

**PDA Executive Council Meeting**

5/2/2019, 1:30-3:30 PM, Fitzsimons Bldg Rm 5104

Participants:

<b>Current Position</b>	<b>Name</b>	<b>Initials</b>	<b>Present / Absent</b>
President	Dominique Reed	DR	P
VP, PDEC chair	Josh Travers	JT	P
CFO	Michael Dyle	MD	P
Co-CCO	Shawna Matthews	SM	P
Co-CCO	Sophina Taitano	ST	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
Outreach chair, PDEC chair	Madeline Keleher	MK	P
International/diversity chair, PDEC committee	Marina Felisbino	MF	P
PDO advisor	Bruce Mandt	BM	P
<b>Past positions</b>			
President (past)	Valerie Minarchick	VM	
VP (past)	Ian Cartwright	IC	
PDEC chair (past)	Jill Daigneault	JD	
<b>Additional attendees</b>			

**PDA Housekeeping:**

1. Roll call
2. Changes to exec council leadership on website
  - a. Previous action items:
    1. Update website with JT info and pic
    2. Status? Done
  - b. MF position title on website
  - c. Action items:
    1. None

**Finances:**

3. Finance update (MD)
  - a. Previous action items:
    1. Determine financial obligations for the rest of the year and send out updated budget (MD)

## 2. Status? Done

- b. Budget for 2019 travel awards is 10,500 (7 awards each cycle)
- c. PDA has 6k for budget (separate from travel awards, separate from PDRD), grad school gives 10K for travel awards, ~22k for PDA-related items
- d. BM- be conscientious of how budget costs appear- i.e., just buying food for postdocs? Budgets will be coming under scrutiny, be thoughtful about how we're using it to improve the postdoc experience
  - 1. Grad school doesn't generate tuition revenue bc cover first year of grad students tuition and stipend (in comparison to med, dentistry, nursing)
  - 2. Still considered a school but operating at a deficit compared to other schools
- e. Swag needs to be resolved- approx. \$600
- f. Leaves about \$300 left for year; this is pretty close to breaking even, don't get to keep it but don't want a lot of \$ left (don't want to go over)
  - 1. DR has some outstanding receipts for food
- g. Action items:
  - 1. Submit outstanding food receipts to MD for reimbursement (DR/all)

## Community Development:

- 4. Town Hall update (DR)
  - a. Previous action items:
    - 1. Finish food order and submit (DR)
    - 2. Find a link for guided meditation (NH)
    - 3. Status? Done, need to decide on meditation
  - b. Agenda: food and networking segue into introductions, state of PDA, questions, suggestions and discussion in last 15min
  - c. Presentation:
    - 1. Go through flowchart of hierarchy
    - 2. Groups that support postdocs, content that we offer
    - 3. Charter changes
      - 1. Separate votes for everything we change?
      - 2. DR wanted to do separate votes for everything but might be better to do all in one y/n vote
      - 3. Moving new council from Aug to Jul
    - 4. International and Diversity Officer (not in charter)
  - d. NH- instead of showing how much budget we got, maybe show what we spent it on via pie chart
    - 1. JM- acknowledge who is giving us the \$
  - e. BM- show where the \$ goes, 75% goes to providing networking opportunities, build community, show postdocs where our money goes
    - 1. "PDA supported by the CU Anschutz graduate school- between X Y Z we get over 22k annually to support those events"
  - f. Email for life- postdoc email addresses should be tagged (1438 code) to ensure email for life
  - g. Travel award recipients- we don't track the public service component (SC), maybe around PDRD send email to travel award recipients to remind them of the public service component
    - 1. BM- give ribbons to put on posters at PDRD

- 2. PDRD website for abstract submissions hopefully be up and running next week
  - h. Recruiting for PDA positions
  - i. Planning to send post-town hall survey? JM
    - 1. BM- what's the goal? Getting people to apply, pushes in one direction; getting people involved, pushes in another direction (latter)
    - 2. Looking for people to get involved in all these positions
  - j. Meditation
    - 1. Go from wellness into minute-long meditation
  - k. CDO
    - 1. Someone other than BM to talk about the CDO offerings, to give first-person perspective
  - l. Action items:
    - 1. Put link to follow YHIS on social media on slides (MK)
    - 2. Send an email to ask people to accept or reject calendar invite (it will be grayed out if they are invited) "we sent you a calendar invitation, please accept or reject"; attach flyer to email
    - 3. Make pie chart for where \$ comes from for PDRD (JM)
    - 4. Make PDRD slide (JM)
    - 5. Make table of PDA positions, eligibility, and qualifications- frame positions in how they would be applicable to different positions (SM)
    - 6. DR to send around powerpoint, each person to format as necessary (all)
    - 7. Put meditation at the beginning (DR)
    - 8. Highlight current POTM at town hall since won't be May coffee hour
5. Rebranding P2P (JT)
- a. Previous action items:
    - 1. Put a direct anonymized quote on the flyer to give more of an idea what to expect (SM/DR)
    - 2. Status? Not done (??)
  - b. Need to clarify exactly what P2P is
  - c. Leave it in break rooms (MK)
  - d. Action items:
    - 1. Shorten flyer to hang in flyer (DR)
    - 2. Put longer flyer in break rooms where people have more time to look at later (??)
6. Meeting with UC Boulder PDA in Westminster CO (DR)
- a. Previous action items:
    - 1. None
    - 2. Status? n/a
  - b. Someone from Boulder PDA wants to meet with Denver exec council
    - 1. Tried to meet up with Hannah but it didn't happen
  - c. Westminster is the halfway point
  - d. JM- might make sense to do the meeting of the council with next year's exec council (bring together Boulder and Denver)
  - e. NH- can invite them to PDRD
  - f. Action items:
    - 1. Touch base after elections in July (DR)

2. Invite to PDRD, talk about other ways to chat (Zoom/Skype) (DR/JT)
7. PDA digest (SM)
    1. Previous action items:
      1. Make flyer to include in digest to highlight travel awards winners (SC/WK)
      2. Give MK info on how to check what people are clicking on
      3. Status? First part done, second part not done
    2. OIT firewall blocked it; concerned that it would be ongoing
      1. Appears to be resolved (BM)
    3. Action items:
      1. Give MK info on how to check what people are clicking on (SM)
  8. Social media (SM/ST)
    1. Previous action items:
      1. Take pics at events to publicize the PDA initiatives (excluding P2P) (all) (ongoing)
      2. Status? Ongoing
    2. How do we use social media in a responsible way? Negatively associated with mental health (SC)
      1. BM- highlight failures along with success
    3. Action items:
      1. Think about how to highlight less “shiny” parts of science (ST/SM)
      2. Make list of PDA passwords for social media, town hall tools, etc to give to incoming council (DR/SM/ST/all)
  9. Changes to PDA website (ST)
    - a. Previous 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)
      3. Status? First part done, fix PDRD link
    - b. JT pic is warped
    - c. Trying to update PDRD page but prob don’t have access; MF is updating PDRD stuff
    - d. Decide on MF’s title (is this going in charter?): recorded in minutes as international/diversity officer, on website as chief diversity officer
    - e. Divert traffic to social media- if extra swag from town hall (first 25 people to town hall get a mug)
    - f. Action items:
      1. Fix PDRD link (ST/SM)
  10. Postdoc of the month (POTM) program
    - a. Previous action items:
      1. Develop SOP for random choosing of POTM (SM)
      2. Status? Done
    - b. Switching to random number generator to pick POTM
    - c. Action items:
      1. None
  11. Departmental reps program

- a. Previous action items:
  - 1. Sort through feedback and report back to reps (DR)
  - 2. Send new postdoc email lists to dept reps (DR/JT)
  - 3. Status? Done
- b. Recruitment
  - 1. Lost a few postdocs due to job change or leaving university
  - 2. Not communicating with changes to their positions
    - 1. NH- it's hard bc not a lot for them to do, number 20 on their to-do list
- c. Main complaint from current reps is that there's not enough meetings
  - 1. Try to do quarterly meetings?
- d. Action items:
  - 1. Set up meeting for May or June (DR)
  - 2. Add to town hall call for someone to coordinate dept rep (DR)

**Postdoc Engagement:**

12. Coffee hour

- a. Previous action items:
  - 1. None
  - 2. Status? n/s
- b. No coffee hour in May, town hall instead, currently 41 people have accepted (64 including tentatives)
  - 1. Food order for town hall is for 60 people, increase?
    - 1. JM- sounds like right on track
    - 2. NH- not everyone will eat
- c. Action items:
  - 1. None

13. Happy hour

- a. Previous action items:
  - 1. Continue support for PDEC events (all)
  - 2. Status? Done but ongoing
- b. Next is TODAY 5/2 at 4 pm
- c. Action items:
  - 1. None

14. International/Diversity Officer update (MF)

- a. Previous action items:
  - 1. Contact ISSS to discuss what to put in new postdoc packet (MF)
  - 2. Status? xx
- b. Starting to attend meetings (SACNAS, AIA) to introduce herself, need to form a committee into the future bc difficult to attend all meetings
  - 1. Prob do this for next year
  - 2. JT as VP- can help attend meetings
- c. Meeting with ISSS (Amy Bello)
  - 1. Discussed welcome packets for international postdocs
  - 2. Mandatory meeting for international postdocs- MF can prepare a handout to give at that meeting

1. Bruce's orientation is not mandatory
2. Can't give too much details about tax prep but can provide a bit of specific info
- d. Buddy system in development to pair more senior postdoc with a new postdoc
- e. Consider morning workshop (develop in collaboration with other groups on campus) for discussing visa options, immigration lawyer, international alumni who got positions, fellowships and grants for international postdocs
  1. BM- Brendan Delaney is attorney who works with international postdocs
- f. Action items:
  1. Prepare draft handout for mandatory international postdoc meeting (MF)
  2. Touch base to coordinate what goes into that packet (BM/MF)

15. Young Hands in Science update

- a. Previous action items:
  1. Put upcoming dates in slack channel to see if channel can help (MK)
  2. Status? Done
- b. 1 more event, enough volunteers, only been a problem getting volunteers for past year
- c. 11 events is too many to commit to, would reduce to 8 (MK)
- d. Action items:
  1. Continue to find people who would be interested in volunteering (all)

16. Summer Hike series

- a. Previous action items:
  1. None
  2. Status? n/a
- b. Recruitment
  1. We have four new coordinators for the hikes
- c. Liability for carpooling
  1. Perry- strategy to move forward, legal language to put on RSVP, if hike organizers put two people together this language needs to be included in the email
- d. Slack channel
  1. If you want to carpool, here's the form where you do it, limit liability
- e. Plan all hikes for entire summer up front, can advertise all together
- f. First aid kits
- g. Action items:
  1. Order first aid kits (??) (SC/??)

**Career Development:**

17. Seminar series update (NH)

- a. Previous action items:
  1. Incorporate info on speaker sign-ups into SOP for next PDA council (NH)
  2. Status? xx
- b. Remove seminar series from calendar (done in May but calendar continues indefinitely)
- c. Recruit for each semester, recruiting speakers for entire year gets too much turnover
- d. Action items:
  1. Remove seminar series from PDA calendar (SM/ST)

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

- a. Previous action items:
  - 1. Incorporate info on travel award committee ineligibility for travel awards into SOP for next PDA council (SC/WK)
  - 2. Status? In progress
- b. June deadline
- c. Action items:
  - 1. None

19. PDRD update (JM)

- a. Previous action items:
  - 1. Send PDRD design winner to SM to include in digest (SM)
  - 2. Status? Done
- b. Action items:
  - 1. Come up with ribbons to put on posters of travel award winners for PDRD (SC/WK)

**New Business:**

20. PDA support for Science in the News

- a. Previous action items:
  - 1. Determine how SITN plans to purchase equipment (DR/BM)
  - 2. Status? ??
- b. Supposed to purchase and submit reimbursement to BM but not sure if it's happened
- c. Action items:
  - 1. Contact Dylan Verden about SITN equipment purchase (DR)

**Other PDA Business**

21. Incoming council:

- a. Previous action items:
  - 1. None
- b. Set up online document: nominate people, tell them they've been nominated, see if they accept nominations
- c. Among 12 on committee, who do you think would be a good president? As many as you want
- d. For each person, DR could tell them they've been nom and see if they accept
- e. Struggle having so much turnover in top leadership this year
- f. Nomination from a peer is impactful; serving on the council, having been nominated and knowing what pres entails, are you really willing and able to take on this much commitment? (BM)
- g. Action items:
  - 1. Set up link to nominate people for president position (MK)
  - 2. Create table to advertise open positions (SM)

3. Advertise open positions at town hall/via flyers (DR/JT)

**Next Meeting of the Executive Council:** Thursday, June 7, 1:30-3:30 pm, RC2 P15-10105