

U of U Postdoctoral Association Board Meeting

July 14, 2015
HSEB 4100A
12:00 - 1:00 PM

Attendance: Catherine Loc-Carrillo (Orthopedics), Jen Nichols (Orthopaedics), Yen Wang (Oncological Sciences), Natalia Torres (CVRTI), Lars Laurentius (Nano Institute), Jennifer Mabey (Graduate School), Daniel Mendoza (Atmospheric Sciences/GCSC).

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

Agenda

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

- *Minutes approved*

12:05 pm Recap of Last Month's Activities [5 min]

- Dropbox to UBox Transition
- Summer BBQ success

Action:

- 1) Officially transitioned to Ubox.
- 2) Jennifer will add remainder of board members to Ubox.
- 3) BBQ was well attended and we will put together a handout for planning future events.

12:10 pm Annual General Meeting (AGM) [30 min]

- a. Finalized date: Friday, September 18, 2015
 1. Plan to host event between 1-4.30 pm

- b. Plan agenda (e.g., workshops, panels, poster session)

1:00 Workshops: Keynote Panel (combine work/life and mentorship)
2.15 Posters
3.15 Awards and annual general meeting
3.30 Workshops: 1) C.V./resume (Julie Swaner) 2) IDP Plan (Mary Anne)
3) Presentation skills (Theater professor Francine Mahak, Career services)
4.45 end

- c. Discuss and assign tasks

Action:

- 1) Jen will ask Mary Anne about website registration.

- 2) Jennifer will look into Union space for conference.
- 3) Jennifer will talk to mentorship awardees and career services.
- 4) Jennifer needs details by end of July/ beginning of August to pass information onto newsletter staff.
- 5) Natalia will compose first draft of newsletter.
- 6) Daniel will post on our website the details and send out emails.
- 7) We need to organize poster session and judges for posters.
- 8) Appetizers/snacks for poster session.

12:40 pm Definition and Execution Plan for New Initiatives [20 min]

- a. Informal Lunch & Learn
 - C.V./Resumes, mentorship, IDP plan, new faculty, benefits and rights(6), work/life balance, industry(7), presentation skills, finances/taxes(1), visas(OGC)(2), Entrep/TVC/Patent (open house in September TVC)(3), Teaching statement/portfolio(4), informational interviews(5), interview skills
 - October, November, January, February, March, April, May
- b. Website Updates
 - We need to have our website updated before the AGM
- c. Budget Planning
 - Budget for the upcoming year should be finalized including lunch/learn events, BBQ, Christmas social
- d. Lunch meeting will be expensive
 - Providing pizza is the most economical option
- e. Open discussion of other possible initiatives

Action:

- 1) We need to finalize the list of lunch topics and plan times to host these events.
- 2) Budget needs to be laid out for lunch/learn events including possibilities for food/snacks.
- 3) Jen will follow up with Daniel to get member updates posted on website. Daniel has trouble with permissions modifying the website.

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

Next Meeting: 12:00 - 1:00 PM on Tues. Aug. 11 in HSEB 4100A

Documents Sent: Agenda, Minutes from June Meeting