are already holding and have arranged they want new supporting events?
 - i. BM – No. Just giving examples of what would be funded.
 - j. JM – why don't we get incentivized we are already volunteering
 - k. WK – That is my point, we have already planned what to do for events
 - l. BM – Good point, you all volunteer you are exempt and are putting this in. Your effort rewarded for leadership experience etc. but no formal recognition. If you decide rep program not a place for it, think of other things.
- m. JM – we already wanted to do prizes for seminar, but that's only a few hundred, have to think of something or we are throwing away money.

- n. BM – Point is to be creative to justify using funds moving forward if goal to give funds out to people. People need to be doing something to earn it
- o. JM – No SWAG
- p. BM – SWAG Is different, but I don't know how remote SWAG would work. Tried to make the point that getting people to go to another virtual thing is hard, building community together is hard, everything PDA does is bringing together, seminar series only one where there is an easy transition. Things PDA does are more important now than ever.
- q. MF – for door prizes, even if career development money like we did for PDRD is that also money for no justification
- r. BM – PDRD is a different event, a lot of money donated specifically for the event.
- s. NH – POTM gift card still okay?
- t. BM – if already approved
- u. NH – will double check still approved
- v. JM – do more prizes for seminar
- w. BM – could do them quarterly, or semester or something like that. Travel awards don't have to go away either, travel does but not the award.
- x. JM – For town hall, if WK approves it, we already advertised that was jumping the gun, but could we get some from the event from the PDRD funds?
- y. BM – if you want to do it, shift and use gift funds. Go ahead push it and say already got it moving and need to use gift funds. Acknowledge what is being said, the new position and say will use funds following new rules in future. Say it's an experiment you're doing.
- z. WK – would take more work, but could we have a survey at end of town hall about uncertainty in this time and then do drawing. We get data
- aa. BM – I would say if they have an issue with this it would be shutting down research. Giving them out as incentive in a survey, that's standard practice.
- bb. JM – can we do that for any virtual event
- cc. BM – Don't do a survey just for gift cards. Think about participation in PDA events as professional/career/community building where after you have to do something or apply to qualify for gift card. Strategy to keep postdocs engaged, everything else tactic to do it – what do you want to do and how to get people to participate.
- dd. BM – contact Susan soon to use gift money for town hall.

2. Finance Update

Gift cards ordered? Remaining balance? Swag?

- a. JM – sounds like we don't know answer for what we can do with money but should do Seminar. How much do we have?
- b. WK - \$2400 left. Funnel some into seminar speaker awards. Sounds like they are going to be restrictive in how we spend it.

- c. JM – did like BM idea for breaking up seminars into shorter periods. Maybe a virtual and in person winner
- d. RB – hard to recruit people for virtually, sent out a dozen emails and two people would present. We will do one in May, figuring out logistics. Maybe one in June
- e. NH – is it worth reaching out to everyone.
- f. JDP - I will contact June people and then send an email to postdocs.
- g. NH – what about more seminars and then have both virtual and in person awards
- h. JM – if people are interested, we could do more.
- i. RB – Would be easy to transition feedback forms to google forms.
- j. WK – I am into it, aim for same percentage of virtual vs. in person prizes
- k. NH – may have people who have talks from conferences they could not give that will want to do it.
- l. JM – just say we will have awards and determine how many based on how many people do it.
- m. WK – cannot stock up on gift cards for next year if we present creatively since all events are virtual through sept
- n. JM – we can buy first second and third and then if we don't have enough people don't give all out
- o. WK – no harm in trying.
- p. JM – so ask \$200, \$100 and \$50 times two (virtual and in person)
- q. WK – sure helpful if I have stats on how many people are presenting.
- r. RB – In person or virtual?
- s. WK – both. More data that shows how many people we include the more likely we are to get approved.
- t. RB – Right now in May we have 2 speakers. Still ask people already scheduled give them a few days and then follow up with all postdocs for remaining spots.
- u. JM – I don't think its going to be hard to get 8 people to talk.
- v. NH – what about get approved and say we will only give out / buy if we have enough participation
- w. WK – will give it a shot.
- x. JM – virtual 2 prizes, in person 3 person.
- y. WK – If we get a huge response for virtual seminar, we can always ask for more.
- z. JM – think and see if you can come up with other programs.
- aa. KB – what about purchase other things for the PDA to use in the future – coffee carafe
- bb. WK – May be good question for Bruce.
- cc. JM – come up with list and see what we want to try to do.
- dd. KB – other big things use for a while that we need?
- ee. JM – we mostly use grad school items and don't have storage.
- ff. JM – Walter ask about gift funds for town hall.
- gg. JM – think of other ways to spend the remaining money.
- hh. NH – could we ask postdocs at townhall for any ideas

- ii. DM – don't we usually have a survey at town hall
- jj. JM – usually survey is for changes to charter, but we don't have any.
- kk. KB – Dylan any outreach things we could do?
- ll. DM – not sure it would make sense to facilitate through PDA. Reaching out to other groups would be good, not sure what the other groups are doing an maybe throw the idea out there
- mm. JM – Definitely reach out.
- nn. DM – there was an organization that wanted money earlier and we had already given a lot so I can look into that
- oo. WK – first let's ask if that kind of transfer would get approved
- pp. JM – Joint events too
- qq. WK – Could we do a service award?
- rr. JM – we could try to do service and mentor awards.
- ss. RK – speaking of money given to other groups how does that work. Some events we gave money for will not happen.
- tt. WK – WiSTEM made a virtual event. They usually just charge to speed type, they have to spend for it to leave our budget. Ill follow up. Anyone with other ideas let me know quickly.
- uu. JM – Do have forms filled out for some awards we can modify.

3. Town Hall

- a. **Slides ready; How to pick winners of door prizes?; Next year committee- call for applicants/ anyone staying??; Use slides to create an annual report to put online?**
- b. JM – if you have not added slides add something. I still have some to add. Thinking of using some data in the slides to prepare report for afterwards we can use going forward to help in the future.
- c. KB – before ready to finalize presentation can you send us a reminder.
- d. JM – keep changing things until Thurs night.
- e. JM – curious who is planning to stay next year in any capacity if you have not let me know please do.
- f. DM - has anyone reached out to join PDA?
- g. JM – Yeah, 3 people interested in joining. Only one person said only one position – international diversity officer, others interested in a couple positions. Talking to Julie that P2P might not be a position we need to fill, not great attendance. Dylan and Maureen both probably going to stay on. Almost everyone has voted for presidential nominations. Then will talk to nominees to see if they are interested in being president.
- h. NH – I am not going to be back on PDA next year.

- i. KB – I never heard back about website will follow up next week. Good to get next communications person involved, but no interest yet.
- j. JM – yeah, no interest yet but we need to fill that position.
- k. MF – I won't be involved next year
- l. KB – I also probably am not going to be involved next year. Happy to help transition
- m. NH – I will help transition too.

4. Virtual Meetings:

- a. **Happy/coffee hour**
- b. **Seminar series (gift cards for winners)**
- c. **PDRD??**

5. Updates/Questions?

- a. MB – travel awards – 2 weeks ago Susan said cancel program. Talked to Bruce to see if we could transform it to work. Bruce said budget cut in half and awards limited to \$250 per person going forward. Going to work out new details with Bruce, and once we have a plan inform reviewers. Heather got a job in New York so she is gone so I am the only chair for right now.
- b. JM – Is the \$250 is this for something before June 30 or for next year
- c. MB – need to clarify. Next round in July, so likely next year
- d. JM – probably only used for registration
- e. MB – probably. Thought about software license and argue for this, doesn't sound like it would happen because it could be paid for with the labs money. Will keep working to see what we can offer.

- f. KB – is PDRD canceled.
- g. RK – Isik said it was canceled.

Action Items from Current Meeting:

- WK – Contact Susan about using gift money for town hall gift cards
- NH – verify POTM gift cards previously approved still okay for May
- WK – See if we can give money to other groups if they apply
- WK – apply for money for virtual and in person seminar winners

RB / JDP – reach out to June speakers to see if they want to present virtually and reach out to all postdocs to see if they want to present virtually. Then coordinate upcoming seminars.

All – think of ideas to use our money for and let WK know ASAP

All – let Jenn know if you are staying on the PDA next year or leaving.

All – finish slides for town hall

MB – follow up working on travel awards