

U of U Postdoctoral Association Board Meeting

12:00 - 1:00 PM on May 10, 2016

HSEB 4100A

Attendance: Jen Nichols (Orthopaedics), Natalia Torres (CVRTI), Jennifer Mabey (Graduate School), Lars Laurentius (Nano Institute), Chris Tracy (CVRTI),

Known Absence: Yen Wang (Oncological Sciences), Daniel Mendoza (Atmospheric Sciences/GCSC), Helin Räägel (Max Planck Institute of Molecular Cell Biology and Genetics).

Agenda

- 12:00 pm Approve minutes from last meeting [5 min]
- *Minutes approved with a minor correction*
- 12:02 pm UPDA awards
- *UPDA was recognized at the awards dinner and the plaque is displayed in the office of postdoctoral affairs.*
- 12:05 pm Lunch & Learn [15 min]
- May 17 Lunch & Learn – An Immigration Seminar for International Postdocs (in Panorama East, 4th Floor of the Union Building)
 - Tues. May 17 – Immigration Information
 - *Confirmed Speaker:* Office of General Counsel
 - *Currently 25 confirmed attendees*
 - Jennifer will order food once we have the attendance number finalized and the office of general counsel has confirmed the date/time.
 - Also, Jen will be absent from the lunch & learn and other meetings over the summer due to other commitments. Natalia will be running most of the lunch & learn's.
 - Discussion of Upcoming Lunch & Learns
 - Tues. June 14 (in HSEB 2110)– Outreach
 - Tues. July 12 (in HSEB 1750) – TBD
 - Tues. Aug. 9 (in HSEB 3515B) -- TBD
 - *Potential Future Topics:* interview skills, negotiation, entrepreneurship, unconscious bias, writing skills workshop
 - *Judith Neugenbauer, BioEyes Program Manager, has confirmed to be on the outreach panel.*
 - *Natalia has found more potential sources of contact: school district, engineering, school of medicine, government.*
 - *We will try to find a faculty member from either chemistry or bioengineering, who is greatly involved in outreach and ask him/her to be on the panel.*
 - *We will also include a panelist from social sciences, school district, a government affiliated office, and somebody from a campus office.*
 - *How are we defining outreach and what aspects do we want to focus on?*
 - *We want to help postdocs become involved in outreach to broaden their skill sets and make them more competitive.*

- *Other topics for lunch & learn: Scientific writing as the authors and reviewers, how to become involved in the peer review process. Grant writing and review panels, how to become involved in Grant review panels.*
- *Interviewing skills, can we make a seminar around interviewer skills or mock interviews.*

12:20 pm

Summer BBQ [20 min]

- 5:00 – 7:00 pm on Friday, June 10
- Logistics to be Planned: food purchase, advertising, grilling
- We have to finalize planning for the BBQ. We have our board meeting 3 days prior, but we have to make sure all the tasks have been assigned.
- Jennifer has some utensils and charcoal for the BBQ. Everybody will bring BBQ utensils including oven mitts.
- Chris has volunteered to BBQ and will be helped by the rest of us, we will try to get started earlier.
- Food options: Hot dogs, beef burgers, veggie burgers, salmon burgers.
- Condiments, cheese, lettuce, tomatoes, ice, soda, water, desert (cookies or ice cream), chips, dips, potato salad, bread. Make sure to buy either aluminum foil or trays for the BBQ. Natalia has volunteered to go to Costco.

12:40 pm

Postdoc Appreciation Day [10 min]

- Thursday, September 15 in SMBB
- Suggested Planning Schedule:
 - June – brainstorm workshop topics / schedule of events
 - July/August – confirm workshop leaders
 - August – solicit poster judges (through faculty e-mail list) and advertise
- *Jennifer is attending a conference in June for career counselling, which could potentially generate new ideas for workshops.*
- *The date and venue is set, and we have to start planning for the event. We will start advertising the event right after the summer BBQ.*
- *We want to have the theme: “what to do with your PhD”.*
- *We will start planning in June/July.*

12:50 pm

Leadership Transition [10 min]

- What officer positions are “open”?
- Discuss formal e-mail / announcement seeking nominations to fill board seats
- *This is Jen’s last meeting as Senior chair and Natalia is taking over. Thank you Jen for all your hard work as chair!*
- We should take this time to recruit more board members and advertise all positions to the postdoc community.
- We will advertise all free positions and talk to the interested postdocs at the BBQ and hopefully announce the new board in September. Let’s set a deadline at the end of June and encourage them to attend the July and August board meetings.

- How can we more effectively attract new members to the board?
- We should highlight the benefits of sitting on the UDPA board including outreach, sitting on committees, leadership experience, conference travel, becoming familiar with the University system, and networking.
- We will ask interested postdocs to contact Natalia directly.

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

Next Meeting: 12:00 - 1:00 PM on Tues. June 7 in **HSEB 2979** (*note unique room*)
Documents Sent: Agenda, Minutes from April Meeting.