

U of U Postdoctoral Association Board Meeting

June 16, 2015

HSEB 4100A

12:00 - 1:00 PM

Attendance: John O'Shea (Oncological Sciences), Catherine Loc-Carrillo (Orthopedics), Jen Nichols (Orthopaedics), Yen Wang (Oncological Sciences), Natalia Torres (CVRTI), Lars Laurentius (Nano Institute), Daniel Mendoza (Atmospheric Sciences/GCSC).

Known Absences: Mary Anne Berzins (HR), Jennifer Mabey (Graduate School)

Unplanned Absences: Venkata Neti (Chemistry).

Agenda

12:00 pm Approve minutes from last meeting [5 min]

- *Minutes approved.*

12:05 pm UPDA Summer BBQ (Sunnyside Park) – Fri. June 26 [15 min]

- *So far over 37 people have RSVP'd.*
- *We should encourage flyers to be distributed across campus (Daniel will create a basic flyer and pass along via email to the postdoc community).*
- *Send out an email reminder for the BBQ event:*
 - *June 22: last chance to RSVP for the BBQ.*
 - *June 26: day of event reminder.*
- *We need board members to bring a couple of big coolers for the drinks.*
- *We need a couple of board members to be there early to set-up and welcome postdocs and their family.*
- *We need to buy supplies and food for the event.*

Action Items:

1. *Daniel will create flyer and send emails as listed above.*
2. *Daniel, Natalia, and Jen have coolers. Lars will meet Daniel before the event to pick up cooler.*
3. *Catherine and Natalia will be the first at Sunnyside park on Friday to set-up site and greet people.*
4. *Jen and Lars will go shopping at Costco for the event on Friday right before the BBQ. (3pm)*

12:20 pm Annual General Meeting (AGM) [15 min]

- i. *Finalize date (conflicting events):*

- *National Postdoc Appreciation Week: Sept. 21-25*
- *U of U Employee Appreciation Day: Sept. 24*
- *Hold the AGM on Sept. 18th between 1pm – 4.30pm*

ii. *Outline agenda:*

- *1pm – 2pm first workshop*
- *2pm – 3.30pm poster session/annual meeting*
- *3.30pm - 4.30pm second workshop*
- *Workshops:*
 - *Career panel and skill development*
 - *HR workshop on postdoc benefits/rights*
 - *Elevator pitch workshop series is put on hold, staff left University*

iii. *Discuss and assign tasks*

- *Other workshops that could be of interest are new faculty panel, setting-up your lab, balancing family and work, or taxes.*

Action Items:

1. *Decide on workshops for the annual meeting.*
2. *Ask Mary Anne about workshop registration for the annual meeting and potential workshops.*
3. *Ask Jennifer for possible workshop topics.*

12:35 pm *Technical Administrative Items [5 min]*

i. *Dropbox to UBox Transition:*

- *Jennifer set-up the UBox account for UDPA (currently linked to office of Postdoctoral Affairs)*
- *So far Jen, Catherine, and Daniel have access*

ii. upda@utah.edu e-mails:

- *Catherine, Jen, Jennifer and Daniel receive emails from the UPDA.*
- *Should we forward mass-emails advertising events/opportunities?*
- *Leave it up to Daniel's discretion to forward*
- *We need to add people manual to the list server, but unsubscribing is done automatically*
- *Catherine knows how to add emails and will train Jen/Daniel*

Action Items:

1. *Jen will inquire about changing Ubox access for the UDPA.*
2. *Catherine will train Jen/Daniel about email list server (potential create a how-to document for future reference).*

12:40 pm Leadership Transition & Discussion of Future Plans [20 min]

- i. *Discussion & clarification of board member roles*
 - *John's last meeting as chair and board member*
 - *Jen is new senior chair taking over John's responsibilities*
 - *Lars remains secretary and Daniel remains communications officer*
 - *Venkata Neti (Chemistry) wants to be removed from the board - approved*
 - *Natalia voted on the UDPA board unanimously*
 - *Natalia nominated to become Junior Chair and approved by board*
 - *Gather board members' contact information*
 - *Jen collected information and will put together a spreadsheet*
- ii. *Discussion & brainstorming of key goals and initiatives*
 - *e.g., informal lunch/breakfast events on a monthly basis, website updates, cultural/social/sports outings, etc.*
 - *Workshops: tax help, open enrollment for health care, visa help, orientation for new postdocs bi-annually*
 - *FAQ's on website with relevant links to other websites such as housing, benefits, etc.*
 - *Social events: group discounts for sports/music events*
- iii. *Budget Planning*
 - *We need to come up with events/workshops for the entire fiscal year to determine what budget is appropriate and then discuss it with Jennifer*
- iv. *Selection of meeting time and frequency*
 - *Have meetings on monthly basis during lunch on Tuesdays in order to facilitate better planning for events*

Action Items:

1. *Jen will create a contact list and email to board members.*
2. *Email Daniel a brief bio with picture and board responsibilities for updating the UDPA website.*
3. *Development plan for upcoming UDPA events.*

1:00 pm Summary of Assigned Tasks & End of Meeting

- *See various sections for assigned tasks*

Next Meetings: Tuesday July 14th HSEB 4100A 12.00-1:00 pm.

Documents Sent: Minutes from April meeting & Agenda.