

Purdue Postdoc Association (PPDA)

Minutes of the meeting of the PPDA Officers and Team

Meeting date / time **Wednesday October 14, 2009, 12.30pm**

Meeting location **3062B, Forney Hall, Purdue University**

Minutes status **Accepted 11/06/2009**

	Name	ID	Position
Present	Kris Villez	KV	Co-President
	Valentina Trinetta	VT	Co-President
	Charlotte Perrett	CP	Secretary
	Nicolas Bordenave	NB	Treasurer
	Peter Richtsmeier	PR	Web design
	Melissa Dyehouse	MD	
	Kostas Gourgouliatos	KG	
	Talvikki Hovatta	TH	
	Alon Ludwig	AL	
	Nicky Moore	NM	
	Nicole Weber	NW	
Yang Zhou	YZ		
Excused	Aravind Chiruvelli	AC	
	Ana Juan	AJ	
	Jennifer Tsuruda	JT	
	Yinyan Zhao	YYZ	

Topics:

1. Introduction

a) Meeting is opened by KV, who welcomes everyone to the first meeting of the PPDA officers and team, and outlines the fact that as a new organisation the format and running of the organisation is to a certain extent flexible although requires a need for commitment from those acting as officers, with slightly less commitment from those serving as part of the team.

b) Those present introduce themselves, stating name, department, Country of origin and length of time at Purdue.

c) Those acting as Officers confirm their commitment to their roles.

2. Website

a) PR provides a summary sheet to the members outlining how the PPDA could set up a website that would be linked to the Purdue Student Organization Website and a list of websites with formats that may be suitable for the needs of PPDA.

b) PR poses the question of whether PPDA needs an official PPDA website or whether the current Facebook page is sufficient. This leads to a discussion on the pros and cons of an official website.

Pros:

- Not all Postdocs may have access to Facebook,
- Need for privacy for some Facebook members due to the nature of their work
- Facebook and its popularity may change in the future
- Linking the website to the Purdue Student Organizations would hopefully make it easier for current Postdocs and those thinking of joining Purdue to find.

Cons:

- The number of websites in use should be kept to a minimum so that the information on each was up-to-date and there was not too much work for those involved.

It is decided that the PPDA website and the Facebook page will be used alongside each other to publicise any events, with a view to re-evaluating in the future whether the Facebook page was necessary.

c) Having decided on the need for an official website, people are encouraged to view the example websites provided by PR and to send any ideas and comments about the PPDA website design and content to PR by Wednesday October 21st 2009. Later discussions at the meeting led to the idea of having a 'How to.../How do I...?' or similar section that would include information on topics such as healthcare, benefits, tax, accommodation etc. useful for those moving/arriving at Purdue.

3. Logo

a) NW has volunteered to design a logo for the PPDA and is currently investigating ideas. However, NW stated that any ideas and help would be welcome. Members are encouraged to email any ideas to NW by Wednesday October 21st 2009.

4. Constitution

a) To be accepted as an official organisation by both Purdue University and the National Postdoctoral Association (NPA), the PPDA needs to have a constitution. It is decided to aim for completing the constitution this semester so that the PPDA could get recognition by Purdue University for the spring semester.

b) KV had obtained a copy of the NPA constitution which will act as a template for the PPDA constitution. Alterations/inclusions will have to be made so that the PPDA constitution meets the regulations of Purdue University. KV, AL and YZ form a team to create a PPDA constitution proposal. KV takes the lead. This proposal should be sent for review by the PPDA council by the December meeting, leaving at least one week for review.

c) KV briefly outlines the components of the constitution, which lead to the following discussion points:

- i) Membership – it is agreed that this should be automatic upon joining Purdue. Decided to define 'Postdoc' as that detailed in the NPA constitution i.e. 'an individual holding a doctoral degree who is engaged in a temporary period of mentored research and/or scholarly training.' The notion from the exemplary constitution that a Postdoc has an academic supervisor was found necessary and sufficient to separate PPDA members from other senior researchers.

- ii) Council/Officers – Follow the example constitution with a maximum of 20 council/officer members, and a call out when the number of members drops below 20. If necessary, calls are made every 6 months so as to avoid too many changes in the PPDA council.
- iii) Council positions – PPDA is currently lacking a specific person for the role of email list manager and for public relations. The PPDA team is the equivalent of the social committee outlined in the example constitution. Appointment length for each of the Officer positions will be one year. It is expected that at the September call out, at the start of the academic year, the Officers will be elected (if there is more than one person interested in the position. If no competition exists for a position then that PPDA member will be elected to that position by default). KV and VT were keen to point out that each year, if possible, the Officers should change to ensure there will be people who can sustain the PPDA, which may not occur if all the experience is concentrated in a few members who leave, which is likely given the high turnover of Postdocs. It was decided that the maximum length of time any position should be held by the same person is two years. Should any of the Officers leave before their term of office is complete, then elections for the position will be held to ensure continuity, and the post will be held for one year.
- iv) Meetings: In addition to monthly meetings of the PPDA Officers and Team, additional meetings may be scheduled to allow the PPDA advisors, Prof. Peter E. Dunn and Prof. Jon Story, to attend. The date and time of these meetings will be arranged to allow all the PPDA Officers to attend, and will then be advertised to the rest of the team to attend. KV will consult Prof. Dunn and Prof. Story for their opinions in this matter.

5. Social Events

- a) A series of seminars on topics of interest to Postdocs will be organised by the PPDA. Professor Peter Dunn to be asked whether he could repeat the grant writing seminar he gave recently to graduate students, for Postdocs. Other ideas for seminars include asking someone from the benefits office to talk about Health Insurance choices etc. (perhaps in time for Enrollment?), work/life balance, interviews, writing research interest statements and intercultural relations. Other ideas for seminar topics are welcome, and a deadline set of Wednesday October 21, 2009, with ideas to be emailed to VT or CP.
- b) It appears that a larger than expected demand for social events exists among Postdocs. It is decided to try and hold a monthly social event for PPDA members. For each event it is hoped two people will take the lead, with the rest of the PPDA team helping as required/available. It is suggested that, in addition to a fixed PPDA-dedicated event, the PPDA may team up with other organisation to promote their social events and/or that the PPDA may offer additional events in a more flexible arrangement (e.g. no R.S.V.P. required). However, no specific decisions are made. Ideas for social events are requested to be sent to VT or CP by Wednesday October 21, 2009.

Actions:

Action identifier [yyyymmdd-no- id/id/..]	Short description	deadline	Status
20091014-1- KV/AL/YZ	Create a PPDA constitution proposal	2009	ongoing
20091014-2-PR	Create a draft design for PPDA Website	2009	ongoing
20091014-3-NW	Create a draft design of the PPDA logo	2009	ongoing
20091014-4-KV	Consult Prof. Dunn and Prof. Story on how they wish to participate in PPDA meetings	2009	ongoing
20091014-5-VT/CP	Organise November PPDA social event	20091130	ongoing

Any other business:

a) Ideas are due by Wednesday October 21, 2009 on the following topics:

i) PPDA logo: ideas to Nicole (nrweber@purdue.edu)

ii) PPDA social events: ideas to Valentina or Charlotte (vtrinet@purdue.edu, cperrett@purdue.edu)

iii) PPDA seminars: ideas to Valentina or Charlotte (vtrinet@purdue.edu, cperrett@purdue.edu)

b) PPDA Officer Meetings will be held the first Monday of every month at 12.30pm.

Date and time of next meeting: Monday November 2, 2009 at 12.30pm. Location to be confirmed.