

UPDA Meeting Minutes 3-23-12

Attendance: Catherine Loc-Carrillo, Nelly Volland, Timothy Dahlem, Ashley Fricks-Gleason, John O'Shea, Vanessa Ahmed, Hadi Javan

1. Social Events
 - a. February Coffee Social Recap(hosted by Ashley and Nelly)
 - i. Only two non-UPDA members showed up
 - ii. Some feedback that 9:00am was too early
 - iii. Some feedback that a lunchtime event would be better, let's try that in June
 - b. April Drinks Social (to be hosted by Tim and John)
 - i. At the Beerhive downtown
 - c. May Coffee Social (to be hosted by Catherine and Ami)
 - i. Maybe try 10:00am to see if doing it a little later gets a better turnout
 - ii. Do it at The Point in HCI to see if we can get a different crowd
 - d. June Social
 - i. Let's plan a lunch
 - e. Shall we turn the ski social to a hiking social since there's no snow?
 - i. Absolutely, aim for April 21st
 - ii. Vanessa will organize
 - iii. Aim for a hike, but if the weather's crappy just meet in the Natural History Museum for coffee in the café.
2. Survey
 - a. Tim didn't hear back from many of us with feedback
 - i. Let's make sure we are all 100% good on the content
 - b. Have Jeremy hold off on the design until we settle on the content
 - c. NOTE: We need to change our logo and branding so Postdoc is always spelled the same (Go with Postdoctoral or Postdoc for short). Ask Jeremy to change our logo to match
 - d. Tim is going to add in some of the current changes and send it out again, we'll all have a week to look it over and send back changes, then we'll have Jeremy make it pretty
3. Welcome Pamphlet
 - a. Jeremy put together a design
 - i. We all did a final critique of the content at the meeting today
 1. Jeremy can update and finalize into a PDF
 - b. Post it on the website
 - c. Place them in the U-Card offices
 - d. Provide each of the department admins with copies to hand out when postdocs are hired
 - e. Have them in the international office

- f. Ask Laura how we should go about getting them printed, who pays, etc.
4. Website / Web Presence
- a. Website
 - i. Catherine has officially taken over from Lisa
 - ii. Dreamweaver needs to be paid for, so she's trying a freeware version, so hopefully that will work
 - 1. Can we transfer Lisa's software license to Catherine?
 - iii. We need a more seamless way to transfer between webmasters, etc.
 - 1. Catherine will look into that more with the IT guy
 - iv. Can we get each of the departments to add a link to our page on their website?
 - b. Facebook
 - i. Hadi took the liberty of setting us up with a Facebook page
 - 1. We should all friend the group
 - 2. We should see about sending the link out in a campus-wide email
 - c. LinkedIn
 - i. We should also set up a LinkedIn group for the UPDA
 - 1. We can use this in a different way than the facebook page (post professional development, etc)
 - 2. Tim still has the LinkedIn powerpoint presentation he got at the NPA meeting last year
 - a. Should we consider presenting that to the postdocs on campus to encourage the use of LinkedIn?
 - i. Ashley will look over the powerpoint and see what she can do with it
5. Workshops
- a. Non-traditional careers panel
 - i. Ashley has been slacking, she promises she'll make this happen soon
 - 1. Try to not aim for May so that Nelly can come
 - b. Should we send out a questionnaire or email regarding what other topics we should do a workshop on?
 - i. Probably not useful since people will likely name the topics we've already thought of
 - c. Can we start to look into what would be necessary to film our workshops and post them on our site?
 - i. Legal consent, etc.
6. Additional Issues
- a. We need still need Vanessa's info for the website
 - i. She's sorry, she'll do it this weekend

- b. We should add John and Hadi to the website as well
 - i. List them under “board members” or some similar heading
- c. Welcome Email (Hadi)
 - i. Can we add our link to the auto-email that goes out when someone activates their U-Card?
 1. This may be challenging if the auto-email isn’t sorted by job code (how would we target it specifically to postdocs?)
 2. Nelly already sends a monthly welcome email, but we understand that we’re not getting to every new postdoc with this
- d. Hadi has a TON of suggestions about how we can better help international postdocs integrate more easily
 - i. He will email these out to us so we can put them on the agenda for the next meeting
 - ii. We could collaborate with the cross-cultural club
 1. Can we link to our website from theirs?
 2. Hadi has spoken with them and they are very interested in working together with us to improve the situation for international postdocs

7. Next Meeting

- a. Scheduled for May 3rd at 11:30am
 - i. Can we change it to April 26th?
 1. Ashley will email the group today with this request
- b. Ashley will recap what she learned at the NPA annual conference at our next meeting