PPDA Board Meeting Minutes

(05/14/2024, 4-6 PM)

YONG 175| **Zoom:** https://purdue-edu.zoom.us/j/93370201297

Attendees: Iqbal, Hema, Tu, Richa, Subhadeep, Rachelle

- o **Social media**

  - **PPDA website needs to be updated.**

  - Viswanath has uploaded all the meeting minutes.

  - Some pages like join us, postdoc newsletter and buddy system are not working. Rachelle will reach out IT department for the same and can share all the process with all the board members.

  - Details of all social media pages- Twitter, X and LinkedIn should be shared with all the board members.
  - Update all the events on the website.
  - Update the website with new images. Event pictures are required to be updated by Vishwanath and Yiran to update on the website.

- o **PPDA website and postdoc-social email list**

  - ✓ PPDA mailing list has been fixed by Rachelle, however, there are some issues which Rachelle will sort out as all the visiting scholars are removed from the newsletter emailing list.
  - ✓ **Visiting scholars issue-** Rachelle might reach out to Business offices of departments to find about visiting scholars who are postdocs.
  - ✓ Rachelle is adding only postdocs with Purdue IDs and declining others. For removal, she will be doing on the request.

- o **Past events**
  - ✓ **Coffee hour**
  - The event was hosted by Iqbal on April 26th and had a turnout of 13 postdocs.
- o **Future events**
  - ✓ **Visa/immigration event** will be hosted by Tu on May 16th.
  - An email has been already sent with flyer. A reminder will be sent again on 15th morning.
  - *NOTE- A calendar invitation can be sent along the emails for all the future events*

  - ✓ **Upcoming future events for this year is decided for each month**:
    May 2024 – Visa immigration by Tu
    June 2024 – How to be a good reviewer? By Subhadeep, Richa (tentative date – Jun 15th)

July 2024 – Outdoor picnic at Happy Hollows (tentative date – July 27th)
August 2024- Life at National Labs/ Research institutes.
September 2024 – DEI meeting (By Subhadeep, Richa, Iqbal)
October 2024- Research statement
November 2024 – DEI statement
December 2024 – Teaching statement

==NOTE: Please plan the speakers in advance and share the information with Rachelle at least 2 weeks ahead. Rachelle will be forwarding the information to Becky (Professional Development Program Administrator) to increase the visibility of our events.==

- ✓ **Social event**
  - **Coffee event May**
    Richa (05/31/2024)

- o **Others**
  - ✓ PPDA may plan to recruit new members on board in the coming months.