PDA Executive Council Meeting

1/8/2019, 12:00-2:00 PM, Bldg 500 Rm 5104

Participants:

Position	Name	Initials	Present / Absent
President (past)	Valerie Minarchick	VM	P for beginning
President (current)	Dominique Reed	DR	P
Co-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	P
PDEC chair (past)	Jill Daigneault	JD	A
PDEC chair (current)	Madeline Keleher	MK	P
PDEC committee	Marina Felisbino	MF	A
PDEC committee	Josh Travers	JT	P
PDO advisor	Bruce Mandt	BM	P
Additional attendees:			

PDA Housekeeping:

1. VM stepping down as president, DR to take over president's role effective immediately
    a. DR attending national postdoc meeting to present poster
    b. P-card charges need to be reconciled (MD)
        1. Per BM, card belong's to VM lab so no need to press for reconciliation (it will get settled eventually)
        2. Just make a note that those charges will be posting eventually

2. Upcoming P2P meeting on 1/25
    a. Finances 101- someone who was previously a postdoc that will facilitate the session
    b. P2P schedule is already scheduled for rest of year
        1. SC- nice to see list of topics in advance
    c. Action items:
        1. Include topic for P2P on BM's calendar (Google calendar) (SM/ST)

3. Proposed charter changes
    a. Last year was in May (Tues AM); push it to April this year?
        1. April 11th (in lieu of coffee hr)- keep 9:30-10:30 slot (?)
    b. Start preparing for town hall
        1. All expenses from last year are on Google sheet (MD)

2. Spring charges (likely town hall expenses)- swag $600, bagels/coffee $400; ballpark ~$1000 total
    1. May not need as much swag this year since some left over from NPAW but need to do inventory check
c. Move elections to July
    1. SC- most of exec council was new this year; would it be incoming or outgoing council to nominate president? (see below)
        1. BM- some carryover but would benefit most from outgoing council's perspective
d. More specific job roles (list of duties)
    1. President:
        1. BM- proposed change to charter: for this role alone, cannot be self-nominated position (other roles?)
            1. Outgoing president- one of their responsibilities can be to nominate someone, discuss with nominee and other committee members
        2. DR- should have already completed a position on committee before being president (existing stipulation?)
    2. People always agree to do the positions on the executive council (BM)
    3. Last year there was a survey to ask about what positions you'd be interested
        1. Add into charter? (NH)
        2. "Elections" done at coffee hour last year
    4. Current executive council can nominate postdocs they know for open positions on the council (DR)
    5. Maybe next upcoming executive council meeting reserved just to talk about the charter (BM)
        1. Give everyone a chance to go through and read it to see if we are following the charter or if changes need to be made
        2. i.e., Who gets to vote?
        3. Pass around a Google doc that we can all comment on and track changes (NH)
    6. How do you change the charter? (NH)
        1. BM- need to put it out to entire postdoc community and give people some length of time to be able to comment and vote
e. Action items:
    1. Do inventory check (DR/JM)
    2. Reserve Hensel Phelps room for town hall meeting (DR)
    3. Think about stipulations proposed by BM for role of president (all)
    4. Send out charter as Google doc (DR)
    5. Go through charter and track changes for discussion (all)

Community Development:

4. Finance update (MD)
    a. Started finance slack channel
        1. Started Google sheet on how to submit reimbursements
        2. Also Google sheet on updated finances (excluding outstanding charges)
    b. Substantial PDA funds remaining

1. JM- is there a specific budget set up for the PDA activities?
    1. DR- i.e. for happy hour, $X per month * 12 months = $XX budget for the year
    2. BM- add margin of error to any proposed budget; can also have some philanthropy for sponsorships for other groups and events on campus (Rocky Mtn Biotech Symposium, AIR)
2. NH- get better attendance at lunch, if there's $ could move to a lunch instead of breakfast event
3. BM- keep in mind that these are educational funds
    1. Think about what would build community (i.e. wellness, in keeping with this year's goals) or help with career development
    2. PDA promotional stuff is ok because it raises PDA awareness
    3. Likely not workable to roll remainder into travel awards
4. ST- deadline to spend $?
    1. June 30th (MD)
        1. SC- can we use any extras as travel awards since there is a 6/30 submission date?
        2. Probably not because $ is gone on 6/30
c. Action items:
    1. Head of each committee to come up with itemized budget for year and put on Google sheet (MK/JM/NH/SM/SC/WK)

5. PDA digest (SM)
    a. Most people click on jobs and news articles, although wellness is starting to make headway
    b. Stuff to include in next digest:
        1. Science Lounge (8 tix left)
        2. Gong show
        3. Young Hands in Science
        4. 1/30- travel award due date 2/28
    c. Action items:
        1. Get flyers and include upcoming PDA events in digest (SM)

6. Social media (SM/ST)
    a. Increase awareness of social media accounts (ST)
        1. Continue putting up flyer before seminar and pass out flyers at coffee hour
        2. Trying to tag people when posting photos (comes up on social media)
    b. LinkedIn
        1. What to post?
        2. JM- several recent Nature articles about wellness
        3. SM- could post wellness articles from digest
    c. Slack channel just for postdocs (add-on to P2P) (tabled until March)
        1. Can be difficult to moderate (can get nasty) DR
        2. BM- need to have a moderator (take turns) go through and clean stuff up
            1. What need are you fulfilling?
            2. Could be a lot of work with not much engagement from postdoc community
            3. Can promote at P2P events

3. IC- set up rules, 3 strikes and you're banned
4. JM- start with science stuff (need a reagent, can't get something to work)
5. IC- make P2P channel on exec council so we can keep tabs on who's misbehaving

d. Website
1. xx

e. Action items:
1. Take pics at events to publicize the PDA initiatives (excluding P2P) (all)
2. Think about creating an online community for postdocs for things like resource sharing (i.e. "out of XX reagents") (NH/IC/all)
3. Make a survey to see what postdocs would be interested in participating in re: online community (??)

7. Postdoc of the month (POTM) program
   a. Current POTM came; took a pic with his certificate
      1. MK- if POTM doesn't come, send them a PDF of their certificate
   b. MK- since we have $, maybe do a gift certificate or nicer swag (SC)?
      1. SM- more people would nominate POTM- need a rubric?
      2. BM- shy away from rubric because hard to compare apples to apples (K99 vs being there for someone in a hard time)
         1. Make it random each month
   c. Action items:
      1. Buy something nice (swag) to give away for POTM starting in March (DR)
      2. Go back and give past POTM swag (??)
      3. Update flyers and provide deadline to be considered for POTM in digest (deadline is 1/25)
      4. Keep tabs on POTM nominees and add to Google doc (SM)

8. Departmental reps program
   a. Who is in charge? (MK)
   b. MK emailed all reps
      1. About 70 new postdocs this semester; email reps with names and their departments
      2. Ends up being a lot of emails; send out one spreadsheet with rep's name next to new person's name, tell reps to look for their name
      3. BM- there was a backlog so usually only 10 people per month
      4. Some reps no longer on campus- reiterate to reps to notify PDA if they leave campus
         1. Need to update every year with current list
   c. Twice yearly rep meetings?
      1. BM- might be nice to get reps together to debrief what they're hearing from the new postdocs
   d. Make flyer to advertise PDA
      1. MK- created 1 page flyer about PDA offering
      2. IC made bullet point of 10 things he wish he knew when he started his postdoc
   e. Action items:
      1. Consider meeting with departmental reps twice per year to debrief and answer questions (DR/IC)

9. Coffee hour (most recent 1/8/19 at 9:30 am)
    a. Per MK- two waves of people- right in beginning (but left before announcements) and then another later
    b. Need to fill out official function form only when >$500 or $75/person
    c. Need to buy more coffee- what's the protocol?
        1. How much coffee do we need? Bought a big bag in September
        2. DR purchased items last year and got reimbursed
        3. Per BM, don't need to do an official function form
            1. Can just buy off Amazon (BM has tax exempt account set up)
            2. Set up recurring orders so it's fresh (buy smaller amounts)
    d. Action items:
        1. Create committee signup list to pass around at coffee hour (DR/IC)
        2. Get with BM to order coffee, new tea bags, and mini creamers off Amazon (MK)
        3. Learn how to get data off computer

10. Happy hour
    a. One person couldn't find the group but otherwise 7 in attendance (all new faces)
        1. Not many on the executive council in attendance at past few happy hour or coffee hour
        2. NH- difficult to attend with lab work
    b. Action items:
        1. More PDA executive council present at happy hour (all)

11. Possible free day for postdocs at Health and Wellness Center
    a. Someone attended happy hour who works at wellness center- can get us a free day
        1. NH- lots of summer specials at the wellness center so maybe do it in late spring to raise awareness of wellness center
    b. Action items:
        1. Physical wellness for digest- put in postdoc rate ($35) with link to wellness center (SM)

12. Young Hands in Science update
    a. 4 events scheduled for this semester
    b. Need funds to support YHIS (MK using personal supplies)
    c. Made training video for volunteers, also newsletter to send to departments
        1. Plenty of volunteers
    d. Action items:
        1. Promote YHIS to faculty to get them involved (all)
        2. Put advertisement for 5-min video blurbs for YouTube channel in digest

13. Science Lounge update (http://www.dmns.org/learn/adults/the-science-lounge/; upcoming dates include 1/17 and 2/21)
    a. IC- plenty of tickets left
    b. DR already did official function form
    c. BM needs to make the purchase
        a. NH has room on P-card to buy Science Lounge tickets
            1. Can just use speedtype?

2. BM- have to allocate in some way (but even have to do that if getting reimbursed on personal card)
                        1. Hannah did it using her own card
        2. Could put in a cart and share cart with BM
    b. <mark>Action items:</mark>
        1. <mark>Need to buy tickets by the end of this week (1/11)- don't buy set number (only number of requested)</mark>
        2. <mark>Send out email telling people Friday is the deadline to request tickets (SM)</mark>
        3. <mark>Email tickets to postdocs (??)</mark>

Career Development:

14. Seminar series update (NH)
    a. Next seminar on 1/17
        1. NH found someone to fill the 1/17 open spot
        2. Needs someone to go set up (set up attendance sheet/ computer, introduce first speaker)
    b. On track for SMART goals
    c. <mark>Action items:</mark>
        1. <mark>Include topics in digest (SM)</mark>
        2. <mark>Help set up for 1/17 seminar series (JM)</mark>

15. Travel awards update (WK/SC)
    a. 3 awards cycles for 2019
    b. Next deadline is February 28; start publicizing end of January
        1. Expect higher paylines because of more funding secured
    c. Meeting with Advancement a few weeks ago
        1. Spent a lot of time explaining what a postdoc was and why funds were needed
            1. Need for travel, can't charge postdoc dues
    d. SC- working to get reviewers set
    e. Need to publicize funding success rate
    f. PDA website not updated with current dates- need to update all avenues with current dates
        1. Three people applied but it was off-cycle
    g. <mark>Action items:</mark>
        1. <mark>Email SC or WK with young faculty members who might serve as reviewers (all)</mark>
        2. <mark>Fix website and other avenues that publicize submission cycles and important deadlines (SM/ST)</mark>

16. PDRD update (JM)
    a. 7/11 official date set
    b. <mark>Action items:</mark>
        1. <mark>Create PDRD blurb to include in packet to give to new postdocs to hand out at orientation or from department reps (JM)</mark>
        2. <mark>Decide how to measure faculty involvement in PDRD; what's the metric? (all)</mark>

Other PDA Projects:

17. Orientation
    a. Make rotating attendance at orientation so it's not the same person doing it every time
    b. BM- last Wednesday of every month; need someone from PDA from 12:50-1 pm; usually in Fitzsimons rm 5104 (unless otherwise noted)
    c. Action items:
        1. Make a new Google sheet to track whose month it is (??)

Next Meeting of the Exec Council: Thursday, February 7, 1:30-3:30 pm, location TBD