

## PDA Executive Council Meeting

2/7/2019, 1:30-3:30 PM, RC2 Rm 10105

Participants:

Position	Name	Initials	Present / Absent
President (current)	Dominique Reed	DR	P
President (past)	Valerie Minarchick	VM	A
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	P
Travel awards co-chair	Walter Knight	WK	P
Seminar series chair	Natalie Hohos	NH	P
PDRD chair	Jenn Major	JM	A
PDEC chair (current)	Madeline Keleher	MK	P
PDEC chair (past)	Jill Daigneault	JD	A
PDEC committee	Marina Felisbimo	MF	P
PDEC committee	Josh Travers	JT	P
PDO advisor	Bruce Mandt	BM	P
Additional attendees:			

### PDA Town Hall: May 14, 2019:

1. Finalize time
  - a. 9:30-10:30 am vs. 10:00-11:00 am
    1. What time is best?
    2. NH- best to keep it the same as coffee hour
    3. SC- snacks and coffee so maybe best to keep it early
  - b. Action items:
    1. Time is officially 9:30-10:30 am- reserve room (DR)
2. Proposed charter changes
  - a. After town hall, change dates to reflect dates when charter was modified/ratified
  - b. Change proposed by MK- Require executive council to attend other PDA events?
    1. MK- Problematic if council members only come to PDA meetings
    2. SC- might discourage people from participating in executive council if they have to go to other things
    3. NH- change language to "highly encourage"
    4. SM- what's the point of putting it in the charter if it's not specific and enforceable?
    5. BM- worthwhile to put it in the charter as a duty of the executive council
      1. Conducting day-to-day events- BM- what does this mean?
      2. Organizing events that support the broad postdoc community

3. NH- didn't know that helping with NPAW was part of Seminar Series chair position
6. MD- what's the point of this? To remove people who aren't participating in things?
  1. MK- yes maybe, but also to help future executive councils where members aren't participating as much as necessary
  2. BM- informed consent- maybe say supporting broad postdoc community events
- c. Move elections to July
- d. Voting process
  1. DR- Hannah Hathaway wanted to have an online voting option for electing executive council officers
  2. IC- the nice thing about making people to apply at the actual meeting is that it selects for people who actually want to be involved
    1. IC- need to make sure that you have candidates who are actually interested and qualified (some positions have requirements)
    2. Can put it in but don't necessarily need to implement at this point
  3. BM- NPA does online elections and posts bios of executive council members and why they want the position, not fair to limit participation to those who show up at the meeting bc of other time commitments
  4. MK- can request absentee ballot if unable to attend?
  5. BM- don't leave up for a long period of time (like 72h)
    1. Keep a log of the problems encountered and strategies to solve them bc it is a cool poster for dissemination to the postdoc community
- e. Attendance
  1. MK- need to quantify frequency of president meeting with BM on regular interval?
  2. BM- it's on an as-needed basis; as long as the faculty advisor is the CDO director, shouldn't need to put a number on it
- f. Review duties of executive board
  1. President
    1. Attends postdoc orientation- DR is working on getting a packet together to give out to new postdocs (includes schedule of ongoing PDA events)
    2. Supposed to monitor email communications but everyone kind of shares this responsibility
    3. MK- Question about email etiquette- email client automatically opens first email but it is marked as read, should mark as unread?
      1. DR- usually check correspondence within the PDA mailbox
    4. Add in requirement for president needing to be nominated by member of existing council
  2. VP
    1. DR- didn't know that meeting with other groups on campus was job of the VP
    2. IC- other members of the executive council are better situated to interact with groups on campus
    3. BM- many of the groups on campus have events at the same time so people have to choose which event to attend, so the point of the VP attending was to tap into other groups to see what they are doing

1. The more you can coordinate with what other people are doing, the less overlap and thus choosing between events postdocs will have to do
3. CCO
  1. SM- Add in a requirement for a succession meeting where past council meets with new council to go over the charter
  2. DR- add in vice or co-CCO position?
  3. SM- prefer co-CCO as opposed to vice
  4. MK- add in selection of POTM?
    1. NH- maybe 'notification of POTM' more than selection, since selection of POTM has an established process for choosing
  4. CFO- no changes needed
- g. Review ad hoc committees
  1. Diversity committee:
    1. DR- when to implement the committee? Full time? Just when there's a need for it?
    2. SC- nice to have committees that serve a purpose that come and go as there is someone passionate to lead them
    3. BM- how would you have an international committee that wouldn't compete with AIR?
      1. DR- they would be an advocate with AIR so the PDA would have a closer connection with AIR
      2. BM- that sounds more like an officer position as opposed to a committee (committee suggests you're building something, doing something)
      3. NH- if there's that many people who bring it up, should be an actual position
      4. WK- there's a lot of challenges faced by those from international community that domestic postdocs don't understand, could serve as a resource
      5. SC- 30-40% of postdocs are international
    4. DR- would MF be interested in being the diversity officer (or eventual diversity chair?)
    5. MF- passionate about the topic but wants to have a real function so need to think about what the roles and jobs would be
    6. SC- might increase amount of international postdocs on executive council if they get involved in diversity committee activities
  2. DR- other suggested committees?
    1. NH- leave it open?
    2. BM- stay away from specifying what committees are and instead form as needed and wanted
  3. WK- specify that you can form committees with approval of executive council? (can participate in committees if not part of executive council)
    1. NH- specify that additional postdocs can be pulled in (can be nominated to chair if postdoc, can participate if not postdoc)
    2. BM- maybe postdocs who are not on executive council can propose and chair an ad hoc committee
- h. Seminar series changes to charter:

1. NH- add in taking pictures and sending it to whoever is responsible for social media
2. NH- maintain relationship with Promega pizza sponsor
3. DR- track feedback for speakers
  1. NH- select best speaker of the year based on attendees' feedback
- i. Faculty advisor:
  1. BM- wanted to leave flexibility so advisor of executive council is not necessarily the PDO director
- j. Departmental rep program:
  1. DR- meet at least once per year with president
  2. IC- solicit new representatives every January or as needed
  3. MK- reps should inform PDA when they leave
    1. Also remove from charter the requirement for dept reps to attend executive council meetings
- k. Action items:
  1. Implement changes discussed at the executive council meeting into the charter (DR)
  2. Send amended charter for review to executive council members (DR)

**Career Development:**

3. Travel awards update (WK/SC)
  - a. WK- thanks to DR for securing \$ for an additional travel award from department chair
  - b. WK- in process of making revisions for reviewers to score applicants
    1. Some discrepancies in terms of what reviewers are asked to score and what postdocs are asked to provide in the application
  - c. Action items:
    1. Finalize rubric that reviewers use to score applications (WK, SC)
4. BM- OIT is moving the PDA website off SharePoint- Matt has agreed to take care of the PDA website's migration (but he's leaving at end of summer)
  - a. PDA may lose a lot of customization options
  - b. Will be able to update content but not layout or stylistic per se
  - c. Might be more difficult for travel awards site, PDRD site
  - d. Action items:
    1. Make any key changes to website prior to migration (SM, ST)

**Next Meeting of the Exec Council:** Thursday, March 7, 1:30-3:30 pm, Fitzsimons Building (formerly Building 500), Rm 5104