

PDA Executive Meeting Minutes March 5,2020

Friday, March 13, 2020 11:13 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	A
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	P
PDEC Co-Chair PRDR Co-Chair	Rob Klipp	RK	P
PDEC Co-Chair P2P Coordinator Seminar Series Co-Chair	Julie Pires Da Salva	JPD	P
PDRD Co-Chair	Isik Can	IC	A
PDA Advisor	Bruce Mandt	BM	P
Denver Campus	Eleanor Burns	EB	P
Denver Campus	Kelsey Funkhouser	KF	A
Denver Campus	Joani Mato	J	A
Additional Attendees			

Action Item from Previvors Meeting:**Budget Related:**

WK - Get up to date budget on the PDA server

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 year's council based on our spending this year

Slack Related:

Add to Slack tutorial how to add 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

All – make Qualtrics account to help out with survey

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:

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 – Add Denver PDA members to website

Town Hall Related:

What SWAG to buy?

All – look into any data / numbers you can pull together related to your position for town hall presentation

All – look at our charter to see if there are any changes you would like to propose

JM – send email that SAWG poll on slack will end on Monday

KB – work on new designs with everyone's suggestions

All – if you have any contacts in printing world – get in touch with them to see if we could use them for SWAG

DM – send out CCP menu for people to take a look at

All – look/think about food options – will decide next meeting

Meeting Minutes

We had a discussion about the website considering the points Kelsey put on slack. Talked about how most of our new info is through flyers and slack, except for travel awards. (Accidentally deleted some of the notes, below is where they pick up)

JM – I think they would change travel dates for us

MB – its hard already to work with the server so having more people involved would slow the process even more

JM – Joani had a good point that cutting it down to one page is a lot of work too. Only downside to having our own is people have to click a link, but that's really not changing. Anyone opposed to having it separate?

All – no

JM – would be useful to know who is in charge of communications next year to get them involved now

DM – I think it makes more sense to have a separate website, are there costs associated with it?

JM – no

JM – with the info we have we want our own website

JM – June transition, so maybe we should put a call out to get the new communications person in to be part of the transition. We will put a call out for the new person

JM – Om slack we now have 99 ppl – need 1 more to reach our goal. Seems to be getting decent use lately. Put out survey at 50 responses so far we want to triple this to get good data

for the poster. Hopefully we get more. I have to make a poster really fast once I get data, leave on March 26th. When I make poster I will share and ask for comments quickly.

MF – when are you closing survey

JM – next Friday

JM – we also just sent out another survey which had good response so this may be having impact

MF – how many responded

JM – 180 but couldn't use all because not all were postdocs so we will exclude those answers

JM – other big thing we have is town hall, Slack poll was good for swag ended up with 70 responses. T shirts won!

JT – I am going to get some samples for different t shirts, 4imprint 4-7 dollar a shirt, \$40 for screen for one color and \$15 for additional colors. What's our budget?

WK – last year \$600 swag \$300 food for town hall. If we do \$300 for food again we have \$2000 after other projected expenses. We shouldn't spend all of it, but we can afford t-shirts \$700-1000 for shirts if we want.

JM – still need a design, Kelsey had something but doesn't think it would look good large

MF – goal to have a logo or design

JM – yeah but something more eye catching and fun

JT – do we want same thing on front

JM – I don't know

NH – what do we want to have on the shirt

WK – postdoc on it would be nice.

JM – what about those stickers, the word cloud, something like that.

NH – do we want to be subtle or bold?

JM – want to project the brand

WK – also want something people wear

JM – something small like Kelsey's thing on the pocket and something else on the bag

NH – what if we do the word cloud in the mountain on the back

WK – are there going to be any financial cost with migrating websites

JM – I don't think so

JM – Dylan, do you want to talk about menu for town hall. Did you see the catering fee is \$10 is this for 10 people or total

DM – I am not sure, I took that as the cost for that item but I'm not sure.

JM – usually delivery and serving has a cost

DM – okay that changes my math a bit, on the menu there is a lot out of our price range. They also have snacks and things we could go for. If we want to go with this expect 4—60 ppl

JM – estimate 50 ppl

JM – if the 60 is for 10 that will be too much if flat rate would be doable

NH – only worry is would people be hungry enough for this

JM – I think that having burritos would make people eat more

JM – we could still have fruit tray and other things too

WK – do they have the option of having us pick this up

DM – no, they deliver

JM – so we really just need to clarify on the catering fee

DM – they only need a days' notice in advance. Ill reach out on catering fee and update everyone

WK – we should still get coffee and juice elsewhere

DM – in the past do we have a spread sheet of what we ordered in the past – items

WK – when I did the lunch I just did 20% vegetarian

JM – we can send out the RSVP too, just still early

JM – has anyone started putting together data

RK – I did – coffee hour from July 2019 – last month we had 188 total go to coffee hour, 84 were unique people (may be bigger, updating data), 24 ppl on average each month. Largest was during NPAW – 52 checked in, besides NPAW 30 the biggest month we had. Last 3 months have been largest outside of NPAW. Happy hour 105 total, 62 unique people, 13 on average, again NPAW biggest with 30, 16 largest other than that. Summer months are always our biggest, less in winter.

JM – I'm happy this is unique people too, helps justified funding.

RK – those are the stats I have, I could do more like cost / person. What is this for

JM – 2 purposes, at townhall we will all have a slide to talk about what we do with pictures and data. Helps bring in new ppl to PDA next year and let them know what we are doing.

JM – I would like to start an annual report for the PDA we can put on our website so people can see what's happening, so food cost / person data may be good to have. CDO and grad school may be getting cuts, so us having good data and numbers so we can keep our \$\$ will be good to have for this. WE can be preemptive and be like hey grad school here is how we spent our \$\$

MB – we sent report for travel awards and they were happy, money well spent!

JM – at least 2 years there have been townhall they should be on the shared drive so you can see what was shown before.

RK – townhall is when we start to switch to new people

JM – yes, this is end of year summary and give us feedback. If we want changes to charter we can do this here too. I don't know if there are any changes we want to make. Also time we try recruit people to join next year's PDA.

BM – what questions do you have for me.

JM – we think we want our own website page, is there a cost associated

BM – hours of your life you will lose. I wanted to talk about this. We think it's better for you to have your own page to. If in PDO you would have a page which would not be enough. We are trying to negotiate the grad school will be responsible to make sure you are doing some things but to have us overseeing. New platform more rigid in terms of structure, so all sites will look the same. In terms of what content you put up and where is supposed to be easier to use and choose where you have things. I don't think training is that bad for over a year of work and we would provide support. Challenge here is PDA piece of this was not included in migration plan. They are saying we need to do the migration ourselves, but I am trying to make them handle this. I will have some conversations now saying we want a separate website and get support for this.

JM – PDRD?

BM – I think PDRD needs to be under PDA website. We would be housed under the university ourselves so you would have this under PDA.

JM – we were thinking to recruit communications person for next year so they can do it together.

BM – If we do nothing the content that is there will just get put into the new thing as much as they can. Not sure how difficult this is or how much restructuring is needed. I think identify a couple people to go through the process now and then I will talk about getting someone to take over the migration page.

BM – did we talk about the rep program

JM – no, I want sure what you want ed to do about it

BM – idea I want to bring up was trying to find external money so the rep program could have a bi monthly lunch for reps. Developmental bio has a budget they give their postdocs to do things. So we could make a pitch we could do this with a budget. Have little groups to build a sense of community. I am also going to provide more administrative structure to the program in the PDA office so what we are asking of reps is just to make contacts but having consistency. Need to know where we want this information to live. Trying to decrease the administration burden we have to do for things. Does the PDA want to try to seek out funds to do this. There is the interdisciplinary fund – essentially the deans fund – mean to support campus projects. We should ask them for money.

JM – yeah we could definitely use your help.

BM – there is a PDA report from before, there is a draft somewhere. I'll look, but check the PDA drive.

JM – two months before townhall, if there is anything you can measure please do, also get pictures and descriptions of what we are doing. For the report more data if we can.

BM – when does slack survey close

JM – next Friday, sent email again this morning only 50 responses to far

BM – you might want to look at last falls and see when the response happened. Might not be until deadline

MF – in my experience people usually respond when email is sent

JM – I sent Friday and today

NH – what about Monday morning

BM – try Tuesday at lunch maybe

BM – I have a \$50 gift card

NH – can we still use it

BM – yes as long as you put everyone in. Would be good because same incentive as pre survey. Let me just verify with betty.

Action Items from current meeting:

Town Hall Related:

All – look into any data / numbers you can pull together related to your position for town hall presentation

All – look at our charter to see if there are any changes you would like to propose

KB – work on new designs with everyone's suggestions

All – work on another larger design for back of t-shirts

Finalize food order

Communication related:

Recruit next year communication person to help with website migration

General:

Put together yearly report on PDA