

PDA Executive Council Meeting

10/1/2018, 12-2 PM, Bldg 500 Rm W5104

Participants:

| Position | Name | Initials | Present / Absent |
|------------------------|--------------------|----------|------------------|
| President | Valerie Minarchick | VM | P |
| Co-VP | Dominique Reed | DR | A |
| 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. NPAW Wrap-up

- a. Good attendance at most NPAW events
- b. Ice cream social- only 72 from scanner (fewer than prev year), not sure how number is lower than last year but didn't monitor amount of ice cream given away due to staffing issue w/ Em's truck
- c. Lunch- 78 vs 49 from previous year
- d. Coffee hr- 44, up from usually about 15 people
 - i. Maybe change the time to 9 am- may want to bring donuts (2 dozen to keep price low, could cut in half?)
 - ii. BM- donuts in keeping with wellness theme?
- e. Massages 26 people, space for 32
- f. Seminar- 39 people (highest # ever)
- g. Need a family day next year
- h. Day of service- 5 non-exec council people attended between two events
 - i. JD- can only do Children's Hospital crafting event next year
 1. MK- also important to know that you can't participate if you've been around someone with a cold in the last week
 - ii. BM- start advertising earlier, make sure everyone knows when and where
 - iii. MK- advertise carpooling
 1. BM- with carpooling, university could be liable as PDA is university-sanctioned organization; driver's personal insurance would be required to cover everyone in the car in the event of an accident
 - a. PDA can pay for ubers for local events
 2. VM- possibility of a waiver on google doc signup?
- i. MK- some events could have gone more smoothly for NPAW
 - i. Examples: Google doc where people on council could sign up but still blanks on it right before the event; games still in boxes for ice cream social 30 min into event

- ii. Another meeting before the events started; feels like not enough time to plan
- iii. VM- Transition earlier to next exec board
 - 1. Elections happen in July so people have more time to plan for NPAW; transitioning in August does not give enough time
- iv. JM- give people more advance notice about events
- v. VM- some postdocs might feel like service event is not being appreciative of postdocs
 - 1. BM- when sending NPAW exit survey, try to get idea of postdoc driving factors

j. **ACTION ITEMS:**

- i. Think about changing the coffee hour time for November
- ii. Create exit survey for NPAW- needs to be sent out by the end of the week
 - 1. Sample questions: did they attend, why didn't attend, what were the favorites, etc
 - 2. BM uses Qualtrix- need to create account but can share with other people (MK, JM (has data from NPAW taco event in excel spreadsheet), IC)
 - a. Sign up through university credentials
- iii. Taking excel files of events, separating postdocs from non, pairing postdocs with mentors so we can do business card with selection (JM)
 - 1. Per BM: do google doc first to see if council knows which postdoc goes with which PI
- iii. Pick social media winners for gift cards- get info from VM (SM)
- iv. Update charter so that elections are held in July (VM)
- v. Put together NPAW SOP checklist with timing (VM, JD)

2. Scanner

- a. NH husband is a software developer; can change data obtained through scanner
- b. Can information assoc with each badge be obtained? (whether postdoc, PRA)
- c. BM- does this get into issues with confidentiality, university proprietary concerns (i.e., looking at program that the university built)
- d. VM- only info we get with existing scanner is name and email address, can export to excel but that's it
- e. NH- department affiliation would also be useful but not sure how much information is actually contained on the badge
- f. BM- people may need to opt in one-time
- g. **ACTION ITEMS:**
 - i. Take home badge scanner to husband to find out what info is contained on badge (NH)
 - ii. Investigate legality/ proprietary concerns (BM)

3. Travel awards:

- a. SC- currently travel awards go in 4 rounds- budgeted for 10 \$500 awards for entire year, PDA sponsors an extra award (11 total); always a lot of ties so it's hard to do 3, 2, 3, 2 awards per cycle- 2 awards per cycle is very discouraging
- b. SC- change to three cycles to give 4 (first of the year), 3 (fall), 3 (winter) awards per cycle

- c. WK- a lot of awards (17) clustered at the top and not much difference between to stratify; difficult to choose
- d. SC- current SOP has 33 junior faculty as reviewers, only 10 people did it last time
- e. VM- do we have a way to access who needs to improve portfolio?
 - i. BM- junior faculty has a lot going on, look for mid-level or senior faculty (fewer constraints on time)
- f. VM and IC- important to check to make sure proposed cycles wouldn't conflict with study section or R01 deadlines
- g. SC- three cycles: 1) apply 2/28, good to use after 4/30; 2) apply 6/30, good to use after 8/31; 3) apply 10/30, good to use for rest of the year

h. ACTION ITEMS:

i. Check to see if faculty on list still wants to be involved; put effort into seeing if those want to review, try to recruit new faculty (SC, WK)

- 1. BM- if faculty is not interested in staying as a reviewer, ask for recommendations

ii. Set up meeting to discuss more \$ for travel awards (SC, WK, VM, BM)

4. P2P:

- a. Postdoc support group rebranded as P2P
- b. Take away touchy-feely language to avoid stigmatization
- c. No one from exec council in attendance last time
- d. Change so VPs are in charge of choosing topics, scheduling, making sure someone from exec council is at each event

e. ACTION ITEMS:

i. Take over organizing, choosing topics, finding rooms (DR, IC)

ii. Define P2P in flyers, at least until it gets enough of a following (SM, VM)

5. Postdoc Digest:

- a. BM- can either divide up digest sections to share workload or get other postdocs involved (find articles and send along interesting content)
- b. IC- put call out for individuals to get involved in committees (word doc)
 - i. JD- have committee descriptions as header so people know what's involved
- c. Rebecca from Promega keeps missing digest deadlines for advertising coffee hour
 - i. BM- what are we promoting? Coffee hour and networking sponsored by Promega
 - ii. JD- can get a little sales-pitchy
 - iii. Bottom line- need to be cautious about how things are promoted

d. ACTION ITEMS:

i. VM- put committee descriptions on Google doc

ii. Google doc so people can post stuff (SM to make)

- 1. Reuse NPAW signup sheet (just add new tabs)

6. PDA Pamphlet:

- a. VM- After NPAW and campus-wide event: create a pamphlet to show overview of PDA that people can take with them
- b. Liz Wheatley can make it
- c. **ACTION ITEMS:**
 - i. **Send trifold WiSTEM pamphlet as template (BM)**
 - ii. **Tell Liz Wheatley what we want included and send relevant info (VM, SM)**

7. Finance update:

- a. MD- p-card up to date? VM has some stuff to add
- b. A little over-budget on NPAW compared to last year (but includes swag) and a few other things that could be shifted to other non-NPAW categories
 - i. Added a lot of extra events with comparatively low increase in spending \$
- c. BM- postdocs don't go to happy hour after work (not the culture of the campus)
- d. **ACTION ITEMS:**
 - i. **Finalize p-card transactions (VM)**

8. Meditation event:

- a. Didn't get info in time for NPAW
- b. Can do at beginning of December because of stress associated with holiday season
- c. \$100 for someone to come in and organize it
- d. MK- previously attended the meditation event on campus but didn't enjoy the style, perhaps find someone else to lead it
- e. IC- could use room in RC2 for event
- f. BM- could do mindfulness event, where mindfulness is core of meditation, paying attention to breathing- we don't have enough compassion for ourselves (forgiveness for ourselves)
- g. **ACTION ITEMS:**
 - i. **Pass along mindfulness info (BM)**
 - ii. **Contact meditation organizer (VM)**

9. Turtle Project:

- a. Fits into postdoc engagement committee
- b. **ACTION ITEMS:**
 - i. **Email wellness center about setting up a collection box (SM)**

10. NPA abstract:

- a. Theme of abstract is wellness; send abstract in October; present at national meeting in April
- b. What kind of data to include on poster? Survey question responses from NPAW, questionnaire at P2P events?
- c. **ACTION ITEMS:**

- i. Send abstract for NPA meeting (VM)
- ii. Give feedback on NPA abstract (all)

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