

PDA Executive Council Meeting

08/30/2018, 2-4 PM, Bldg 500 Rm W5105

Participants:

Position	Name	Initials	Present / Absent
President	Valerie Minarchick	VM	P
Co-VP	Dominique Reed	DR	P
Co-VP	Ian Cartwright	IC	P
CFO	Michael Dyle	MD	P
CCO	Shawna Matthews	SM	P
Outreach chair	Madeline Keleher	MK	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
PDEC chair	Jill Daigneault	JD	P
PDO advisor	Bruce Mandt	BM	P

1. Block Party 9/12

- Already have table, VM has tent to use
- Trivia Wheel is in the cabinet; prizes to give away according to color of the wheel it lands on?
 - VM: How much swag do we have?
 - JD and DR: Some swag, likely enough for Block Party but probably need to order more for NPAW
 - Pens from PDRD, candy from Costco for giveaways
- ACTION ITEMS:
 - Bring tent on Wed 9/12 (VM)
 - Order swag with P-card (VM)
 - Sign up to volunteer at the PDA table (at least 1 hr intervals) (JD to send signup list; everyone to volunteer)
 - At least 2 people at all times
 - Make and print flyers for table at Block Party (?? BM has new flyer designer)
 - Membership signup
 - Advertisement for PDA committees
 - NPAW awareness including where to go to sign up for service opportunities

2. NPAW (9/17 - 9/22) (rough schedule)

- **Monday, 9/17: Networking Day**
 - Postdoc Networking Lunch from 11:30-1:30 pm, RC1S 2nd floor atrium
 - VM: Use same catering as last time (Panera), 60-70 people should be plenty—no signup necessary, walk-ins fine
 - VM: Have tables set up for conversation starters (though didn't work too well last time- try again?)

- Stress balls to give away
 - Raffle for business cards
 - ACTION ITEMS:
 - Order food from Panera (VM)
 - Reserve atrium and schedule trash pickup (VM)

- **Tuesday, 9/18: Wellness Day**
 - Meet the PDA Executive Board (coffee and donuts), 9-11 am, RC1S 2nd floor atrium
 - Per BM suggestion: Move from 9/17 so as not to conflict with other events
 - Have posters so people can sign up for PDA committees
 - Potential events: meditation event for postdocs, maybe massages from massage therapist students?
 - IC: Each therapist can do 6 chair massages/hour, could do 3 therapists = 18 massages
 - Price of massage therapists is expensive for full setup; maybe people could go to wellness center to reduce price?
 - Could find freelance massage therapists to compare prices
 - ACTION ITEMS:
 - Contact wellness center and freelance massage therapists to compare prices (IC)
 - Contact June regarding meditation event (IC)
 - Make posters for signup on PDA committees (?? New flyer designer? Or SM can make boring signups in Office)

- **Wednesday, 9/19: Service Day**
 - Proposed activities for Day of Service:
 - Donations of toys and supplies to Children's Hospital (VM suggestion)
 - Blood Drive with Children's Hospital (Moved to next year 2019—need to book far in advance)
 - JD: crafting activity at Children's Hospital from 12-2 pm for 10-12 volunteers
 - They provide all the materials, we just provide the volunteers
 - BM: Look for other options (maybe 4-5 opportunities total) for that day to make it easy for people to get involved
 - Card making, monetary donations?
 - VM: could make dinner for Ronald McDonald House
 - Need to make dinner for 55-60 people or breakfast for 35-40 people; fairly large commitment
 - Chancellor will endorse Day of Service
 - ACTION ITEMS:
 - Contact other organizations to find service opportunities:
 - Community-Campus Partnership (JD)
 - Ronald McDonald House (VM)
 - Comititis (SM)
 - Create signup sheet for service opportunities (SM)

- Send out list of toys/ supplies that can be donated to Children's Hospital (VM)
 - Send drafts of Chancellor's endorsement letter to JD by Friday 8/31 at 9 am (everyone)
- **Thursday, 9/20: Professionalism Day**
 - Professional Headshots provided by the Postdoc Office/ Career Development Office 9 am – 3 pm in Grad School Office
 - JM: AIA-PDA Brews and Biotech Happy Hour collaboration at Ursula Brewery
 - Reduce the number of paid postdoc tickets to <100 so as not to waste them
 - Science in the News event
 - **ACTION ITEMS:**
 - Determine number of food tickets, contact food truck with final count (JM)
- **Friday, 9/21: Fun Day**
 - VM: Ice cream social with Em's Ice Cream from 1-3 pm in front of Building 500
 - Em's Ice Cream is confirmed; need to contact facilities
 - Lawn games
 - Donation packing for Children's Hospital 3-4 pm in Grad School Office
 - **ACTION ITEMS:**
 - Contact facilities re: food truck parking at curb in front of Bldg 500 (VM)
 - Create signup list for donation packing, taking donations to Children's (SM)
 - Bring lawn games (?? Everyone?)
- **Saturday, 9/22: Family Day**
 - Family-friendly outdoor activity in collaboration with Women in STEM's Parent Support Group and Milk and Cookies (i.e., family friendly hike, etc.)
 - **ACTION ITEMS:**
 - Contact family-friendly groups on campus (?? VM?)

3. General PDA business:

- Social media and PDA Digest:
 - BM: Make sure to promote NPAW on social media using #NPAW, #postdoc, #ScientistsTakeCare hashtags. Also need to notify NPA of events for NPAW
 - IC: Put spot in PDA Digest for upcoming volunteer opportunities
 - BM: Potentially also include #ScientistsTakeCare campaign in PDA Digest
 - List of service opportunities on website
 - SM: Website is still missing photos of some Exec Council members (can be updated after headshots at NPAW)
 - SM: Possibility of doing a Photo of the Month Contest?
 - Prize can be \$5 gift card to Etai's
 - Participants can post photos to any of the denverpostdocs social media accounts

- Budget:
 - Budget breakdown:
 - NPAW: 30%
 - Outreach: 20%
 - Remainder: miscellaneous, swag, Science Lounge, etc.
 - Full budget breakdown to be sent out after meeting with CFO MD next week
- ACTION ITEMS:
 - Update PDA Digest format to include sections for volunteer opportunities, #ScientistsTakeCare campaign (SM)
 - Send Exec Council photos to SM for website (VM, SC)
 - Send full budget breakdown to Exec Council members (VM/MD)

4. NPA meeting:

- Executive Council 2018-2019 goals: focus on emotional wellness
- Can do anonymous survey of mental health at Block Party table, also recurring surveys at Peer Support Group to gauge change over time
 - Data to present at NPA meeting
- BM: Change name of Peer Support Group to take away the stigma associated with needing support
- ACTION ITEMS:
 - Start preparing abstract for NPA meeting (submit in October- VM)
 - Modify existing mental health questionnaire (BM)
 - Brainstorm ideas for changing name of Peer Support Group (everyone)

Next Meeting of the Exec Council: to be scheduled via Doodle poll/email in October 2018 by VM