

UPDA Meeting  
3-28-13

Attendance: Martine Green-Rogers (Theatre), Ashley Fricks-Gleason (Pharm/Tox), MariadelMar González-González (Art History), Jessica Pearson (Modern Dance), Catherine Loc-Carrillo (Orthopedics), John O'Shea (Oncological Sciences)

Planned Absences: Nelly Volland (Radiology Research) and Mary Anne Berzins (Human Resources)

1. Minutes from 1-31-13 – Approved with corrections to the spelling of Maria's name, and the date of the December 2012 social
2. Recap of NPA meeting
  - a. Tabled until next time because Jennifer is ill and couldn't make it
3. Travel Award placement on website – Email Update from Jennifer
  - a. In the process of redoing the Office of Postdoctoral Affairs website, and it will be on the front page of that once it's completed
    - i. In general, these will be great improvements to the site
  - b. We will follow up on the progress next time
4. Upcoming UPDA Activities
  - a. April 12<sup>th</sup> – Presenting with Confidence (HR & Dept. of Theater)
    - i. Details have already been sent out to the postdoc list
  - b. International Center Luncheon Chat – Email update from Mary Anne
    - i. Mary Anne has met with Emily Edmondson from the International Center and they are working on identifying a date in late April/May
  - c. April 18<sup>th</sup> - Evening Social, Bar X, 6pm – 8pm (Jessica & Maria will host)
  - d. May 7<sup>th</sup> – Brown Bag Lunch, Liberal Arts Job Search (Ashley)
    - i. noon-1pm, HSEB 5100B
    - ii. Catherine will send emails to postdoc list on April 17<sup>th</sup>, May 1<sup>st</sup>, and May 6<sup>th</sup>
    - iii. RSVP to Ashley via email
    - iv. Martine will double check with Jennifer re: funds for food
  - e. May 16<sup>th</sup> – Evening Social, Lucky 13, 6pm-8pm (Catherine)
  - f. 5-week summer program – Email update from Mary Anne
    - i. Will be offered on Fridays from 11:30 – 2:00pm, starting in late May and ending in June
    - ii. Proposed topics are as follows
      1. Week 1: Myers Briggs Type Indicator
      2. Week 2: Conflict Styles
      3. Week 3: Negotiating Essentials
      4. Week 4: Mentoring and Professional Development

- 5. Week 5: So you want to be in academia, industry....?
    - iii. Can we ask Mary Anne for clarification of the proposed content for the 5<sup>th</sup> session??
  - g. August 2<sup>nd</sup> – Summer Picnic – email update from Jennifer
    - i. We have the Sunnyside Pavilion reserved beginning at 5pm
    - ii. YIKES! – As it turns out Martine will be out of town, Catherine will be out of town, Ashley will have moved to Denver, Jessica may be out of town
    - iii. Can the date be changed to July 19<sup>th</sup>, or some other date when multiple committee members are in town??
- 5. Alternating Meeting Location Place
  - a. For next year, we will alternate the meeting locations between main campus (possibly Marriott Library) and upper campus
  - b. Martine will put together a schedule for meetings beyond May 2013
- 6. Check-in on ongoing projects
  - a. Mentoring Agreement
    - i. Martine “dropped the ball”, but will endeavor to make it happen before the next meeting
  - b. Support Systems for International Postdocs
    - i. Hadi was supposed to update us, but he’s absent
      - 1. Tabled until the next meeting
- 7. By-laws discussion
  - a. A number of items were discussed at length, a few of those are summarized below:
    - i. Should we add Treasurer as one of the Officer Positions?
      - 1. Yes
    - ii. Can we lump together secretary and communications officer?
      - 1. No - communications officer should stay as it’s own position, since the emails and social media updates are a lot of work
    - iii. Should we eliminate Advising Officer for International Postdocs?
      - 1. Yes – it can be a subcommittee without an official Officer title
    - iv. One person can hold more than one Office, with the exception that Jr. and Sr. Chair cannot be held concurrently
    - v. Up to 9 Board Members (odd number to prevent split votes)
    - vi. A minimum of one General Meeting a year
      - 1. Martine - Can we make a graph of number of postdoc hires per month (rather than simply adding the names to the listserve), so that we can visualize which times of the year see the largest influx, this will help us decide if we need to have two General Meetings a year?

- vii. Change quorum # to half +1, rather than 5
  - viii. Should the minutes be public knowledge?
    - 1. Yes - Post them on the website as a PDF
  - ix. Board Members elected at AGM (or can join at a board meeting if we're below the 9 person limit), then Officers elected by the Board
  - x. Term limits
    - 1. Sr. Chair – 1 year
    - 2. Jr. Chair – 1 year
    - 3. Everything else – 1 year, renewable
    - 4. No term limits for Board Members, just Officers
8. Ashley officially gave notice that she'll step down as Secretary as of July
- a. She will update the LinkedIn Group Administration to include other Board Members, and hand over any records before she goes
9. Next meeting May 23<sup>rd</sup>, HSEB 5100D, 11:30am – 1:30pm