**PPDA Dec. Board Meeting Agenda (12/01/2022, 5-6 pm)**

**Location:** BRWN 4106

**Attendee:**

**1. Christmas event plan**

**(1) Plan discussion**

1. Time/place (any place with kitchen?)
2. Event contents:
3. Potluck (every attendee brings some traditional food/drink from their country)
4. Everyone bring small gift (gift sharing)
5. Human christmas tree decorations
6. Christmas tree decorations (buy tree and some decorations)
7. Some games (what?) and sharing topics
8. We provide some food/drinks (cost)
9. Organizing
10. Decide what to do
11. Decide time/place
12. Announcement (two weeks before Christmas)
13. Accounting attendees
14. Preparation: room reservation, Christmas tree and decoration materials, drink/food etc
15. Cost
16. ~~Collaboration (with graduate student council?)~~

**(2) To do list (Dezhi’s suggestion):**

Before event:

Date/Time: 12/17-22 5-8 pm?

Board Attendee: Chetan, Subhadeep, Elvita, Tauqeer, Tu, Dezhi, Jesse(probably)

Survey of cost: food, drink, decorations, others (before weekend, Dezhi)

Update to Lisa (today after the meeting, preliminary plan)

~~Possible collaboration (email this weekend)~~

Flyer, before Dec. 10 (Shamila)

Registration link and Announcements (email/website/social media etc) Dezhi, before Dec. 10

Attendee statistics (for food/drink, decoration, cards, name tags, room space etc.)

Room reservations, a week before

Place announcement, a week before

Reminder (email) a day before

Drink/decoration shopping (weekend before)

Food preparation (afternoon)

During event

Room decoration (board member and volunteer arrive 1 hour before)

Table setup etc.

Coordination

Cleaning

Etc.

**2. Website update & communication platform**

**(1) Elvita’s suggestion**

I see three ways to enhance effective communication between PPDA members and Purdue postdocs:

**1. Establish an easy access for updates on PPDA news and events website:** <https://www.purdue.edu/gradschool/ppda/news-events.html>

Comment: *I believe this we can be solved very fast with IT*

**2. Create a platform for PPDA board members/ or ask if they think that this platform will be helpful**: e.g., Slack, Teams, Groupme. Shamila also suggested – WeChat, WhatsApp, Telegram, Hangouts.

Comments: *I think for this we do not need to involve IT. But we should ask the whole board and maybe make a voting.*

**3. Create a platform or app for Purdue postdocs (most demanding goal!):**

*I believe we should first consult with IT to understand if this is feasible and what the best options are, and then organize a survey for Purdue postdocs.*

*This platform should also be able to accommodate a large number of participants, as some apps have a limit on this number.*

*For this purpose, I envision a platform similar to Teams or Slack (preferred more), where we can open multiple rooms/channels related to various topics: a) general chat room- events and entertainment; b) visa and immigration; c) moving, apartments, tenants; d) doctors and medicine e) job postdoc positions. These are merely a few examples of potential room topics we could create. From my experience as a postdoc in some former German WhatsApp groups, it can become quite chaotic when all topics are discussed randomly in a single chat and you receive 50 messages.*

**(2) Discussion with IT group**

Attendee:

Time:

Topics: how to get access to the website easily, possibility to have built-in communication platform etc.

**3. Industrial experience sharing (Tauqeer)**

DateTime: second week of Jan 2023

Other two panelist: chemistry, engineering, biology before Dec

Announcement: Dec 12

Coordinator: Subhadeep/ Tauqeer /Alex (backup)

**4. Constitution Revision (Tu)**

* Numbering (Shamila) – Many points numbered 1
* Term of office bearer (Shamila) – In my case it would be less than 1 year. What do we do?

**5. Survey questions and answers**

**6. Others**

* Talk by a wellness and health expert – On good posture, ergonomics, furniture etc.

Shamila, Jesse, Tauqeer: Please add more details

* Postdoc who teach to be considered for teaching awards. This came up in the teaching excellence council meeting yesterday. I am on the council as one of the creators of the evaluation framework. Staff teachers are not considered for teaching awards. We could push for this and I can represent postdocs in the council.