

Purdue Postdoc Association (PPDA)

Minutes of the meeting of the PPDA Council

Meeting date / time **Monday April 5th, 2010, 8.30am**
Meeting location **Room 111, Matthews Hall, Purdue University**
Minutes status **Approved 05/03/2010**

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	Excused
Charlotte Perrett	CP	Secretary	Present
Peter Richtsmeier	PR	Webmaster	Present
Dina Banerjee	DB		Present
Simran Banga	SB		Present
Christian Hammer	CH		Present
Talvikki Hovatta	TH		Present
Ana Juan Garcia	AJ		Excused
Tillmann Kubis	TK		Present
Alon Ludwig	AL		Excused
Shexia Ma	SM		Present
Nicky Moore	NM		Excused
Akil Narayan	AN		Present
Anne Roulin	AR		Present
Jennifer Tsuruda	JT		Present
Nicole Weber	NW		Present
Professor Peter Dunn	PD	Faculty Advisor	Present
Professor Jon Story	JS	Faculty Advisor	Present

Agenda:

1. **Approval of previous minutes**
2. **Council membership**
3. **PPDA constitution and official recognition**
4. **PPDA website**
5. **Postdoc Survey and T-shirts**
6. **Update from PR Officer**
7. **PPDA Annual Dinner**

8. **Subcommittees**
9. **Social events**
10. **NPA Annual Conference**
11. **Any other business**

1. **Approval of previous minutes**

- a) March meeting minutes are accepted once AL and NM have been restored to the list of council members!

2. **Council membership**

- a) KV informs council that the PPDA council has new council members and welcomes Dina Banerjee, Tillmann Kubis and Anne Roulin to their first meeting. Everyone in the room takes it in turn to give a brief introduction of themselves, to help familiarise new and old members with each other.

3. **PPDA Constitution and official recognition**

- a) KV reports that the constitution is now finalised and will be placed on the website once the website goes live.
- b) KV asks PD and JS whether there is any news on the PPDA gaining official recognition from Purdue University. JS replies that the PPDA is recognised by those in the University who count but they all need to sit down and decide the process by which the PPDA can be recognised and also how the PPDA will be financed.

4. **PPDA Website**

- a) KV informs Council that the list of council members will be placed on the website and asks PR to update the list with the names of the new members, which he will email to PR. PR asks council members to provide him with the URL of their personal websites if they would like them linked to their name in the council member list.
- b) VT asks PR whether the location of the website has been decided upon. PR replies that PD has given him the name of the person in the OVPR who will organise this and PR needs to contact and liaise with him over this matter.
- c) PR shows Council members the current website format. VT notices on the page there is a link to the 'Friends of Europe' advice page which provides much of the information people moving to the area require. VT says as a member of Friends of Europe she asked whether the PPDA could use some of this content and they have agreed. VT therefore thinks it would be better to take this information and edit as necessary to make it more specific for Postdocs and then set up a specific area on the PPDA website for this information. PR agrees and says that he thinks the current website could be better organised but he's not sure what information would be most searched for and asks for people's suggestions on which links to further information should be in the sidebar.
 - JS suggests having a link to the Chamber of Commerce which would provide additional information about the area and moving here.
 - TK thinks the Friends of Europe link is hidden at the bottom of the page and needs to be given priority as information about living in West Lafayette/Lafayette is likely to be one of the most common things to be searched for. NW suggests the Friends of Europe link should go under the 'How do I...?' link. KV states that

there is a link there, and asks PR to remove the Friends of Europe link from the side bar so that it only appears under the 'How do I...?' section.

- KV suggests that at the bottom of the sidebar where it currently gives a list of additional links to other websites, that the list should be limited to three and related to Purdue. AN agrees with KV's suggestion. NW suggests that one of these links could be to the PPDA constitution and the Council meeting minutes. VT also suggests the newsletter could also go under this link. KV reminds PR that only the approved minutes should appear on the website, as currently there are a set of unapproved minutes displayed. KV suggests PR waits for the minutes to be released in the newsletter and then post them on the website.
- SB suggests on the sidebar there be a 'more links' sections and then there can be a list of relevant sites. NB follows this suggestion with an idea for a 'Friends' link i.e. links to groups related to the PPDA, such as Friends of Europe, Graduate School etc. KV informs Council that the co-Presidents have made contact with IGRASS and hope to collaborate with them so they need to go in this list, also the NPA.

e) VT thanks everyone for their suggestions and says in an effort to keep the meeting to time, she suggests that a deadline of 1 week is set in which any further suggestions can be sent to PR. VT also asks if PR requires any help with the website. PR replies that no help is required and he will send out an email with a link to the website and request for ideas.

f) KV reports that the success of the survey confirms the current Postdoc email list is correct. However, KV would like to introduce a bounce option whereby if an email is not sent to an address a certain number of times, that address is deleted from the email list, as the failure of the email to send is likely to be indicative of that person having left the University. PD tells KV to talk to Sherri Nieberts who organises the list. KV also informs Council that a few weeks previous, an email urgently needed to be sent to Postdocs but could not because Sherri Nieberts was on holiday. It has therefore been decided between PD, KV and Sherri Nieberts that emails can be sent to the list by KV without moderation. In addition, another member of the OVPR staff will be granted permission to moderate the list in case of the absence of Sherri.

g) KV informs Council that PR has relayed to KV that he is not sure the Postdoc email list and the PPDA email list should be the same thing. PR feels Postdocs should have a choice about whether they want to join the PPDA rather than automatic membership, which would lead to the creation of a University Postdoc email list that has every Postdoc on it, and in addition a second list just for PPDA members. NW asks how other Universities approach this matter. PD replies that like Purdue, Postdocs by default join an email list. JS says that this is because the Universities need to be able to relay policy matters and other important decisions that affect Postdocs to all Postdocs, so everyone needs to be on the email list. VT says that once you join the University you automatically have the status of 'Postdoc' and therefore it seems appropriate you are on an email list for this section of the Purdue community. NB agrees with PR that people should have a choice about receiving the emails etc. TH and NW both state that apart from receiving the emails, no action is required and in this way Postdocs are making a choice that they do not want to get involved with the PPDA. Having an opt-in or opt-out clause makes more work and becomes complicated. PD ends the discussion by asking if there was information that would only be sent to a sub-

section of the Postdoc community. KV replies no, and PD states that this answers the question that there is no need for more than one Postdoc list.

5. Postdoc survey and T-shirts

a) NB informs Council that the t-shirts have been ordered and that they need to be paid for today or tomorrow to ensure delivery by Friday when the t-shirts are suppose to be handed out at the PPDA social. JS agrees to organise the payment. VT confirms to Council that the design that was settled on was a black t-shirt with the PPDA logo in gold. NW asks for someone to take the information from the Gmail account and create a list with the names of those who want t-shirts and their size, so the correct size t-shirts can be handed out. VT volunteers to take care of this.

b) VT informs Council that the survey received 106 answers and so is a great success as this is the greatest number of Postdocs that have responded to an action by the PPDA. VT, NW and TH, who organised the survey, now need to analyse the survey results and they hope to have some results to share at the PPDA dinner, although they need to get permission to share the results in a public environment.

6. Update from the PR

a) VT informs Council that KG is excused from the meeting but that business offices at the University are being contacted by KV and VT, who are designing a slip of paper that can be kept in these offices and handed out to new Postdocs to instantly let them know of the existence of the PPDA.

7. PPDA Annual Dinner

a) KV confirms the details of the dinner. The dinner will take place at 5.30pm on May 8th at the PMU. The format of the dinner will be: dinner main course followed by the speaker, who is Annette Benson talking on 'Cross-Cultural communication' for 20-30 minutes with an open floor for questions, and finally dessert. Tickets have gone up to \$30 since the original price quoted included a student group discount which the PPDA are not eligible for. VT asks how the tickets are to be sold. KV replies that all the information about the dinner and tickets will be sent out via email today. Checks made out to Purdue will be needed to purchase tickets. VT suggests Council members go around their departments to encourage Postdocs and Faculty members to attend. PR reports that 50 people are required to attend otherwise there will be a \$50 fine. However, the ticket price should cover this. There is also a minimum amount of money that needs to be spent at the cash bar to prevent a penalty. PD reports that the OVPR and Graduate School are paying for the set up fee of the bar. PD confirms that for 35-50 people \$100 needs to be spent at the cash bar to avoid a penalty and for 50-75 people \$150 is required. Currently the room is booked for 75 but this number will be confirmed/altered closer to the date.

8. Subcommittees

a) TH reports back from the subcommittee responsible for writing the 'How do I...?' sections of the PPDA website. The subcommittee has met once and it has been decided that each person will write one 'How do I...?' per month, with the first review of those written so far being next week. Information on the Friends of Europe website will be incorporated into these. Once each 'How do I...?' is approved by the subcommittee they will be sent for review by Council. VT asks if

the subcommittee has enough people. TH replies yes. PR asks for a specific format for the 'How do I...?'s so it's easier for him to put into html for the website. AN agrees to organise this.

b) KV asks if there are any subcommittees the new members would like to join so they feel more involved. TK says that since he is new he has lots of 'How do I...?'s but probably wouldn't be able to write one. However, VT and PR suggest TK joins this subcommittee as he can drive the completion of the 'How do I...?'s that are most important to Postdocs who have just arrived. NW suggests TK writes down a list of questions he has, so those Council members putting the information together can make sure they include all the relevant information. TH agrees, stating she went back through her blog to remember the problems/questions she had. She will compile the list of subject areas they have so far and send to Council members so they can add questions they would like to be included.

9. Social events

a) VT reminds Council the April social event is this Friday (9th April), 6.30pm at Scotty's. The May social will obviously be the PPDA annual dinner.

10. NPA Annual Conference

a) KV and VT report back from the NPA Annual Conference they attended in Philadelphia (March 12-14, 2010). The conference took the format of 3 intense days but KV and VT found the conference extremely useful and they would like the PPDA to be represented next year and to contribute to the NPA. VT also reminds Council that they are lucky to be at Purdue, since Postdocs at other Universities often lack many of the benefits Purdue Postdocs receive such as access to Health Insurance plans, plus the support of their Universities for their associations. KV and VT have written a report on the information they gained from the conference and are looking at the best way to distribute the information to Purdue Postdocs. Their current thinking is either a discussion panel in June or to just email everyone the information. JS thinks this is a good idea as it will let Postdocs know about the NPA. NW suggests a small presentation at the PPDA dinner in May. It is decided that this may not be the best platform and instead the discussion panel is decided upon, which can be advertised at the dinner. TH also suggests they email out the report for those who cannot attend.

11. Any other business

a) VT and KV are to meet with Brian Dilkes, a new Faculty member in Agriculture. Prof. Dilkes founded a Postdoc Association at Washington University, and is happy to offer help and advice to the PPDA and setting up a Postdoctoral Office.

b) VT reports that there is an NSF advance grant for women faculty in STEM subjects held by Prof. Sahley at Purdue. She believes a link can be forged with those involved as they may be interested in using female Postdocs in their studies.

c) VT announces that she and KV would like to organise a 1-2day trip for Council members so they can spend some time together outside of organising PPDA matters and as a 'thank you' for devoting their precious time to helping run the PPDA. VT suggests the Council finds a time in June/July. PR supports the idea but reminds Council that some members have families to fit around. VT suggest a one day trip therefore. KV suggests Indiana Dunes, White Park or Turkey Run Park could be possible venues.

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	completed
20091207-2-PR	Create a fully operational PPDA website	2010-03-31	ongoing
20100111-1-FAPD	Obtain a procedure for official recognition of the PPDA	2010-05-08	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	completed
20100201-2- AL/KV/PR	Arrange a PPDA annual dinner	2010-05-31	completed
20100201-3-NW/VT	Design and order t-shirts	2010-06-30	completed
20100301-1- AJ/VT/SM/KG	Organise a seminar series for Postdocs	2010-12-31	ongoing
20100301-2- KV/TH/SB/CH	Create a series of 'How do I...' features for PPDA website	2010-09-30	ongoing
20100301-3- VT/NM/JT	Organise April social	2010-04-30	completed

**Date and time of next meeting: Monday 3rd May 2010 at 8.30am. Room MTHW
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