

# PDA Executive Meeting January 9 2020

Thursday, January 9, 2020 9:18 AM

Position	Name	Initials	Present/Absent
President	Jenn Major	JM	P
VP	Josh Travers	JT	P
CFO	Walter Knight	WK	P
Co-CCO	Natalie Hohos	NH	P
Co-CCO	Kelsey Barcomb	KB	P
Travel Awards Co-Chair	Heather Bender	HB	P
Travel Awards Co-Chair	Maureen Banach	MB	P
Seminar Series Co-Chair Dept. Rep. Coordinator	Rushita Bachi	RB	P
Outreach Chair	Dylan Mori	DM	P
International/Diversity Chair	Marina Felisbino	MF	A
PDEC Co-Chair PRDR Co-Chair	Rob Klipp	RK	P
PDEC Co-Chair P2P Coordinator Seminar Series Co-Chair	Julie Pires Da Salva	JPD	A
PDRD Co-Chair	Isik Can	IC	A
PDA Advisor	Bruce Mandt	BM	P
Denver Campus	Eleanore Burns	EB	A
Denver Campus	Kelsey Funkhouser	KF	A
Denver Campus	Joani Mato	J	P
<b>Additional Attendees</b>			

## Action Items:

If action item from last meeting was completed since it will have a check mark in its box. If an action

item has not been completed from the last meeting it will not have a check mark in its box, this is now

an action item to check status at next meeting

## Action Items from Prior Meeting December 5, 2019

### General:

- All – brainstorm what to do with our remaining \$\$ for the year
- BM – think more about mock interview program and how it would/could work

### Budget Related:

- JM/JT/WK - give \$250 to WISTEM with info on other funding sources they can apply too
- JM/RB/MB - Verify with Walter that we can give \$\$ to PDA Seminar Series for winners
  - Will check out budget and see what fits.
- WK - Get up to date budget on the PDA server
- WK /JDP - buy small backup coffee maker

**Slack Related:**

- JM/JT - asp postdocs on slack if they would use a 'rec' area in the lawn between building 500 and RC1 S for recreation and relaxing if it was better equipped. If so what would you be interested in using this space for and/or have there (more seating, sports area, etc.)
- All – think about opening up slack to not just postdocs

**Outreach Related:**

- DM – revisit catering menu to see if it could work for seminar

**Dept. Reps. Related:**

- NH/KB - add Dept. Reps bio's to website – work with RB/JT to get bios
- JM – contact Dominique to get Rushita admin access to department rep slack channel

**Seminar Series Related:**

- RB – give schedule of seminar dates, speakers, and rooms to KB/NH for website/ digest

**Postdoc Engagement Related:**

- JDP – give P2P schedule, room location, and topics to KB/NH for website/digest

**Communications Related:**

- KB – Update website for seminar series so it says 'short talks' instead of two 20 min presentations each seminar
- KB – Add Denver PDA members to website

**Today's Meeting Minutes:****1. Slack:**

- a. Will we invite others to the group?
  - i. JM – talked last time about inviting grad students or other groups on campus or keep as is for Slack. Our poll on slack is a 3 way tie but only 9/15 voted
  - ii. RK- just voted not a tie any more
  - iii. DM – option that won was invite other groups that may include grad students
  - iv. KB – my only worry with having the groups post would be more spam emails
  - v. JM – we might have to put rules about where to post things or create a separate channel for this
  - vi. DM - I think using the outreach channel for now is okay
  - vii. JM – general we have 75 ppl – close to what we are hoping to get, only 12 ppl joined outreach – so won't worry about spamming ppl since there are few ppl in there. Was in the tutorial how to join other channels
  - viii. KB – no, I think a message about how to join it, we can add to tutorial
  - ix. JM – maybe we can send another email, or have something to send about the other channels when we invite the other groups.
  - x. KB – are the other new channels getting used?
  - xi. JM – no there are only 10 ppl who joined these channels so far
  - xii. BM – curious why ppl want to or don't
  - xiii. KB - I am not for groups b/c start to feel like email and the channel feel more spammy. If we invite all the grad students there may be more grad students than postdocs which may take away from our community
  - xiv. DM – if we notice a groups is getting to spammy with the posts we could step in
  - xv. BM – it might be worth thinking about why you started this and what the intent and goals are. Concern that there are just not enough ppl to make it useful, why thinking about expanding
  - xvi. JM – to make it more useful, not a large enough community. Way to hit more ppl without getting all students and no postdocs.
  - xvii. WK – do we know if grad students groups would be actually interested in getting into slack
  - xviii. JM – no one has talked to them. Could be another way for us to advertise we have Slack and they may or may not join
  - xix. BM – If the goal for the resource channel is to increase, inviting grad students to participate would make sense. I could see benefit to invite grad students over the groups, not just picking and choosing some groups and then only some grad students. How would you add them
  - xx. JM – we would send a link, unless we want to control it

- xxi. HB – who can create channels
- xxii. JM - I think only admins, so anyone with access to postdoc channel
- xxiii. KB - I created a channel
- xxiv. J – I have the option to change it too
- xxv. JM – we might need to change this.
- xxvi. KB - I thought it was standard on slack anyone can create a channel
- xxvii. RB – me too
- xxviii. JM – we can delete them if needed, I don't think this will be a big problem right now.
- xxix. HB - I voted not to include because its only 3 months old, still trying to smooth out stuff, created to try to get postdocs to come to it. Don't want postdocs to not think it's for them, just grad students
- xxx. NH – I like opening it up, could create a bigger community. Its stagnated now so we would need to try to do something if not
- xxxi. JM – could be more useful with more people
- xxxii. J – maybe postdocs don't really need it as much.
- xxxiii. JM – maybe postdocs and students don't need to separate themselves.
- xxxiv. RB – do grad students have a platform like this for them
- xxxv. BM – they are not organized. If you want to run a 8 m or 1 y experiment to see if it's useful before adding in folks, would allow us to say we did this, limited in impact so we expand to grad students. 70 postdocs is ¼ of postdocs we have, this is not terrible. If it's really useful for these 70 postdocs thats great and the rest don't need it.
- xxxvi. JM - I would just guess that it's not.
- xxxvii. BM – think about actually accessing this before making change. Once concern the PDA has always has is other groups coming in and taking over our events. This hasn't happened though.
- xxxviii. JM - I don't think anyone wants to take over everything
- xxxix. BM – probably not going to happen. If you're going to make a change do it for a reason where you have data suggesting you need to make the change.
  - xl. JM – that's what we need to talk about next. We did the pre survey and for the poster we were planning on doing a post survey, so we can wait until after the results from that survey. That would be in the next 2 months.
  - xli. BM – maybe some targeted advertising outside of digest would be good to see if you can get more ppl to sign up for it.
  - xlii. KB – did the flyers get distributed
  - xliii. JM – at points, talk about at orientation
  - xliv. KB – do another flyer distribution and another email too
  - xlv. RB – tell people at all the events we have, coffee hour etc.
  - xlvi. JM – we have a flyer with QR code
  - xlvii. RK – bring it to happy hour to
  - xlviii. JM – Feb is 6 m in so we get this data for poster and then go from there. We can ask questions about joining other channels, why not etc. To get more specific data
- b. Post-slack communication survey for NPA poster – see discussion above

## 2. Updates from all exec members

- a. What's going well; What would you like to change; What do you need help with?
  - i. DM – outreach is going pretty well, creation of slack channel helps keep things in a central location. Wish there were more people involved there, but that someone posted on general channel about opportunity makes me think it is good. Struggling with that I am on so many mailing lists I have more opportunities than I can post, don't want to be too spammy. Not sure what the solution to that is.
    - 1. JM – anyone can send email from postdoc list and you can ask for some help to join the outreach committee
    - 2. DM – reach out to postdocs or if you know someone and want help ask. Dominique tried to put me in contact with someone who wanted to get involved.
  - ii. J – Denver – We are doing pretty good. We are going to have a coffee hour at end of the month to try to see what ppl want out of the general chapter. We are going to send a questionnaire about when to meet. After we hear everyone's opinions we will try to make a more solid plan of what we will do.

- iii. HB – travel awards - we are focusing on fund raising for next year. Getting ready to send update to grad school and school of pharm who are main funders and then go to other Departments to ask for funding. We did have a request from one winner from last cycle – they are going to a local conference and its only \$350, they asked if they can used the rest for another conference they are going to. We didn't see an issue with it
  - 1. JM - I don't see an issue run it by Betty/Susan
  - 2. HB - I did its okay just want to make sure it's okay with PDA
  - 3. JM – were you still thinking of getting face to face with Schwart
  - 4. HB – yes but not for a bit
- iv. KB – communications - social media is going alright, we reached our goal of passing 500 followers on twitter.
  - 1. JM – that pretty impressive
- v. NH – communications - digest going well, feel free to send things
  - 1. RK – some were behind paywalls
  - 2. NH – I will try to limit those
  - 3. JM – make an email reminder for us to send you things
- vi. RB – seminar - we are having to many ppl signing up for seminars, we have 3 for most going forward, will have others as backups. Going through June this year, one more month than usual. Getting some Denver folks too
- vii. RK – engagement - coffee hour going well for attendance, last two happy hours we have had low attendance. Looked historically and we usually see a dip in winter months. Not sure how to increase other than sending out more emails.
  - 1. JM – we can start a happy hour flyer too. If we have all the dates we can make / fix the all events flyer and put it back up in the elevators
  - 2. RB – do a monthly one for all our events
  - 3. JM – a monthly one would be better
  - 4. DM – what is university policy until they take them down
  - 5. RB – a lot of flyers get taken down randomly
  - 6. JM – that ppl talking them down not the university
  - 7. RB - I just use tape and haven't had any issues
  - 8. JM – good idea
  - 9. RB – could send out in email at beginning of month too
- viii. WK – budget - I don't have many updates, I had a little \$\$ for alcohol in our budget by mistake so we have a little more money we have \$2920 left. So soon we can figure out how to aliquot for rest of year. For outreach org's are just reaching out when they want \$, in the future can we have a certain date we have everyone apply by
  - 1. JM – we thought of this last time too
  - 2. WK - I think we should do it or suggest it for next year. I will start laying some ground work for how to do this.
  - 3. JM – make a proposed budget and application. Also would be good to have proposed budget for the PDA each year. To give next year an idea of how to get started.
  - 4. WK - that's a good idea, I have everything categorized so should be easy.
  - 5. JM – we might have \$ for seminar if PDRD doesn't, \$350
  - 6. WK – we should, need to figure out how much to spend on SWAG and town hall.

### 3. Town Hall

#### a. Date

- i. JM – last year they had it in May, sounds like a good time b/c right before PDRD
- ii. WK – pretty well attended
- iii. JM – 40 ppl which is good for postdocs.
- iv. JM – we have to pick an actual date. Wends last year, did instead of coffee hour
- v. HB – look to see when auditorium is available as well
- vi. JM – coffee hour would be May 20?
- vii. RK – yes
- viii. JM – we may want it earlier than that, be nice if before we open abstracts, do you think it would be a problem to move earlier

- ix. RK - I don't think so
  - x. JM – May 16<sup>th</sup> let's see if available – not available and other Wends around then were not available, will look at other days in May
- a. Swag: thoughts on what to buy
- i. JM – any ideas about SWAG – MF suggested USB drives, we talked about t-shirts because it could be advertising
  - ii. RK – with T-shirts there are some I will wear but some I won't, want nice ones
  - iii. JM – if we are getting 50 or so we could not get a piece of crap. We can order sample of the shirt.
  - iv. J – then there is the question of how many of each size
  - v. RB – there is not much we can do about it
  - vi. JM - I think you have to do mostly larges
  - vii. HB – are there other clothing options not size dependent like hats or scarves
  - viii. DM – could we poll postdocs to see what size they would want
  - ix. JM – we could put it on slack
  - x. NH – what is our budget for this
  - xi. WK - \$600 last year on SWAG
  - xii. JM - if we spend the same on happy hour and give \$ to downtown we have \$1200 left for town hall, swag and any other events
  - xiii. WK - \$375 food
  - xiv. JM – had a lot left last year. Esp. With breakfast ppl don't take that much.
  - xv. NH – do we want one nice thing or multiple
  - xvi. JM – one nice thing, have ideas of hats, t-shirts,
  - xvii. KB – do ppl like hiking buffs
  - xviii. Several – yes, some ppl don't know what they are
  - xix. JM – if we wanted something more fun like the sticker logo we can, don't have to use the official logo
  - xx. KB – how much were the sunglasses when they did them
  - xxi. A lot of ppl don't like them
  - xxii. WK – if we got a couple designs, we could post on slack for feedback
  - xxiii. JM – that's a good idea, and polling on slack would be good.
  - xxiv. HB – if we are not doing day of coffee hour would we still do it in the morning
  - xxv. JM – we could do it whenever, if we do it at lunch we would need to buy lunch
  - xxvi. NH – that would be a lot more expensive
  - xxvii. JM – tentatively try for \$300 food, \$550 SWAG and \$350 on seminar (unless PDRD has lots of \$\$)
  - xxviii. NH - I like beginning or end of day easy for schedule but end of day I don't know if ppl stay
  - xxix.

## 1. New Business

- a. JM – any new business
  - i. No new business

## Action Items from Meeting (Jan 9, 2020)

### General:

- BM – think more about mock interview program and how it would/could work

### Budget Related:

- WK - Get up to date budget on the PDA server
- WK /JDP - buy small backup coffee maker
- WK – make proposed budget and application and suggestions for next year's council to have a date when all organizations need to apply by for funding
- WK – make a proposed budget for next years council based on our spending this year

### Slack Related:

- JM/JT - asp postdocs on slack if they would use a 'rec' area in the lawn between building 500 and RC1 S for recreation and relaxing if it was better equipped. If so what would you be interested in using this space for and/or have there (more seating, sports area, etc.)
- Update Slack flyer and post around campus
- Add to Slack tutorial how to add channels

- Send out another Slack email with instruction of how to add the new channels
- Check admin access to see who can add channels and limit if possible
- Prepare Slack mid-point survey for poster and for help determining if we should invite grad students

**Outreach Related:**

- DM – find a committee member to help with outreach

**Dept. Reps. Related:**

- NH/KB - add Dept. Reps bio's to website – work with RB/JT to get bios
- JM – contact Dominique to get Rushita admin access to department rep slack channel

**Seminar Series Related:**

- RB – give schedule of seminar dates, speakers, and rooms to KB/NH for website/ digest

**Postdoc Engagement Related:**

- JDP – give P2P schedule, room location, and topics to KB/NH for website/digest
- Make a monthly flyer that has all the activities for the month, post flyer around and send out in email at the beginning of each month

**Communications Related:**

- KB – Update website for seminar series so it says 'short talks' instead of two 20 min presentations each seminar
- KB – Add Denver PDA members to website
- NH – make calendar invite for everyone reminding them to send me things for the digest

**Town Hall Related:**

- JM – pick a date and reserve auditorium
- Post on Slack to see what kind of SWAG people would want
- What SWAG to buy?