**November PPDA Meeting Minutes**

**Meeting date: 20th November 2020**

**Members present:**

Anke Tukker, Fanfei Meng, Ivy Schweinzger, Jian Xu, Kristen Bellisario, Lisa Prince,

Ophelie Desmet, Tauqeerunnisa Syeda, Ya-Hsin Hung, Yuyan Bao

* **New members**
* New members were informed about the PPDA google drive and they were asked to send their g-mail info to Lisa
* Proposed amendments to the PPDA constitution were discussed with new members and they are given a week to send their comments and suggestion.
* New members were asked to send their photos to Yuyan to update the PPDA website
* **Budget**
* Budget for PPDA was discussed: Budget for PPDA is still frozen and it will remain frozen till next fiscal year July
* Post doc office may be applying for small grants and asked PPDA for ideas of events that could be included in grants
* Fundraiser events (online events) for PPDA
* Lisa Prince/Jian will ask Lisa Nielsen if PPDA can receive donations, organize fundraiser and status of PPDA (is PPDA an NGO?)
* **Ideas for donations for social cause**
* Personal donation from PPDA board members and ask equal donation from Purdue for food bank
* Collaborating with local restaurants for rounding up for donations
* Penny donations in the department
* **Ideas for social events**
* Coffee chats with post doc peer group
* Person library: Invite postdoc from diverse background and ask them question about their culture to get to know a new culture
* Cooking together events on Zoom/ food delivery events for postdoc who will be on campus and would like to hangout during holidays in December
* Organize online fun events for post doc: PPDA members can donate for gift card, can local business sponsor the gift card?
* Zoom break out groups: In online social event, randomly add 3-4 post doc in a group for short get to know sessions
* **Ideas for professional development events for post docs**
* Industry:
* Collaborating with Purdue foundry for Industry related professional development events
  + https://purduefoundry.com/
* Inviting Purdue foundry for a webinar on their resources they provide like commercializing research ideas or products.
* PPDA should inquire possible collaboration opportunities and resources available at Purdue railyard.
  + https://www.prf.org/researchpark/purdue%20railyard/
* Inviting McGraw-Hill publisher for talk
* Collaboration with graduate school career fair
* Workshop ideas: identifying and selling your transferable skills, establishing and maintaining your network
* Professional development resources: PPDA HIGH5 test discover the best part of yourself.
* Academia: Organise events similar to ADVANCE Purdue FAST session by collaborating with biology and engineering helping groups:
* For post doc who wants to practise with their peer before going for academic interviews
* For post doc who wants advise from faculty before going for interviews
* Discussions about having peer writing groups
* Resources for webinar: Use of resources such as Zoom (smaller sub group), Slack and Padlet during PPDA webinars to make webinars more interactive.
* **PPDA social media**
* Weekly post PPDA social media introducing few post doc and their research

**Actions required:**

Lisa: Give access to goggle drive to new members

Jian: Ask Lisa Nielsen about financial status of PPDA (If PPDA can receive donations or organise fundraiser events)

Lisa and Jian: Look into grant that Lisa Nielsen sent and compile list of potential professional development workshops and send to Lisa N.

Yuyan: Update PPDA website with name and photos of the new members

Yuyan and Kristen: Plan about social media post “Introducing post doc and their research”

New members: Send g-mail info to Lisa and photos to Yuyan.

New members: Read the proposed constitutional amendments (on google drive) and send comments and suggestions by December 2nd to Lisa P. If no comments are received by then, updates will be sent to Lisa N. and published upon her approval.

Kristen and Anke: Plan social events for post doc for December

Ya-Hsin, Lisa, and anyone who is interested: Plan professional development events for next semester

Everyone: think of companies that they might like to see/speak to at a virtual career fair and send to Lisa P.