

## U of U Postdoctoral Association Board Meeting

October 23<sup>rd</sup>, 2014

HSEB 3515D

12:00 - 1:00 PM

**Attendance:** John O'Shea (Oncological Sciences), Simran Sidhu (School of Medicine), Jennifer Mabey (Graduate School), Lars Laurentius (Nano Institute), Jen Nichols (Orthopaedics), Swapna Gudipaty (Oncological Sciences), Venkata Neti (Chemistry)

**Skype:** Catherine Loc-Carrillo (Orthopedics)

**Known Absences:** Mary Anne Berzins (HR), Yen Wang (Oncological Sciences)

**Unplanned Absences:** Hadi Javan (Molecular Medicine)

### Agenda

1. Approve minutes from last meeting (John)
  - Minutes were approved
2. Board Member Update (John)
  - Welcomed new members to board. Indicated that Junior Chair and Secretary positions were currently vacant. Invited them to return to next meeting if they remain interested in joining the board and potentially filling one of the vacant positions.
  - John will send the new attendees a copy of the UPDA bylaws along with meeting minutes and info for next board meeting. Simran will forward email addresses to John.

Action: John will email byelaws and include new attendees on future board communications.

3. General Report of Past Activities (Catherine; Jennifer; Simran)

#### Postdoc Appreciation Week.

(A) Things that went well.

- Poster session awarded two \$500 travel awards. Some workshops were well attended. Food was yummy although not many people.
- Catherine liked having multiple opportunities to attend workshops. However might also pose a problem, since one session (CV session) had no one turn up.

(B) Things that went not so well.

- Mentoring panel did not give people what they were hoping to get from it. Perhaps have a different type panel, label it differently and give different instructions to panelists. Talked about networking more than mentoring. 18 people attended this workshop.

- Catherine indicated that she was not kept up to date regarding certain aspects of the day, for example the number of posters (there were only 6) and availability of projector for the AGM. Also thought that we could do a better job of communicating information such as number of people registered and catering info. Jennifer was up to date with number of people who had registered, however that info was not communicated to Catherine and Simran, who were the UPDA representatives on the day. The communication breakdown was probably exacerbated by the Sr. Chairs unavailability leading up to the event.

Action: Communication around events that we organize should be a priority. We should make sure everyone knows their roles and responsibilities at the board meeting prior to an event.

- Problem with timing of website for registration for the events. Now that we have the site it should run more smoothly next year.
- Staff appreciation day and an important RATS event were on the same day, which may have reduced the numbers attending.
- Approximately 30 Postdocs attended overall.

Action: We should do a better job of picking a day that will not clash with other events and plan further out for event. Agreed that keeping it to the National Postdoc Appreciation week is best course of action.

- Jennifer suggested doing a social on a different day to workshops/AGM next year. Good idea.
- Jen suggested having poster session between workshops so people will be there. Also good idea.

Action: For next year plan separate social event on different day and move the poster session between workshops. Also keep the prize for poster session.

### Summer Workshops

Well organized and well attended. Mary Anne can give us full breakdown at next meeting.

#### 4. UPDA Upcoming events (John)

- Social planned for October 16<sup>th</sup> did not go ahead, we all forgot!
- Next social planned for Saturday November 15<sup>th</sup> in Poplar Street Pub. Catherine will take lead and coordinate with Simran.
- Holiday social 11<sup>th</sup> December 2014 in Gracies.
- Suggestion was made to prepare a survey to look at what events Postdocs would like to have organized for them. Form a subcommittee consisting of Jen and Swapna to formulate questions for a survey.

Action: Jen and Swapna will create a list of possible questions and forward them to John. These will be forwarded to Board members before next meeting for discussion.

- It was also noted that we needed contact info for new attendees.

Action: John will update the contact info for board members on Dropbox account.

- Webpage needs to be updated on a more regular basis. Simran is pretty busy at the moment.

- Meeting minutes are not being uploaded, as required by the UPDA bylaws.

Action: John will organize the meeting agendas and minutes on the Dropbox account and Simran will upload the minutes for all meeting this year.

- Swapna inquired about the social media presence of the UPDA. We have Linked In and Facebook accounts. Simran has control of Facebook. Ashley may have control of the Linked In account.

Action: John will contact Ashley for info about Linked In account.

- Prof. Kristen Keefe (Department of Pharmacology & Toxicology) has in the past organized a diverse career panel for a class she teaches. Postdocs have received permission to this in the past. Need to inquire when this event is and if she is willing to allow Postdocs to attend again.

Action: John will contact Mary Anne for more info on this event.

#### 5. Distribution Lists (Jennifer)

- Jennifer informed us that we now have 2 distribution lists. One for UPDA social type stuff and the other for workshops/training.

#### 6. Additional Points of Discussion (John)

- Great idea to use social media to promote UPDA events. Potentially have a board member take over promoting via these avenues.
- Idea was put forward to have social event where we provide some food.

Action: John will organize a Holiday Social for the 11<sup>th</sup> of December in Gracies where we will have finger food available. John will pay for food and get reimbursed.

#### 7. End of Meeting

Next Meetings        - Thursday December 18<sup>th</sup> 2014 HSEB 3515D  
                             - Thursday February 19<sup>th</sup>; Thursday April 23<sup>rd</sup> 2014 HSEB 3515D

Documents Sent: Minutes from August meeting & Agenda.