**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.