

Purdue Postdoc Association (PPDA)

Minutes of the meeting of the PPDA Officers and Team

Meeting date / time **Monday November 02, 2009, 12.30pm**
Meeting location **Room 2220, Food Science Building, Purdue University**
Minutes status **Accepted 12/12/2009**

	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
	Kostas Gourgouliatos	KG	
	Ana Juan	AJ	
	Alon Ludwig	AL	
	Nicky Moore	NM	
	Jennifer Tsuruda	JT	
Yang Zhou	YZ		
Excused	Aravind Chiruvelli	AC	
	Melissa Dyehouse	MD	
	Talvikki Hovatta	TH	
	Nicole Weber	NW	
	Yinyan Zhao	YYZ	

Agenda:

1. Approval of previous minutes
2. PPDA logo
3. PPDA website
4. Gaining PPDA recognition
 - Inclusion of Pharm D.s
5. Social relations/communications
 - Seminar ideas and collaboration with Cyndi Lynch in Graduate School
 - Co-operation with Center of Instructional Excellence (CIE)
6. PR officer selection

1. Minutes

a) KV outlines the process the PPDA Presidents and Secretary have decided upon for getting minutes approved. Namely, CP, as Secretary, will type up the minutes and send this draft to KV and VT for comments. Once any comments have been considered/ incorporated, CP will send a copy of the minutes to KV for distribution to all members of the PPDA team prior to the next meeting. Minutes will be discussed and accepted at the next meeting.

b) It is discovered that the minutes from the October Meeting have only been sent to the core PPDA team. KV will send to all the other members of the team with a deadline of Friday November 6 for any comments, otherwise current minutes from October meeting are accepted.

c) Each PPDA officers meeting will have the following topics included in the agenda:

- Logo
- Website
- Official recognition
- Review of the 'To Do' List

These agenda topics will be kept until the relevant tasks are completed.

2. Logo

a) NW is absent, so no update on the logo. VT will ask NW to have at least one sketch of a potential logo for the next meeting.

3. Website

a) KV had sent details of the website he maintains to PR as one example of the format the PPDA website could use. PR would rather have a more basic format and therefore it is decided that a basic html website should be created.

b) Need server space for the website, which will only be granted once the PPDA gains official recognition. PR is happy to prepare the website on his own server space, and then move it over to the official site.

c) It is agreed that PR should prepare a basic page with a list of links including 'Subscription Link' so people can subscribe to the mail list', 'Meeting minutes' and 'How to..' for the December meeting. The Friends of Europe website can act as a guideline for the type of content required on the website. The basic web page can then be built upon to prepare the website that can go live when we get server space.

4. Official recognition

a) KV is working on writing the PPDA constitution. AL and YZ have commented on the first draft. The next draft will be presented for discussion at the December meeting, at which Professor Peter Dunn and Professor Jon Story will be present. The December meeting represents the last chance to discuss the constitution before it needs to be sent for approval by Purdue University, allowing the PPDA official recognition for next semester.

b) KV had been asked whether PPDA will include those with PharmD (Doctor of Pharmacy) degrees. KV has consulted the NPA and Professor Dunn, both of which were happy for their inclusion. PR mentions there are other doctorate qualifications specific to other professions/subjects e.g. Psy. D. (Doctor of Psychology) and Au. D. (Doctor of Audiology). KV suggests the PPDA accepts anyone with a doctorate

level degree whose main role is pursuit of research. A vote is conducted and there is unanimous acceptance of KV's suggestion.

5. Social Relations

- a) VT is arranging social events with TH, however VT needs one or two more people to be dedicated to organising social events to help spread the work load. NM and JT volunteer to be part of the subcommittee for social events.
- b) The November social event will be a bar crawl in Lafayette. It is decided to hold the social on Friday November 20th, starting at 7pm, and taking in about 3 bars. PR volunteers his house for people to park at.
- c) VT has received several ideas for social events for the forthcoming months, which include ice-skating, pot luck, a picnic and a trip to the zoo. Ice-skating will probably be the December social, with a pot luck in January. The picnic and trip to the zoo will take place in spring.
- d) VT suggests putting links at the bottom of the PPDA emails to organisations such as the International Centre and Friends of Europe so that Postdocs can see what other social events are open to them.
- e) KV and VT had a meeting with Cyndi Lynch, Director of Fellowships and Professional Development at the Purdue Graduate School. She is very keen to help the PPDA. Many of the topics suggested for a series of seminars on topics of interest to Postdocs are covered by a course for PhD students entitled "Preparing Future Faculty" which runs next semester. Cyndi Lynch is happy for Postdocs to attend, and is trying to organise it so that Postdocs can attend the seminars they are interested in, rather than the whole course. KV has sent information on the course to all those on the Postdoc List. Cyndi Lynch is also happy to help find speakers for the topics not covered by the course, which currently include:
 - Life outside the lab
 - Family and work
 - How to make your Postdoc successful
 - How to publish
 - Different cultures
- f) VT asked whether Postdocs wanted to have a seminar this semester. If so, could ask Prof. Dunn, who could do one of two talks. A vote is taken on the talk topics with 5 people in favour of 'Grant Writing' and 3 people for 'Research Integrity'. VT will ask Prof. Dunn when he would be available to give the chosen talk.

6. PR officer selection

- a) KG has volunteered to act as the PPDA PR Officer, which is accepted by those present.
- b) It is suggested that one of the roles of the PR officer is internal communications i.e. using the Postdoc email list to provide updates on events and to take over the newsletters KV has been emailing, which could include the finalised minutes, calendar and other information. However, PR expresses concern that with KV emailing the information the Presidents receive and PR updating the website with events and information there may be unnecessary duplication of roles with the PR officer. It is decided therefore that the PR officer does not need to be involved with internal communications. KV, as co-President, will be the main contact for people with information for members of the PPDA, and therefore will be responsible for the monthly meeting email, not the PR officer.

c) Other roles for the PR officer are discussed. KG suggests he can liaise with other groups to arrange participation of Postdocs in their events. PR suggests the PR officer could be responsible for liaising with each Departments Business Administration to ensure the PPDA is advertised to new Postdocs so they know where to find information. As time is running short and no decision has been made as to the PR Officer role, it will be discussed further at the December meeting.

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	2009-12-07	ongoing
20091014-3-NW	Create a draft design of the PPDA logo	2009-12-07	ongoing
20091014-4-KV	Consult Prof. Dunn and Prof. Story on how they wish to participate in PPDA meetings	2009	completed
20091014-5-VT/HT/NM/JT	Organise November PPDA social event	2009-11-22	ongoing
2009110209-6-VT	Ask Prof. Dunn if he is available to give a seminar for Postdocs	2009-12-07	ongoing

Any other business:

a) Agenda for December Meeting:

- Function of PR Officer
- Website: What information we want on the site
Changes to page layout
- Gaining recognition: Prof. Dunn and Prof. Story will be present to help with deciding the final constitution.
- KV/VT will report back from their meeting with Center of Instructional Excellence
- Decision to be made on whether to do a survey for Postdocs

Date and time of next meeting: Monday December 7, 2009 at 12.30pm. Location will be Room 398, Physics.