

PDA Executive Council Meeting

4/4/2019, 1:30-3:30 PM, RC2 Rm P15-9105

Participants:

Position	Name	Initials	Present / Absent
President (current)	Dominique Reed	DR	P
President (past)	Valerie Minarchick	VM	A
VP (current)	Josh Travers	JT	P
VP (past)	Ian Cartwright	IC	A
CFO	Michael Dyle	MD	P
Co-CCO	Shawna Matthews	SM	P
Co-CCO	Sophina Taitano	ST	A
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 (current)	Madeline Keleher	MK	P
PDEC chair (past)	Jill Daigneault	JD	A
PDEC committee	Marina Felisbino	MF	P
PDO advisor	Bruce Mandt	BM	P
Additional attendees:	Vibha Cha	VC	P

PDA Housekeeping:

1. Roll call
2. Vacancy in vice president position
 - a. Previous action items:
 1. None
 2. Status? n/a
 - b. IC stepped down
 - c. DR asked JT to take on role of VP, accepted
 - d. Action items:
 1. Update website with JT info and pic

Finances:

3. Finance update (MD)
 - a. Previous action items:
 1. Determine if we want to sponsor another Science Lounge (DR/all)
 2. Status? Done (Decided to do May Science Lounge on Reality Bites)
 - b. \$2100 left for year, 5 things remaining:
 1. Science lounge tix

1. Reduce number of tix (15 this time), spent 375 last time, budgeted 300 this time
2. MF- set requirement that people who went last time can't go this time
2. Town hall
 1. Budgeted 420 but DR estimates to be less
 1. This is food-only budget but we also need swag
 2. How many people there last time?
 1. MD- looking at last year, purchased about 300 replicates of swag, allocate about \$500
 2. NH- need more pens for swag, need to order that soon
 3. BM- uses Sincerely Yours company, familiar with working with the university since need to have official logo and permission (?)
 4. Nix flash drives bc too expensive
 5. DR received request for coffee mugs
 6. MK lunch bags
 7. DR special lanyards for departmental reps
 3. Coffee hrs- prob need \$40 per coffee hour for remainder of the year (3 x \$40)
 4. Happy hrs
 5. PDA poster for NPA
 6. YHIS
 1. Requesting \$300
 7. SITN (\$150 promised at last meeting)
- c. After paying for first 4 things, that leaves about \$1k, 4600-700 after paying for YHIS
- d. Action items:
 1. Update budget with amounts for P2P, coffee hours, YHIS, SITN (MD)
 2. Send updated budget projection for remaining year (MD)

Community Development:

4. Town Hall update
 - a. Previous action items:
 1. Swag inventory (DR/IC/MK)
 2. Reserve food (DR)
 3. Status? Done
 - b. Need food for 65 people
 - c. Budget in \$ for tip
 - d. Decided on Panera
 1. Food will be delivered at 9 am
 - e. BM- when to start promoting?
 1. DR- will start promoting 1 month ahead of time, send out invitations via email, mention at coffee hours, hang flyers
 2. BM- Piktochart- nice for making flyers
 3. MF- Canvas also makes nice flyers
 - f. Since May is mental health awareness month, is there something we can do at the town hall to incorporate this since this is our theme?
 1. SM- thought about something simple like a 5-min guided breathing exercise to maintain wellness theme
 - g. Action items:

1. Finish food order and submit (DR)
 2. Find a link for guided meditation (NH)
5. New postdoc orientations
1. Previous action items:
 1. PDA exec council continue to sign up to attend monthly orientations so it's not the same person all the time (all) (ongoing)
 2. Status? Ongoing but needs to be improved
 2. What's the problem with getting people on PDA council to sign up?
 3. Action items:
 1. Re-send google doc for signing up for orientation (DR/JT)
 2. PDA council find time to sign up (all)
6. P2P
- a. Previous action items:
 1. Update P2P calendar with correct topics (DR)
 2. Status? Done
 - b. How to take P2P and convert it into something concrete
 - c. 64 people have attended cumulatively since July 2018
 - d. DR- it's a lot of work to do every month; was planning to end it in May
 1. NH- let's get someone involved to take over P2P every month to champion it
 2. BM- doesn't need to change in the charter
 3. JT- roll P2P into engagement committee, happy to help out with P2P and engagement duties
 - e. Perception of P2P is inconsistent- struggling with identity
 1. Seems like it's marketed as a seminar but it's actually more of a discussion
 2. How to give more realistic idea of what to expect
 3. BM- "what you say when faculty aren't around", be more explicit about being a peer experience group
 - f. Action items:
 1. Put a direct anonymized quote on the flyer to give more of an idea what to expect (SM/DR)
7. Campus organizations and groups update (JT)
- a. Previous action items:
 1. None
 2. Status? n/a
 - b. Start to attend more meetings, connect with different groups on campus, AIA/SACNAS, so they know the PDA has a presence, sort of a liaison position
 - c. Keep up appearances
 - d. All the acronyms get confusing
 - e. BM- there are officially university affiliated groups and university associated groups
 1. i.e. PDA is affiliated (get \$), WiSTEM is associated (different treatment)
 - f. Action items:
 1. Decide which groups to target and how to split it up (MF/JT)
8. National Postdoc Association meeting poster
- a. Previous action items:

1. None
 2. Status? n/a
- b. BM- probably not helpful for a bunch of people to chime in with little things to fix
 1. MD- Can do it in phases, NH/MK/DR take first swing at it, then send it around for everyone to check it out
 - c. BM- content-wise, YHIS doesn't seem to fit
 1. Doesn't need to be exhaustive
 2. Make sure to frame it in the context of how it's helping with wellness
 - d. Action items:
 1. NH, MK, DR finish the poster (meet tomorrow since conference is next week)
 2. Send poster to rest of council when finished (DR)
9. Changes to PDA website (ST)
- a. Previous action items:
 1. Update website with changes to PDA leadership (SM/ST)
 2. Figure out details for website migration (SM/ST)
 3. Status?
 - b. Moving from SharePoint to Sitefinity
 - c. Need headshot and info from JT
 - d. Some links are not working, complaints from dept reps
 - e. BM- get as much accurate and current content as we can
 - f. Action items:
 1. Update website with changes to PDA leadership (SM/ST)
 2. Check links on website to confirm that they are working (SM/ST)
10. PDA digest (SM)
- a. Previous action items:
 1. Send flyers (jpg format), upcoming PDA events, other digest content to SM by 5 pm the Tuesday before digest goes out (ongoing)
 2. Get DR data for NPA meeting poster (SM)
 3. Status? Done but ongoing
 - b. MK putting in volunteer opportunities, wants to know what people are clicking on
 - c. Action items:
 1. Make flyer to include in digest to highlight travel awards winners (SC/WK)
11. Social media (SM/ST)
- a. Previous action items:
 1. Take pics at events to publicize the PDA initiatives (excluding P2P) (all) (ongoing)
 2. Status? Ongoing
 - b. Action items:
 1. None; ST absent
12. Postdoc of the month (POTM) program
- a. Previous action items:
 1. Give away swag for POTM awardees (ongoing)
 2. Keep tabs on POTM nominees and add to Google doc in chronological order (ongoing)

3. Put POTM headshots on PDA drive (SM)

4. Status? Done

- b. Eligibility?
- c. Switch to random number method
- d. One nomination per person that nominates you
- e. Increases your chances if more people nominate you
- f. BM- think about difficulty of getting chosen as POTM, odds decrease as more people get added; keep in mind for the future
- g. DR- how to choose? Difficult if it's seen as merit-based, not everyone gets a Nature publication
 - 1. BM- it's ok to be chosen just if someone was supportive of someone else
- h. Tell postdocs to tag us on their publications and we can retweet/publicize
- i. Queue:
 - 1. SM removed the timestamp component from the Google doc to allow it to be sorted more efficiently- needs to be kept in chronological order
 - 1. Can add it back if needed but rare that it's that close
 - 2. We are going to need to develop a rubric to decide who gets chosen- 6 POTM in the queue, gets us to October (we're not on the council anymore)
- j. Action items:
 - 1. Develop SOP for random choosing of POTM (SM)

13. Departmental reps program

- a. Previous action items:
 - 1. Plan a meeting with departmental reps to debrief and answer questions (DR/IC)
 - 2. Put new postdoc packet on Google drive (MK)
 - 3. Status? Done
- b. Update on March meeting
 - 1. Number of reps is down to 27, need to get new reps for depts missing a rep
 - 2. Feedback from meeting: biggest concern was, why did it take so long?
- c. Send out a number of announcements to that slack channel
- d. Give out something special to dept reps at the town hall
 - 1. SM- would they notice something like a different lanyard?
- e. Action items:
 - 1. Sort through feedback and report back to reps (DR)
 - 2. Send new postdoc email lists to dept reps (DR/JT)

Postdoc Engagement:

14. Coffee hour

- a. Previous action items:
 - 1. Donuts for next coffee hr (DR)
 - 2. Status? Done but ongoing
- b. Upcoming 4/11 9:30-10:30 am
- c. Last year averaged 17.6 attendees at each; this year is at 24.6, exceeded SMART goals of 22
 - 1. Coffee and donuts helped a lot
- d. Action items:
 - 1. None

15. Happy hour

a. Previous action items:

1. None
2. Status? n/a

b. Next is TODAY 4/4 at 4 pm

c. Goal is to increase numbers by 10, current average is 12.3

d. Budget for appetizers- fairly set in stone for the remainder of this year but might need to increase amount for next year

e. Increase executive board involvement

1. Helped that a lot of executive board went last time to support it

f. Action items:

1. Continue support for PDEC events (all)

16. International/Diversity Officer update (MF) (?)

a. Previous action items:

1. None
2. Status? n/a

b. MF- still navigating and identifying what the IDO role is

c. In the welcome kit, add information that is useful for international postdocs

1. BM- partner with ISSS so we can get it from multiple places
2. Need to be careful not to provide things like tax info, applying for different visa status, what grants can be applied for with differing green card statuses (direct to ORDE)

1. If you tell them the area you work in and your visa status, they will pull a list of grants that you could be eligible for

3. Make slack channel where more senior postdocs could give info and advice to new domestic/international postdocs

1. Not for this year, but add guidelines for next year

d. Action items:

1. Contact ISSS to discuss what to put in new postdoc packet (MF)

17. Young Hands in Science update

a. Previous action items:

1. Promote YHIS to faculty to get them involved (all) (ongoing)
2. Post YouTube links for 5-min training videos in digest (SM)
3. Evaluate schedules to see if any in PDA can volunteer their lab for students to come tour the lab; contact MK if possible (all)
4. Status? Done but ongoing

b. YHIS volunteers

c. Goal was to do 6 visits this year; have 6 done + 5 more scheduled

1. Starting to get volunteer fatigue
2. Now have 5 videos of scientists explaining their research

1. Trying to increase diversity bc all videos so far have been Caucasian

d. Action items:

1. Put upcoming dates in slack channel to see if channel can help (MK)

Career Development:

18. Seminar series update (NH)

a. Previous action items:

1. Include seminar titles in digest flyer (SM) (ongoing)
2. Consider asking Promega for additional \$ for pizza (NH)
3. Include seminar series in announcements to grad students (?) (BM)
4. Status? (Done) No need to ask for more \$, BM is including seminar series in announcements to students

b. Attendance update for the year

1. SMART goal was to increase 50% but attendance is at 109%, 33 people attending each seminar
2. October is always a slow month
3. Getting good diversity across departments with 20% of attendees coming from speaker's home departments
4. A lot of openings this spring so maybe divide into two periods of speaker sign-up
 1. Long time between offering to present and having to actually do it

c. Vibha Jha- emails from PDA go into spam, can you send it to dept reps then have them send along?

1. BM- be careful with this bc it's annoying to get same info from multiple sources

d. Action items:

1. Incorporate info on speaker sign-ups into SOP for next PDA council (NH)

19. Travel awards update (WK/SC) (?)

a. Previous action items:

1. Identify faculty members who might serve as reviewers (all) (ongoing)
2. Fix website and other avenues that publicize submission cycles and important deadlines (SM/ST)
3. Prepare applications to have same language for judges and applicants for next cycle (SC/WK)
4. Status? Website needs to be double checked for link fidelity and dates, SC/WK plan to update application language prior to next cycle

b. Cycle just ended; 7 awards so 30% success rate, made a flyer to advertise in digest

c. Next cycle will be June 30

d. Next cycle will end right before next PDA council will take over so make sure that everything is consistent

e. SC- didn't know that being on travel award committee makes you ineligible to get the travel award; make sure to let incoming committees know

1. BM- perceived conflict of interest

f. Action items:

1. Incorporate info on travel award committee ineligibility for travel awards into SOP for next PDA council (SC/WK)

20. PDRD update (JM)

a. Previous action items:

1. Decide how to measure faculty involvement in PDRD; what's the metric? (all) (ongoing)
2. Create PDRD blurb to include in packet for new postdocs at orientation (JM)

3. Look into whether gift cards need to be reported for tax purposes/ how they affect paycheck distribution (BM)
 4. Status? ??
- b. Design winner was chosen- not a postdoc- JM to send around so people can see
- c. Action items:
1. Send PDRD design winner to SM to include in digest (SM)

Other PDA Projects:

21. 2019-2020 PDA executive council
- a. Previous action items:
1. None
 2. Status? n/a
- b. Action items:
1. Be on the lookout for people who could take over your positions for next year (all)

New Business:

22. Motion to create an ad hoc policy committee
- a. Previous action items:
1. None
 2. Status? n/a
- b. DR spoke about this at dept rep meeting and there was interest
- c. Want to create a committee to address a list of issues:
1. Consistency with NIH pay policies (minimum stipend levels from NIH)
 1. Inconsistency with when it starts vs when it takes effect
 2. BM- there is no formal date on when you can get pay increase
 3. JM- there is too much ambiguity, want to make a policy to eliminate the fuzziness
 4. BM- depends how you're funded (R01 vs fellowship), grant is awarded and NIH determines level of experience, never going to be a situation where everyone lines up at the same time (has a new reappointment)
 5. There's a big green button on the bottom of the latest postdoc evaluation that says you must pay postdocs at the minimum NIH stipend level for their experience
 2. Maternity leave
 1. Currently talking with WiSTEM about parental leave
- d. Action items:
1. None
23. PDA support for Science in the News (?)
- a. Previous action items:
1. Determine how to purchase equipment; submit receipts vs BM to purchase internally (DR/BM)
 2. Status? ??
- b. Action items:

1. Determine how SITN plans to purchase equipment (DR/BM)

Next Meeting of the Executive Council: Thursday, May 2, 1:30-3:30 pm, Fitzsimons Bldg (formerly Bldg 500), Rm 5014