

## PDA Executive Council Meeting

11/9/2018, 12-2 PM, Bldg 500 Rm W5104

Participants:

Position	Name	Initials	Present / Absent
President	Valerie Minarchick	VM	A
Co-VP	Dominique Reed	DR	P
Co-VP	Ian Cartwright	IC	P
CFO	Michael Dyle	MD	P
CCO	Shawna Matthews	SM	P
VCO	Sophina Taitano	ST	P
Outreach chair	Madeline Keleher	MK	P
Travel awards co-chair	Sara Coleman	SC	A
Travel awards co-chair	Walter Knight	WK	P
Seminar series chair	Natalie Hohos	NH	A
PDRD chair	Jenn Major	JM	P
PDEC chair (past)	Jill Daigneault	JD	A
PDEC chair (current)	Madeline Keleher	MK	P
PDEC committee	Marina Felisbimo	MF	P
PDEC committee	Josh Travers	JT	P
PDO advisor	Bruce Mandt	BM	P

### 1. Scheduling PDA events

- a. Make PDA meeting same time and date (first Thurs of the month) from 1:30-3:30 pm)
- b. Make coffee hour same time, still maybe alternate Tues and Thurs (9:30-10:30 am)
- c. **ACTION ITEMS:**
  - i. Change time of coffee hour on Google calendar to 9:30-10:30 am so it updates CDO calendar (SM)

### 2. P2P topics and schedule

- a. DR: need to think about new topic ideas. Networking was suggested as a topic.
- b. WK: interest in personal finance?
- c. BM: can get topic ideas from NPA myPostdoc
- d. DR: join NPA, get access to all webinars
  - i. BM: do better job of making sure postdocs know that we get free access to join NPA bc we are affiliate
- e. MD: knows someone who is very interested in careers in academia, would be interested in leading that discussion
- f. P2P takes place on last Friday of the month, 12-1 pm
- g. Need to advertise about having light refreshments
- h. **ACTION ITEMS:**
  - i. Blurb to advertise joining NPA in digest (SM)
  - ii. Update flyers with more info to draw people in (SM for digest, DR/IC for hanging flyers around campus)

### 3. Postdoc of the month (POTM):

- a. We need to advertise this more- postdocs generally don't know how to nominate someone
- b. MK: at coffee hour, can invite current POTM, recognize them, hand out slips of paper to nominate next POTM
- c. BM: need to do better job of recognizing and celebrating postdoc achievements in keeping with wellness theme of PDA
- d. Take a picture of POTM at coffee hour
- e. IC: golden (broken) pipet
- f. JM: should we do a separate email to advertise current POTM?
- g. SM: can potentially run the risk of too many emails going to postdoc listserv
- h. DR: difficult to nominate people, or at least perceived that way
- i. JM: maybe do QR code?
  - i. BM: can do simple QualTrix survey on website that would link to QR code

**j. ACTION ITEMS:**

- i. Invite current POTM to coffee hour (??)
- ii. Design QualTrix survey for nominating people to POTM that links to QR code (??)

**4. Departmental rep program:**

- a. Involves emailing the reps and sending out to departmental reps
- b. IC: need to have meeting with departmental reps
- c. MK willing to do it, but per BM, likely belongs under Engagement Committee activities
- d. IC: find a way to engage faculty to increase support of postdocs attending PDA events
- e. Make a packet of material or email template to send to new postdocs; send to faculty?
  - i. BM: send info to faculty at the same time as postdocs

**f. ACTION ITEMS:**

- i. Get back into swing of notifying departmental reps about new postdocs (VM/DR?)
- ii. Make packet of material to send to new postdocs and faculty (??)
- iii. Set up rotation of exec council members to attend new postdoc orientations (??)

**5. Charter changes:**

- a. Move elections to July?
- b. Need to get all postdocs to agree to change; Hannah (prev pres) accomplished this via town hall
- c. BM: people given a week post-town hall to make comments or raise concerns
- d. JM: do town hall in the spring?

**e. ACTION ITEMS:**

- i. none

**6. Travel awards:**

- a. WK: Met with BM and SC last week, mean funding % is 11.2%, not very encouraging
- b. Currently focusing on arranging meetings with deans on campus early in 2019 and maybe alumni association to increase funding
- c. Relatively small amounts of funding make a big difference (15K is goal up from 5K currently)
- d. BM: currently all money comes from graduate school
- e. 90% of postdocs are in SOM, 25% of postdocs are in Dept of Medicine, Pharmacy has 25-30 postdocs—never asked any of them for money
- f. BM: we don't have alumni relations, emails asking for money come from Advancement
- g. ACTION ITEMS:
  - i. none

**7. Finance updates:**

- a. MD: plans on meeting with BM
- b. BM: need to file charges to appropriate speedtype (<\$1000 spent on our speedtype)
- c. DR: how do we submit receipts?
- d. MD: learning how to do reimbursements by working via Project Bridge
- e. BM: need to be delegate in order to submit a report on someone's behalf (need to file our own)
  - i. If put on a P-card, whoever has the P-card can do the processing
  - ii. MD has screenshots to show people how to do reimbursements
  - iii. All charges captured via google docs but needs to be updated
- f. ACTION ITEMS:
  - i. Create SOP for submitting receipts for reimbursement (MD)

**8. Potential for establishing a Communications Committee:**

- a. Sophina Taitano (ST) to serve as vice pres of communications- will take over website maintenance, Instagram, Facebook, LinkedIn, SM to retain digest and Twitter, LinkedIn
- b. Need to update charter to reflect VP-of communications
- c. MD: Send out one-sentence reminder for submitting digest content
- d. DR: Slack. We are going to try it, Ian will head this effort. We can collect data on this, see if slack is a more effective way for a PDA exec board to communicate (may be more effective than emails), we can even present this at the next poster.
- e. ACTION ITEMS:
  - i. Short tutorial for the next meeting prepared by IC.

**9. PDRD update:**

- a. JM: First meeting next week to see who is interested and pick ideas for a theme, speaker, and date. Will figure out how often they will meet from there.
- b. ACTION ITEMS:
  - i. None

## **10. PDEC update:**

- a. Jill is out on maternity leave so need a chair for the Engagement Committee and then multiple people on the committee.
  - i. Events: Coffee hour, hike series, NPAW, departmental rep program, etc.
  - ii. How are we engaging people? It needs to be an intentional, directed effort.
  - iii. Track metrics; for example do we want an increase in the number of people going on hikes?
  - iv. Roles: Marina Felisbimo (MF) and Josh Travers (JT) will serve on the committee. MK will be the Engagement chair.

### **b. ACTION ITEMS:**

- i. none

## **11. NPAW survey update:**

- a. MK presented the results of the NPAW survey
- b. Key insights:
  - i. Coffee hours best in the morning
  - ii. Postdocs prefer receiving PDA updates via the digest, then by flyers
  - iii. Professional headshots and networking lunch were the most attended NPAW events
    - 1. Postdocs don't want to bring their PIs to the networking lunch so maybe should re-think the format of that
  - iv. Massages were a big hit except with one person
    - 1. Next time can move the check in away from where the massages are happening so it's not so loud
  - v. People didn't come to the Day of Service because they didn't have enough notice to fit it into their schedule
    - 1. 25 maybes and 16 yes for being interested in next year's day of service, with suggestions of adding an animal shelter or park clean up activity
  - vi. People liked the happy hour, maybe move it to Cedar Creek where there are drink options other than beer
  - vii. Industry talk was not structured enough—maybe have a panel of several industry people next time, and have them prepare a PowerPoint presentation instead of just googling things in front of the audience
  - viii. Overall feedback is that people were very happy with NPAW, but wanted more notice of events and a flyer that had all the events of the week posted ahead of time
  - ix. Things to change for next time:
    - 1. Try not to make all the activities in the same building
    - 2. Try some structured socializing events next year; i.e., trivia night, group walk, team scavenger hunt, networking lunch with icebreaker activity, etc

3. Need to include postdocs on Denver campus next NPAW (more of them now), try to find someone there willing to be our Denver campus liaison
  4. Events except P2P, postdocs should be encouraged to bring non-postdoc friends
  5. If we do another career panel, consider international postdocs and make sure there are companies that support visas
- c. BM is doing an orientation on the CU Denver campus soon, maybe someone from the exec board should attend as well
- d. ACTION ITEMS:
- i. Contact Denver campus to find postdoc liaison (??)
  - ii. Send out info on orientation at Denver campus so someone from exec council can attend (BM)

**Next Meeting of the Exec Council:** Thursday, December 6<sup>th</sup>, 1:30-3:30 pm, room TBD