

U of U Postdoctoral Association Board Meeting

12:00 - 1:00 PM on August 4, 2017

HSEB 5100A

Attendance: Natalia Torres (CVRTI), Marta Szulik (CVRTI), Jennifer Nichols (Orthopedics), Chris Tracy (CVRTI), Gaelle Batot (Biochemistry), Jennifer Mabey (Graduate School), Erin Young (Huntsman Cancer Institute) Indranil Basak (Molecular Medicine), Malini Rajan (Molecular Medicine) and Daniel Mendoza.

Known absence: Lars Laurentius (Nano Institute), Seema Bhatlekar (Molecular Medicine), and Emilio Cortes Sanchez (Medicinal Chemistry, Skaggs).

Absences: Suvendu Biswas (College of Pharmacy), Heather Clifton (VA)

Guest: RAZIYE MOHAMMADPOUR (School of Pharmacy)

Agenda

Official thanks to Chris, who has been a valuable friend, person, member of the UPDA for 2 years, who was very helpful to organize activities and give feedback, and he really improved the website.

The Junior Chair position is open. It is a great opportunity, a good way to learn, a chance to go to the National POSTDOC conference to network and learn about how it is going in the Postdoc world. Requires 2 years of commitment; Junior Chair after a year of service is promoted to Senior Chair Position for a 1-year term.

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

12:05 pm Lunch & Learn [10 min]

- Recap on "Academic Career & Academic Job Market"
- August 16th – How to use LinkedIn for professional development.
 - Assignment of the scribe taking notes for the summary:

Teaching opportunities for postdocs did not work out (could not reach out to CTLE so it has been postponed till Fall. Instead, Amy Gleason, Program Manager and Career Coach from University of Utah Alumni Career Services will present a seminar about LinkedIn.

Action: Indranil will take notes.

- Sept 18th – no L&L due to PDA celebration
- October 18th – Teaching opportunities for Postdocs

Action: Marta is handling the L&L scheduling

- *Potential Future Topics:*
Unconscious bias; Developing a Professional Network; Understanding your strengths; Managing Professional Relationships by Tony Tsai; Proposed by Mary Ann Berzins: How to stay motivated at work; Consulting for Postdocs

12:15 pm 2017 Postdoc Appreciation Day [40 min].

- Room reservations: HSEB Atrium 2-6pm, HSEB2680 4-5:30 pm
- Monday, Sept 18th, HSEB Atrium and 2680
 - 2:30 – 3:40 poster session *with snacks*

Snacks: cookies platter/ vegetables and dips, cheese and crackers, water, coffee, and tea. The food will be set up in a way that people need to go through the posters to get the food

- 3:45 – 4:00 Winners of the Postdoc Pitches (3 talks)
- 4:00 – 5:00 keynote speaker

Jen Mabey has Suzann Lawry from Georgia State University who agreed to talk about the impostor syndrome, paperwork is on its way.

- 5:05 – 5:30 poster session winner's announcement and prize giveaway, summary and goodbye

Action: Jennifer Mabey takes care of the food and the keynote speaker

Action: Erin organizes the poster session (there is a template of brochure of the event in the UPDA box to update), Daniel will help her to set up and remove the boards

Action: Natalia will forward the boards information to Erin.

Tuesday, Sept 19th

- Hiking after work 5:30pm

Action: This is a social event to get to know other postdocs, kids friendly and with hike for the beginners. Natalia will organize this event.

Action: Jennifer Mabey is looking for information concerning liability, learning about the difference to do it on/off campus.

Wednesday, Sept 20th, President Circle Park

Ice cream social – family friendly – 3.30- 5 pm

Action: Jennifer Mabey will look into best options for serving icecream with toppings, to book the park and get a table. Malini oversees the organization of this event.

Thursday, Sept 21st, upper campus

- Coffee hour with professional photo

Action: Gaëlle is contacting Rachel Merrill to organize the event

Jennifer Mabey will organize the coffee.

- TO DO LIST:
 - Confirm keynote speaker
 - Poster session, judges

Action: Jennifer Nichols will contact potential judges

Action: judges and poster applicant would be notified that they won't judge/be judged by someone in their field

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- Advertisement: UPDA website/Facebook/Email/GradSchool/Press/Flyers

Action: Jennifer Mabey will see that it gets advertised in the grad school newsletter

Action: Marta will try to get a press release

Action: Natalia gets it into the Health Science Calendar

Action: Jennifer Mabey will ask Jason to make the flyer with the save the date information, we will print it and put it in our buildings

- Proposed calendar for emails:

8/7 save the date

Action: Erin send the save the date and Gaëlle will add it to the website

8/16 to 9/9 reminders

9/12 last reminder

9/15 day-of email

- Brochure
- Poster boards

There are some available in HSEB.

Action: Natalia will send the information to Erin.

- Google registration form

Two separated forms: one to apply to the poster session, one to apply to all the other events to have a head count for ice cream etc.

12:55 pm Additional Points of Discussion [5 min]

We don't want to accept fake accounts on the FB page/group.

Action: Natalia will look into creating a new owner on the Facebook account and will contact the current owner to ask him to withdraw from the group

Action: everybody updates their phone number on the sheet in the UPDA box

Jennifer Nichols and Marta are in the process to get postdocs involved in career fairs Networking lunch in VA on a Wednesday. We would like those networking lunch to become a regular event.

Action: Marta will contact Heather to see if she could organize it at the end of August/beginning of September

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

Next Meeting: 12:00 - 1:00 PM on Friday, September 1st, in HSEB 5100A
Documents Sent: Agenda, Minutes from July Meeting