

## U of U Postdoctoral Association Board Meeting

12:00 - 1:00 PM on October 13, 2015

HSEB 4100A

**Attendance:** Jen Nichols (Orthopaedics), Yen Wang (Oncological Sciences), Natalia Torres (CVRTI), Lars Laurentius (Nano Institute), Jennifer Mabey (Graduate School).

**Known Absences:** Daniel Mendoza (Atmospheric Sciences/GCSC), Mary Anne Berzins (HR)

### Agenda

- 12:00 pm Approve minutes from last meeting [5 min]
- *Minutes approved from August and September meetings.*
- 12:05 pm Recap Annual General Meeting (AGM) [10 min]
- Planning:
    - Learning Points:
      - Book space (especially Union) 2-4 months in advance
      - Finalize schedule as early as possible to send out consistent message
      - Advertising event more directly to faculty may encourage postdoc participation and attract faculty to poster session (either as judge or attendee)
  - Keynote Panel:
    - 10-15 postdocs attended the panel
    - Learning Points:
      - Moderator should tell panelists that not all panelists have to answer every question
      - Bios and introductions should be shorter to facilitate more time for questions (maybe just let panelists introduce themselves)
  - Poster Session:
    - 18 poster presenters and 6 judges
    - Learning Points:
      - Judges struggled to judge 5 posters in an hour. Need to recruit more judges to limit judging burden. One option is to send a general e-mail to the entire faculty listserv about 2 months in advance of event to recruit judges.
      - Final scoring would be facilitated by an excel spreadsheet that tabulates all the scores; could be set-up ahead of time.
  - AGM:
    - 10-20 people attended
    - Learning Points:
      - Attendance was limited due to difficulty in transitioning from poster session to AGM and generally running behind schedule.
      - Adding transition time into schedule is necessary depending on building set-up.
      - Holding AGM in same space as poster session may provide better attendance.
  - Workshops:
    - 3 workshops: 5 – 20 participants per workshop
    - Industry Focused C.V./Resume workshop was the most popular

- Learning Points:
  - Finalizing workshop titles and topic more in advance may facilitate advertising

Summary:

- In spite of the bad weather the turnout was still good.
- The panel discussion was running late as we were waiting for more people to attend. This in turn delayed the other events. We need to add 10 min breaks in between events.
- The keynote panel was recorded, but when and where the recording will be available has not yet been decided.
- The poster judges were overwhelmed with judging the 5 posters assigned in the allotted time. Next year, we should have more judges to minimize the number of posters to be judged and allow for networking/mingling/socializing.
- The poster winner was announced per email after the event.
- The AGM was poorly attended as people were trying to reach there workshop locations, this could have been prevented by holding the AGM in the same location as the poster session or even during the poster session.
- Most people attended the CV/Resume workshop.
- Can we come up with better titles for workshops to attract a larger audience?
- Jennifer's workshop audience wanted a more industry-focused topic. There appears to be a majority of postdocs interested in industry careers. We need to address this need in the planning of future events.
- Food ordered for event: approximately 25 people, cost 350\$.
- How to attract more people to the panel discussion?
  - Change format
  - Food during keynote
  - Drop keynote
- Overall, we would benefit from changing the format of the event and definitely having the AGM and poster session in the same location. We will have to come up with changes to the workshops and keynote panel before the next AGM.
- Decide on a temporary date by next meeting, so we a re guaranteed space at the Union.
- Post AGM survey:
  - Thoughts/ideas about AGM, what could have been done better, workshop selection, future ideas, lunch & learn suggestions. Natalia will make survey.

12:20 pm

Lunch & Learn [25 min]

- Confirmed Speakers for Oct. and Nov. Lunch & Learns
  - Tues. Oct. 20 – “Postdoc Rights & Benefits” with Jennifer Mabey & Mary Anne Berzins
  - Tues. Nov. 17 – “Teaching as a Postdoc” with Patrick Tripeny (Center for Teaching & Learning Excellence)
- Finalize food plan
- Brainstorm discussion topics to facilitate Oct. Lunch & Learn
- Discuss topics for January, February, March, etc.

Summary:

- We have about 13 people registered thus far for the first event.
- We need to finalize the food for the event: we have about 100-200\$ per event.
- Decided to have pizza for first event. Jen will inquire about cost and send Jennifer the pizza order.
- Discussion topics for the first event:
  - Holidays, vacation time, maternity leave, health insurance, salary, job codes.

- New topics for a future event:
  - Fellowship, F32 application discussion, retirement and future planning as a postdoc.
  - Review list of topics we brainstormed before and discuss at next meeting.

12:45 pm      Open Discussion / Future Planning [15 min]

- Do we want to tackle any initiatives beyond the Lunch & Learn Series?
- Should we develop a formal plan to attract new board members?

Summary:

- Book author speaker request: decline the offer from the author for now, as we don't have the funds to host such an event.
- How to attract new members?
  - We could host a ski and meet event in January.
  - Skating at the Salt Lake City Sport Complex on Guardsman Way.
  - Hiking.
  - Offer to use Facebook discussion board to organize events such as skiing or hiking to get people with similar interests together.
- Postdoc policy Task force update: still trying to find the right people to sit on the task force.

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

**Next Meeting:**      12:00 - 1:00 PM on Tues. Nov. 10 in HSEB 4100A  
**Documents Sent:**      Agenda, Minutes from September Meeting