**PPDA Board Members Meeting**

* Attendees: Mina Rostamza, Vivek Lawana, Lisa Prince
* Absent: Shiyan Wang

Anything with a star \* is an item to be completed by the individual

Discussion:

* Coffee Break
  + Generally in PGSC 1st week of every month
  + Reasons for little participation:
    - Location (off campus)
      * Needs to be in an academic room (a room that we can reserve)
        + YONG
        + PMU (the union)-\*Vivek to check for rooms
      * Prefer to not switch too much to confuse people
    - After working hours
      * Vivek suggested trying different times
        + Mina-had tried that, but didn’t work out (but not a lot of different times)

But could try noon and 4-5

* + - Not getting the word out about the PPDA in general (must seek out in order to get on the email list)-suggested by Lisa
      * How to do that? Lisa Nielson as a point of contact between postdocs and the business offices
    - Variety:
      * Games-suggested by Mina
      * Happy hour
        + June-have at a bar

Options:

Chumney’s

Lafayette Brewing Company-suggested by Mina

Nine Irish Brothers

Ask the Postdoc Office if they will pay for snacks/appetizers

Vivek suggested a Thursday at 6:30 and to allow people to bring the family

\*Mina will create a RSVP and see how many people respond-will have if 20ish people RSVP

* + - * Lunch hour
        + Would the office provide lunch?- Discuss with Lisa N.
        + Vivek suggest we could invite speakers during this

Have the Dean come and talk (September Coffee Break)

* + - * BBQ in the summer time- suggested by Vivek
        + Rent out a pavilion at a park
    - \*Emphasize networking opportunities
* How to get information out there about events (PPDA vs Postdoc office)?
  + Newsletter sent out by the Postdoc Office
    - Combined with graduate student newsletter
      * How to separate what PPDA does vs. Postdoc Office?
        + \*We will have the postdoc office send out original posts, and then we can send out the reminders.
* Speakers for coffee break:
  + Vivek:
    - Immigration specialist
      * Mina- they did have something like this through ISS (?) for faculty and postdocs last year
        + \*Mina will find out who the director is and reach out to the director to see if this is happening again
      * Mina suggested having this as a workshop and not during coffee break
      * How many of the 550 postdocs are international?
    - Finance office
    - Child care
    - Panel of faculty (new, midterm, senior, for example)
      * From different colleges
      * Deans, Provost office
      * Collaborations with Industry-\*Vivek will look into for the Research Park Area
        + How to operate a startup, for example
  + Mina-better to have these speakers for a workshop or more formal event
* Other events:
  + Postdoc research conference/symposium
    - There is for Life Sciences, but expand
    - Mina-have a half a day and include speakers
      * \*Vivek is happy to help or lead this
    - Vivek- aim for Fall
    - Budget- we don’t have access to the money for these things
    - \*Talk about in the next meeting-how to organize, judges, good time/day.
      * Need to have a very clear outline for when we meet with Lisa N
* \*Talk about website in detail at a later date (webmaster not here)
  + Needs to be updated
    - Council members:
      * About us
      * Department
      * Contact information
      * Responsibilities need to be defined more clearly
        + Vivek-each of us can look at it and update with what our responsibilities are
    - Mission
      * \*Mina will reach out to former members to see how far they got
    - Constitution
      * \*Vivek will work on
* Create a survey about the postdoc needs/wants for Postdocs
  + Google form- for the survey
    - \*Vivek will create
  + How can we serve you better? Potential questions:
    - Have you heard of PPDA
    - How many times attend PPDA events
    - Reasons for not attending events
    - What times work for you
    - Social events you’d be interested in
* The best way(s) to get contact between all postdocs, including incoming postdocs and established postdocs:
  + Vivek-graduate college should be able to get contact information
  + Social Media-
    - Facebook?
    - Twitter?
    - LinkedIN?
    - \*webmaster-should take charge of this
      * But we should all have administrative permission
  + Mina- have a representative from each department
    - Vivek- each college might be better
  + Talk to Lisa N. about these ideas.

Upcoming meetings:

* Talk to Lisa of how to get information of new postdocs
* \*Invite her to an upcoming meeting
  + However, we need to have a clear list of what we want from her
    - \*Make this a goal of our next meeting
* Aim for the end of next week for the next meeting

\*Mina to send out reminder for the upcoming Workshop

\*Lisa to make a Google Doc account and keep the meeting minutes on there, to be posted by Shiyan upon approval of everyone.