

UPDA Meeting Minutes 6-9-11

Attendance: Timothy, Ashley, Nelly, Lisa, Catherine, Vanessa

- 1) Recap of the last UPDA event
 - a. Fish talk
 - i. ~30 in attendance
 - ii. lunch was provided, overall it went well
 - b. Next event
 - i. How to use linked it to maximize your job search
 1. Modeled after the Michigan PDA seminar
 - a. Tim received the powerpoint file, and approval to reuse it
 2. Do we want to use this or do a similar seminar?
 3. Ask Laura if maybe there's someone in career services that could help us with this
 - ii. Are there other career development seminars that we should be promoting / offering through UPDA?
 1. Let's bring ideas to the next meeting and set up some seminars for the coming academic year
- 2) Postdoc Handbook
 - a. Laura will need help
 - b. New deadline – draft 3-4 months from now? Final form in time for spring semester
 - c. Maybe we need to set up a sub-committee to get the ball rolling
 - i. Who can head that?
 1. Catherine, Nelly, Laura, and Ashley (plus maybe the guy from biochemistry that expressed support before)
 2. No need to reinvent the wheel, we should be able to pull content from other PDAs
- 3) Survey
 - a. We went over the most recent draft Tim put together and made changes as necessary
 - b. Going to use a program called QualTrex
 - i. Allows the survey to be sent to more people than SurveyMonkey will
 - ii. Free to use
 - iii. Tim will send a sample survey to the UPDA board to make sure everything works fine before mailing it out to all postdocs
- 4) Summer Picnic
 - a. July 23rd, 1:00pm, Sunnyside Terrace
 - b. Reservation is already made
 - c. Nelly will spearhead email campaign, etc.
 - i. Make sure to ask everyone to bring a dish
 - ii. Bring your family
 - iii. RSVP

- iv. One email 3 weeks out, one 2 weeks out, one the day before as a reminder
 - d. Jeremy will make a flyer for us
 - i. Include a map to the location
 - e. Laura and I will go to Costco that morning
 - f. Maybe advertise a raffle prize as incentive
 - i. \$50 giftcard, maybe Smith's or somewhere general
 - 1. Vanessa will check with Laura to see if this is possible
- 5) National Postdoc Week
 - a. September 19-23
 - b. This is when we'll do our next social
 - c. The NPA has suggested activities on their website
- 6) Next Meeting, August 4th 11:00AM, HSEB 5100D