

U of U Postdoctoral Association Board Meeting

12:00 - 1:00 PM on August 11, 2015

HSEB 4100A

Attendance: 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)

Agenda

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

12:05 pm Annual General Meeting (AGM) [30 min]

Aside: There are many various workshops being offered through RATS, CTLE (Center for Teaching and Learning), etc. Our lunch and learn series should be separate and we should carefully plan around it to avoid overlap.

AGM:

a. Date: Wednesday, September 16

1. Genetics building

b. Tentative Schedule:

1:00 pm – 2:15 pm Keynote Faculty Panel

2:15 pm – 3:15 pm Poster Competition

3:15 pm – 3:30 pm AGM and Poster Awards

3:30 pm – 4:30 pm Professional Development Workshops

Jennifer has sent out emails to various potential keynote speakers, but have not heard back. There might be overlapping events.

c. Summary of Completed Tasks

- Reserved Venue – Genetics Building
- Invited Speakers
- Obtained access to registration site (?)

d. To Do List:

- Advertise!!!!
 - Online announcements (UPDA website; facebook)
 - E-mail announcements
 - 8/14 – save the date
 - 8/25 to 9/9 – registration reminders
 - 9/14 – final reminder
 - 9/16 – day-of reminder
 - Make brochure (include schedule and map)
 - Poster judges and rubric
 - Confirm workshop and panel speakers
1. Jennifer will email Mary Anne and find out about presentation skills workshop
 2. Daniel will advertise via website, Facebook and emails. Save the date email this week and next week we will send out registration information.
 3. Jennifer will check on building space and supplies for poster session, etc. Is there an approved catering list?

4. Poster judges, we will try to get a mix of high profile and student judges.
5. Jen has judging criteria for posters, so we can email it out with poster competition announcement.
6. Natalia will create a draft for the handout/brochure for the AGM, which will include an outline, location, poster titles, etc.
7. Food, Jennifer will look at options. We still have drinks from BBQ
8. Daniel will create LinkedIn Page for UDPA
9. We should contact the from the survey and ask if they are willing to help at the AGM.

12:35 pm Website Updates [5 min]

- Board member bios are updated!
 - Suggested Updates:
 - Events – Add AGM (possibly reformat to “past” vs. “upcoming”); add upcoming board meetings
 - Board Members – Add past board members (?) and information on how to join the board
 - Photos – delete
 - Links & Resources – Expand / Add FAQs
 - Updates – delete
 - Mailing List – add unsubscribe information
 - Board Minutes – either delete or update
 - Add a “Contact Us” with our e-mail and info on joining board
1. We still need Yen's bio and we will also add Jennifer Mabey's profile on the UDPA website.
 2. We will delete any photos from our website from events to avoid UofU permission conflicts.
 3. We need to add a more visible “contact us” on our website, announce our meeting schedule and extend an invitation to come to the meeting.

12:40 pm Informal Lunch & Learn / Discussion of Proposed Budget [20 min]

- *We are planning to start in October with the lunch & learn series, so we can announce it during the AGM*
List of Potential Topics:
 - Benefits & Rights as a Postdoc
 - Information Interviews & Getting Industry Jobs
 - Teaching Statements & Teaching Portfolios
 - Interviews for Academic Jobs
 - Presentation Skills (expert vs. lay audiences)
 - Entrepreneurship/TVC/Patents
 - Visas (Office of General Counsel)
 - Finances (e.g., taxes, financial planning)
 - Work-Life Balance
 - Diversity Initiatives in Hiring and the Workforce
 - Incorporating Outreach into an Academic Career
 - *The first event will be Benefits & Rights as a postdoc presented by Jennifer and Mary Anne on October 20th*
 - *We will create a Google invite for this event to gauge how much food we need to order*
1. Announce event and create Google invite
 2. Decide on lunch

Next Meeting: 12:00 - 1:00 PM on Tues. Sept. 8 in HSEB 4100A

Documents Sent: Agenda, Minutes from July Meeting