**PPDA Board Meeting Minutes**

(04/16/2024, 4-6 PM)

YONG 175 | **Zoom:** <https://purdue-edu.zoom.us/j/99426751590>?

**Attendees:** Hema, Iqbal, Subhadeep, TU Van Duong, Dezhi, Yiran, Rachelle (in person); Richa(Zoom)

* **Social media**
* **PPDA website needs to be updated (Council member section, past events section and Meeting minutes section)**
* A request to Viswanath and Yiran to update the recent meeting minutes reports on the website.
* A request to Viswanath and Yiran to contact with IT team to ensure training for all the PPDA members.
* Update the website with new images. Christmas event pictures were already shared by Richa.
* **Post Doctoral Mentor Award**
* Rachelle is working to extend the date for one week. She is also going to send the nomination email again by 04/17/2024.
* **Past events**
* **Woman in Science event, March 26, 10:30 AM EST. (Subhadeep/Richa/Hema)-Three speakers (Prof. Vikki Weake/Dr. Yamuna Rani Kalipatnapu/Dr. Christine Jao). How was the event?**
* The event was successful, with a turnout of 20 attendees for the one and half hour discussion. It was a sharing experiences of speakers’ academic/work place.
* Note- Consider requesting speakers to record the event.
* **Coffee hour (Dezhi)**
* The event was successful, with a turnout of 20 attendees. Cookies were included along with coffee.
* A decision has been made to althernate the coffee hour from morning and evening. One month it can be arranged in the morning and the next month in the evening.
* **Future events**

There is no immediate events but a discussion has been made on the prospective events and proposed as follows:

* A DEI event proposed by Subhadeep, guests of different backgrounds will come and talk about their experiences. We can invite DEI vice president/vice-provost of Purude University as the speaker.
* Tuo/Iqbal is planning to arrange a VISA/Immigration event next month (May)
* Subhadeep/Yiran is planning to arrange a webinar on ‘How to be a good reviewer’ in June.
* Tax filling events can be arranged
* **Coffee event April**

Iqbal, April 26 th, 4.30 – 6.00 pm. Request Rachelle to purchase coffee and cookies and book a room in WALC. Iqbal should send an email with a flyer for the event.

* **PPDA website and postdoc-social email list**
* Alex has transferred the contact person name for PPDA to Subhadeep.

* **Others**

Information about PPDA in the postdoc newsletter sent by the graduate school.

* **Miscellaneous**
* The number of the postdoc working here at Purdue is 564. There is an employment category called ‘Postdoc’ which includes visiting scholars. Rachelle will look into the issues of visiting scholars.
* We should have a FAQ section on the website on different aspects of postodcs including excess income and associated rules.
* Rachelle opened two new postdoc emails: one is ‘postdoc’ and the other is ‘office of postdocstudy’.
* Rachelle is working to update the postdoc email list for postdoc news letter.
* We can send all of our activities to Rachelle and she will approve and send it to the news letters. Right after every board meeting, we can send her updates so that she can have tiem to work on.
* For Coffee social from now on, Rachelle is our contact person.
* Our office falls under the graduate school so that we can use the resources. We will be under the ‘Office of the vice provost for graduate students and postdoctoral scholars’.
* Three cycles for travelling award: March 1st, July 1st, September 1st , Rachelle is working to make the process easier and it will be merit based so that one can get even three cycles.
* Summer programming
* Every month (last Friday) two hours session with postdocs: Presentation, mentoring, writing/grant writing with coffee social.
* Postdocs who will present in the above mentioned sessions, will be given priority for travel grants.
* Dezhi will arrange a networking tour next Saturday (April 20th)