

Purdue Postdoctoral Association (PPDA)

Minutes of the meeting of the PPDA Council

Meeting date / time **Monday February 1st, 2010, 8.30am**
Meeting location **Room 111, Matthews Hall, Purdue University**
Minutes status **Accepted 03/01/2010**

Name	ID	Position	
Kris Villez	KV	Co-President	Present
Valentina Trinetta	VT	Co-President	Present
Nicolas Bordenave	NB	Treasurer	Present
Kostas Gourgouliatos	KG	Public relations	Present
Charlotte Perrett	CP	Secretary	Present
Peter Richtsmeier	PR	Webmaster	Present
Aravind Chiruvelli	AC		Absent
Melissa Dyehouse	MD		Absent
Talvikki Hovatta	TH		Present
Ana Juan Garcia	AJ		Present
Alon Ludwig	AL		Present
Nicky Moore	NM		Excused
Jennifer Tsuruda	JT		Present
Nicole Weber	NW		Present
Yinyan Zhao	YYZ		Absent
Yang Zhou	YZ		Absent
Professor Peter Dunn	PD	Faculty Advisor	Present
Professor Jon Story	JS	Faculty Advisor	Present

Agenda:

1. **Approval of previous minutes**
2. **Format of council meetings**
3. **Removal of member from council office**
4. **PPDA website**
5. **PPDA constitution and official recognition**
6. **Update from PR Officer**
7. **Update from treasurer**
8. **Sigma XI poster competition**
9. **Postdoc survey**
10. **NPA National Meeting**
11. **Social events**

1. Minutes

- a) January meeting minutes are accepted.

2. Format of Council meetings

- a) KV welcomes everybody to the new meeting room and meeting time of the PPDA council for this semester, and states that he and VT have a new policy of trying to keep the meeting length to one hour only. KV and VT will therefore prioritise the items on the agenda so the essential items are discussed. Any remaining topics not covered in the one hour will be put on the agenda for the following meeting.

3. Removal of Melissa Dyehouse from council office

- a) KV informs the council that Melissa Dyehouse no longer wishes to serve as a PPDA Officer, and will therefore be removed from the list of Officers

4. Website

- a) PR has investigated different forums that can be used by the PPDA, including forums run by Google, Yahoo and meetup.com. All of them require users to create a login, and therefore PR has not accessed those he is not already a member of, so does not know for sure which ones will be suitable for the PPDA. PR does use Yahoo groups and knows that it would be suitable for the PPDA. However, KV comments that since PPDA members will have to log in, it is probably best to use a forum site that most members use anyway. A poll of council members reveals the most common forum site is that run by Google, and therefore it is decided to adopt this as the place to hold the PPDA forum.
- b) PR recommends that the administrator of the forum receives an email when there is a new post to reduce the time spent having to check the forum. KV proposes PR acts as administrator for the moment and PR accepts.
- c) VT asks whether the forum could actually be part of the PPDA website so it will be clearly visible to members, and also reduce the number of ways in which PPDA members keep in contact (email list, website, forum). Both PR and KV inform VT that having the forum as part of the website involves difficult programming and is out of their range of experience. KV suggests however, that once the website is up and running, it may be possible to get support from Purdue personnel to achieve this request.
- d) PR informs council that he has the basic structure of the website now. PR has incorporated the text sent to him by KV and VT but has not put any graphics in. PD comments that it is the content that needs to be focused on at this stage, as the format and graphics will largely be determined by those already in place on the server to which the website will be placed. PR requires feedback on the draft website as he feels in some areas information is being repeated. KV decides that he and VT will check through the current website and provide feedback to PR, and any additional content to be added. PR will then make any alterations that are necessary and then email a link to the website so that the rest of the council members can comment. KV asks that PR makes regular contact with PD to keep momentum going on getting the website up and running.
- e) PD tells the council that the PPDA website will be linked to the webpage of the Office of the Vice President for Research (OVPR). The OVPR staff will have to create the actual webpage, and PD agrees to inform the relevant person so that PR can send all the information to them.

5. PPDA Constitution and Official Recognition

a) PD informs council that he has been in contact with the Universities who comprise the 'Big Ten' to find out how they recognise organisations such as the PPDA. So far, half have replied and the response varies from having no procedure in place to having an official Postdoc Office. PD will await the other responses before outlining a policy, however, he expects that recognition will either come from the OVPR or the Graduate School Administration, with recognition by the Provost.

6. Update from the PR officer

a) KG reports to the council that he is compiling a list of all the business offices at Purdue so that he can email them, and using some text created by KV and VT, introduce the PPDA and ask them to inform incoming Postdocs about this organisation. PD asks why KG is contacting the business offices, and muses that they are probably not the best people to contact as if it's the first time they hear of the PPDA they are likely to have to follow it up to check the PPDA is recognised by the University, and this may cause problems if people further up the hierarchy have not been informed. PD believes the Directors of Financial Affairs have contact with all the business offices and as such would be a better point of contact. PD is also due to meet the Associate Deans of Research tomorrow so can inform them about the PPDA and ask them to publicise it to their staff. JS will do the same in the Graduate school. It is agreed that KG will send the message he wants conveyed to these offices to PD and JS, and they will distribute it to the relevant people.

7. Update from the Treasurer

a) NB hands out copies of the draft budget he has created for both now until June 30th 2010, and for 1st July 2010 to 30th June 2011. NB highlights areas where the figures may change, for example costs to attend the NPA annual meeting which could be reduced through conference grants and sponsorship by the Graduate School and/or VPR. JS and PD agree that the figures appear reasonable and they will work on providing the money. PR asks whether the PPDA can make the final decision on the money that is allocated to the PPDA. PD agrees that this will be the case.

b) KV tells the council of his idea to have the PPDA sponsor some lunches, such as the brown bag lunch in his Department where graduate students and Postdocs interested in pursuing a Faculty position meet, and thereby provide a platform to publicise the presence of the PPDA. NB suggests people could bring their own lunch to reduce costs, but KV argues that by providing free food it encourages people to attend and gives the PPDA the right to provide a presentation about the PPDA. KV would also be interested in the PPDA encouraging other departments to hold this type of brown bag lunches by sponsoring their first meeting.

c) PD informs council that at Purdue it is usual for people attending an event, such as an annual dinner, to pay for their food through buying a ticket to the event, and therefore the PPDA should only require money for the speaker for their annual dinner. PD suggests that if a dinner is to be held this semester, given the short notice, an internal i.e. Purdue speaker could be found. VT asks PD whether he would be willing to act as the after-dinner speaker, presenting his 'Integrity in Research' talk. PD says he would be willing but doesn't think this would draw people to attend the dinner and there may be better choices of speaker for this type of event. It is decided by council that they would like to hold an annual dinner this

year and it is decided to aim for a dinner in May. PD recommends 'The Trails' as a possible venue. PR suggests that since it is so late to start organising a dinner then PD would be a suitable candidate to give an after-dinner speech. PD asks how many people the PPDA would expect to attend. KV suggests the PPDA aims for 100 guests, with PD confirming that this would be a third of the total Postdoc population. KV says that he knows this is ambitious but the PPDA can encourage family members to also attend. PD says that in this case he feels his presentation would be unsuitable for this audience and it would be better to get a different speaker from Purdue, several of which are used to giving talks to the general public. KV asks for volunteers for a subcommittee to organise a dinner in May. KV, AL and PR will form the subcommittee with AL taking the lead. VT expresses that she is worried by the absence of females in the subcommittee but KV reassures VT that the dinner subcommittee will present their plans to council to ensure they are suitable.

d) PD informs the PPDA council that University policy is strict on what funds may be used for publicity purposes, and therefore the PPDA needs to check what money they can spend on items such as the t-shirts listed on the budget. PD asks what the t-shirts are for. VT replies that they are to be given to every Postdoc who returns their survey. Postdocs will have to attend a corresponding social event so that the t-shirts can be collected, which will eliminate the costs of postage. VT and NW will form a subcommittee to design and organise printing of the t-shirts.

8. Sigma XI poster competition

a) KV notifies the council that he has negotiated for Postdocs to have their own category at the Sigma XI Graduate Poster competition, but for this year at least, there will be no award. To be able to publicise the work of Postdocs on campus and to negotiate for an award in future years, KV states that it would be good to have as many Postdocs as possible enter the competition so as to obtain a good starting position for future negotiations. AJ asks if there are a minimum number of entries required for the Postdoc category. KV replies that there is not, but obviously since the PPDA has negotiated this extra category they want to make it a success, so want as many as possible. KV also mentions that Sigma XI aims for 1 award per 15 posters in one category, so it would be good to have ~15 Postdoc posters to support the negotiation for a Postdoc prize next year. To this end it is agreed that all council members will submit an abstract and will email KV if this is not possible by Thursday 4th February.

9. Survey

a) VT reports back from the survey committee's meeting with David Nelson at CIE. The subcommittee have come up with the first draft of the survey. Each member of the council receives a copy of this survey and completes and makes any comments they have in the remainder of the meeting time. VT tells council that from the information provided they will re-draft the survey and then schedule another meeting with David Nelson to show him and gain advice to improve it further.

10. NPA annual meeting

a) VT reminds council that she and KV will attend the NPA annual meeting in Philadelphia, 12-14th March 2010. KV and VT suggest council members view the

program and let them know of any sessions people would like them to attend and provide feedback on.

11. Social events

a) KV requests that in future the social committee comes to the meeting with the details for that months social event confirmed, so for example at the March meeting the social committee should have all the information about the March social event. This is to enable KV to publicise the social events in the newsletter well ahead of time so that people will have more time to plan to intend, and will hopefully increase attendance at such events.

Actions:

Action identifier [yyyymmdd-no-id/id/..]	Short description	deadline	Status
20091207-1-KV/AL/YZ	Complete PPDA constitution and send to University for official recognition of PPDA	2009-12-31	ongoing
20091207-2-PR	Create a fully optional PPDA website	2010-03-31	ongoing
20091207-3-VT/TH/NB	Create a survey to canvas opinions from PPDA	2010-06-30	ongoing
20091207-4-PR	Investigate the format and controls of different forums	2010-01-11	completed
20100111-1-FAPD	Obtain a procedure for official recognition of the PPDA	2010-05-08	ongoing
20100111-2-FAPD/FAJS	Find a location for the PPDA website	2010-03-01	completed
20100111-3-NW	Find out from the Marketing and Media Office the ins and outs of logo use	2010-03-01	ongoing
20100111-4-NB	Draw up a budget for January-June 2010	2010-02-01	completed
20100111-5-KV	Investigate whether Sigma XI may provide support for PPDA events	2010-03-01	completed
20100111-6-JT/VT/NM/AL	Draw up a proposal for PPDA involvement in Springfest	2010-02-01	ongoing
20100111-7-VT/NM/JT	Organise February social	2010-02-28	ongoing

20100201-1- PD/JS/KG	Contact Directors of Financial Affairs and other senior officials to inform them of the creation of the PPDA and to inform their staff including those in the business offices	2010-03-01	ongoing
20100201-2- AL/KV/PR	Arrange a PPDA annual dinner	2010-05-31	ongoing
20100201-3-NW/VT	Design and order t-shirts	2010-06-30	ongoing
20100201-4- VT/NM/JT	Organise March social	2010-03-31	ongoing

Any other business: None

Date and time of next meeting: Monday 1st March, 2010 at 8.30am. Room MTHW 111