

## U of U Postdoctoral Association Board Meeting

12.00-1.00 pm on September 6<sup>th</sup> 2019

HSEB 5100A

**Total Board Member Count: 12**

**Board members:** Sharanya Kalasekar (HCI), Marta Szulik (CVRTI), Natalia Torres (CVRTI), Amelia Hodges (Chemistry), Fatima Abbas (ophthalmology), Shraddha Nayak (Biochemistry), Elizabeth Kolawole (Pathology), Aneesa Al Soodani (Chemistry), Noemi Paguigan (Medicinal Chemistry Department), Esther Chang (DFPM), Tosifa Memon (Pharmacology and Toxicology), Sergiusz Wesolowski (Genetics)

**Number Present (as recorded in Sign-in sheet): 9**

**Present:** Sharanya Kalasekar (HCI), Marta Szulik (CVRTI), Natalia Torres (CVRTI), Amelia Hodges (Chemistry), Fatima Abbas (ophthalmology), Shraddha Nayak (Biochemistry), Elizabeth Kolawole (Pathology), Noemi Paguigan (Medicinal Chemistry Department), Esther Chang (DFPM)

**Known Absences:** Aneesa Al Soodani (Chemistry)

**Absences:** Tosifa Memon (Pharmacology and Toxicology), Sergiusz Wesolowski (Genetics)

**Guests:** Ioannis Karagiannidis (Internal Medicine)

**Minutes taken by:** Noemi Paguigan (Medicinal Chemistry Department)

### Agenda

12:00 pm Board Members' Introduction

*In attendance was the new Associate Dean of Postdoctoral Affairs – Dr. Amy Barrios (Medicinal Chemistry Department Professor).*

*All present board members introduced themselves to Dr. Barrios.*

12:03 pm Approve minutes from previous meeting. *Minutes were approved from the previous meeting.*

12:05 pm Yinshen Wee will be re-locating, and no longer part of the Board. *She will be removed from the sign-up sheet.*

12:06 pm Voting in of Ioannis Karagiannidis (Internal Medicine) as new Board member. *Ioannis was voted in as new UPDA board member.*

12:07pm Access to email lists/info for website – Dr.Barrios, Ioannis. *Dr. Barrios and Ioannis will be added to the email list and will be given access to the UPDA Ubox and google accounts.*

12:08pm Postdoc Appreciation Week – Updates and Logistics (45 min)

### Schedule of Events:

Monday, September 16, 2019

Location: HSEB Atrium/2120

**12:00 – 1:00 pm: Keynote Address: Sharing your Science Story Effectively**

**Speaker:** Dr.Neil Bardhan, Founder, Bardhan Consulting

**Speaker info:** <https://www.bardhanconsulting.com/about>

*Travel arrangements had been made for the speaker. The speaker was scheduled to arrive Sunday and Fatima volunteered to pick him up to and from the airport.*

- RSVP so far: 7-9
- Grad student advertisement for Friday: *Sharanya to send Danny. Dr. barrios will send the ad to the Bioscience Program*

- Dedicated announcement of Keynote and Workshop to postdocs- Monday, Wednesday, Friday
- Dedicated announcement of Keynote/poster session to grad students- Monday, Wednesday, Friday
- Neil's picture for announcement: *Needs to be more prominent.*
- Announcement sent to departments.
- Co-ordinating speaker's schedule: *Fatima will be coordinating with speaker for his schedule.*
- Dinner with speaker, if he is interested.
- Fee check for speaker: Sharanya will co-ordinate with Rick Solis at Grad School, handover before event  
*A speaker fee (\$500) and thank you letter were already prepared.*
- Person Ordering Lunch: Sharanya will ask Rick to order on Friday around 3pm.
- What's for lunch? *Pizza will be ordered and should be delivered by 11:45.*
- Day of event:
  - Persons receiving Neil @ 11:30: *Fatima, Sharanya*
  - Intro of Speaker & MC: *Sharanya*
  - Lunch to be delivered at what time? *11:45*
  - Persons arranging/signing for lunch after delivery at event:

### **1:00 – 1:30pm: Break**

- Refreshments
  - Sharanya to order Refreshments with Rick on Friday (13<sup>th</sup>) afternoon
  - Persons arranging/signing for lunch after delivery at event:
  - What to order? *Soda, diet soda, H<sub>2</sub>O*
  - Delivery time?

### **1:30 – 2:30 pm: Postdoc Poster Competition – Win \$500 Travel Award!** Register [here](#) if you want to present a poster for a \$500 Travel award! Deadline: 5pm, September 13<sup>th</sup>.

- Poster set up time? *11:30 am*
- Persons helping Natalia with poster board set up: *Shraddha and Esther*
- Persons helping with Registration – postdoc/judges: *Esther and Natalia*  
*Judges will be given refreshments including coffee and cookies.*
- Poster number assignment – announcement email? Matching of judges? Does Natalia need help?  
*Elizabeth and Shraddha volunteered to help out and print the rubric for judging. A folder containing the rubric and poster number will be given to each judge.*
- Persons helping Natalia with scoring with Judges' rubric. *Natalia wanted to do it alone.*
- Confirmation of prizes *Dr. Barrios suggested gift cards for small prizes and a travel award as the grand prize. Dr. Barrios will check with Danny what kind of prizes can be given away.*
- Dedicated announcement of Poster Competition and prizes to postdocs- Today, Monday, Wednesday, Friday
- RSVPs so far: *a few*
- Soliciting more entries – send to PIs/Department Chairs?  
*Natalia suggested that UPDA board members should register and/or print a poster for the event.*

### **3:30 – 3:50 pm: Introduction of the UPDA & upcoming events for Postdocs**

- Sharanya will introduce Dr. Amy Barrios – 1min
- Dr. Amy Barrios to introduce OPA and UPDA -
- Sharanya: Upcoming events of UPDA and making the most of the Postdoc Experience – why attend our events?  
– 5 mins

### **3:50 – 4:00 pm: Poster Competition Winner Announcements**

- Natalia will announce winners and thank OPA for the prizes *Natalia was not sure if she wanted to do this but agreed anyway.*

- Prof. Barrios will hand out prizes. *Agreed*
- Sharanya – Thank you
- Poster Winners announced on Website on Monday: *Amelia will do this.*

### **Persons helping Sharanya with POST-EVENT CLEANUP:**

Tuesday, September 17, 2019

**9:00 – 10:00 am: Interactive Workshop: Using Improv for Effective Networking**  
**Keynote Speaker** Dr.Neil Bardhan, Founder, Bardhan Consulting  
**Speaker info:** <https://www.bardhanconsulting.com/about>  
**Location:** HSEB  
 Register [here](#) if you want to attend this *limited-space* workshop.  
**Deadline:** Registration open till spots fill up.

*Registration slots for the workshops is limited to 50 (?). So far, seven and ten people have registered for the workshop and keynote, respectively.*

*Announcements for the keynote and workshops will be emailed to postdocs. Announcements for the poster session will be emailed to both postdocs and graduate students. The emails will be sent by Amelia.*

- Sharanya will order food by Friday: *Pizza will be ordered.*
- Person picking up coffee & bagels: *Depends on who is available.*
- Person receiving Speaker: *Fatima will be receiving the speaker.*

**5:00 – 7:00 pm: Postdoc Family Ice Cream Social & Hike**

We invite postdocs and their families to socialize over ice cream, and join us for a light, kid- and stroller-friendly hike (if weather permits).

**Location:** Pavilion by the surplus (building 627).

- Persons buying ice cream/hot chocolate by Tuesday morning – flavors? How many approx?  
*Sharanya has the cool box for the ice cream. Ioannis will pick up the ice cream from the store. The ice cream should be kept in the cool box with a little bit of dry ice and a lot of ice.*
- Sharanya will confirm event location according to weather by Tuesday morning.
- Sharanya will make sure cleaning of HSEB backup is reserved.
- Persons definitely attending event AND hike: *Sharanya, Shraddha*

Wednesday, September 18, 2019

**Location:** HSEB

**9:00 – 10:00am: Coffee & Headshots**

Get a LinkedIn-ready photo with a professional photographer!

**Location:** South end of corridor on 5th Floor, HSEB.

Person in-charge of receiving Jacque: *Shraddha*

Description of event/help needed: *Shraddha*

Persons helping Shraddha and in what way: *Elizabeth*

*Shraddha will set up a day earlier than the event.*

When will they get pictures back: *after one week*

Thursday, September 19, 2019

**6:00 pm: Thirsty Thursday!**

Relax and enjoy a beer at a local pub or brewery with fellow postdocs.

**Location:** TF Brewing

**Sign-in sheets for events on NEON paper:** (Person in-charge of printing and collecting them)

Place sign-in sheets near food. All sign-in sheets should ask if it's OK we include pictures with them in it on website/social media platforms.

*Sharanya will print out the sign-in sheets. The sign-in sheet will be on a light colored paper.*

- Keynote address (Sign in sheet to include Postdoc/grad student question)
- Poster Session attendees
- Workshop
- Social
- Hike –
- Headshots –

**Photographer for events:**

All sign-in sheets should ask if it's OK we include pictures with them in it on website/social media platforms. Take pictures of people but also without people so we have at least one picture to post without having a person in in who objects to publication of their image.

- Keynote address (Sign in sheet to include Postdoc/grad student question)
- Poster Session
- Workshop
- Social
- Hike
- Headshots
- Thirsty Thursday ?

*At the beginning and end of every event it will be announced that there is a sign-up sheet.*

*Shraddha will take pictures.*

*Opt-out photo policy: It was suggested that for attendees who are okay for their photo to be taken and posted will wear a red dot or some sort of a tag that will be given as they check in to the event.*

12:53 pm: Other event updates (6 mins)

The following events were not discussed in detail in the interest of time.

- Completed events:
  - Lunch & Learn – Negotiations, Dr.Francine Mahak, August 21st: 14 signed up, but more attended
  - Coffee & Bagels with a Mentor – Non-disclosure Agreements, Eric Paulsen, TVC, August 28<sup>th</sup>, 8 attended
- Planned events:
  - September 7<sup>th</sup> : Solitude Trail Hike – 6 attending
  - October 4<sup>th</sup>: Publication Strategies talk by Jung-Eun Lee, Associate Editor of the journal Communications Biology, Nature Research – Danny Nelson to get back to me about Grad School co-sponsoring event
  - October 15<sup>th</sup>: NIH Loan Repayment Program: Jan Abramson, OSP: October 15<sup>th</sup>, 3pm, room to be reserved
  - October 23<sup>rd</sup> : Lunch & Learn – Chalk Talks, Asst. Prof Adam Douglass, Neurobiology & Anatomy, 12-1pm, HSEB 3515B, Co-ordinated by Shraddha
- Faculty Application Workshop:
  - Teaching Statement suggestions
  - Sharanya will plan Diversity Statement for this Month.

12:59pm Additional Points of Discussion [1 min]

- Comments/Feedback from Dr.Barrios
- Guest comments
  
- If time permits:
  - Ideas for upcoming L&Ls:
    - November:
    - January: Tony Tsai about Creating a Meaningful Career.
    - February: Mentor Award recipients – panel on being/choosing a good mentor
    - March: Choosing Academia
    - April: non-academic careers
    - May: Financial planning – personal and/or professional? – investments etc.
  - Ideas for upcoming C&Bs:
    - October: We have 2 other events, so do we need C&B?
    - November: Government positions, policy: Ivy Estabrooke, Executive director, Utah Science Technology and Research Initiative
    - December 1<sup>st</sup> week: Erin Young Bioinformatics Fellow at Utah Public Health Laboratory
    - January: Entrepreneurship?
    - February:

1:00 pm End of Meeting – Sharanya will summarize assigned tasks in an email