

February 2017

# PDFFA executive meeting

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14 February 2017 / 3:00 - 4:15 PM / ROOM ECHA 1-125

## In attendance

Richard, Jessica, Camille, Anni, Kate, Abhilash  
+ Diane from Post Doc Office visiting

## AGENDA

1. Approval of Agenda
2. Approval of Previous Meeting Minutes
3. Introducing Diane
4. Advocacy
5. Fundraising (Camille)
6. President discusses Exec Tasks
7. Research Day
8. Travel Award
9. Discussion about Benefits
10. Adjournment

## NOTES

\* To-do's in blue!

1. **Approval of agenda.** Skipped
2. **Approval of previous meeting minutes.** Minutes from last meeting were not approved as no one has read them. [Anni will send them around from now on, or send a reminder.](#) Minutes from this and previous meeting will be approved at next meeting.
3. **Introducing Diane.** Diane Rogers runs the PDFFA office, making sure post doc contracts are well set up & liaisons with multiple other offices.

Diane knows a lot and is a great resource and collaborator for most things post doc.

4. **Advocacy.** Advocacy has been improved last year(s) locally and at broader level, much left to be done.

a. Previous, quite successful major activities: brown bag lunches, research day, career seminars, townhalls, Christmas party, summer bbq. ~70% of post docs are international and many (international as well as native) feel isolated and may not participate events: community building and opportunities for people to come out and join events is valuable

b. Way forward:

- i. Need for better marketing & visibility: communication of events & general advocacy through Facebook, website, email, LinkedIn group. [Richard will make several of us \(=?\) administrators of facebook page.](#)
- ii. Meetings within various faculties to increase awareness through social gatherings (agriculture, medicine) – not very successful in the past. Larger events seem better; Townhalls should be organized once a year to get most post docs out and hear from them
- iii. Booth or mini talk at the new staff/faculty intro events once/twice a year? Post docs are invited but there's currently no content for post docs.
- iv. Faculty representatives: monthly meetings of liaisons (just Science faculty liaisons active so far) with someone from PDFA (so far Richard). Liaisons ideally function as a go-between for the faculty's/department's post doc body and PDFA, voicing concerns from the "field" and help organize events.  
Ideas for "advertising" and utilizing these representatives better: Representation at departmental research days that would be open for everyone from other faculties as well? "Have you met"-type intro (as in Quad emails) of liaisons for post docs of the faculty? Invitations to events &

improving communicating down from dean/department level via the representatives?

## 5. Fundraising (Camille)

- a. Last year \$16000 in budget, used \$12000, travel \$5000, research day \$5000, social events and career seminars etc.: \$2000, training etc. \$300
- b. Currently 4000 in the bank, enough for first travel award
- c. Camille is putting together a template email for PDFFA members to send around email to potential donors (bronze up to 250, silver up to 500?, gold 1000 and up?) – many faculties give thousands but a lot of money comes from smaller donors, would be good to diversify donor base. Diane: best to start emailing in April as that's the beginning of the new fiscal year --> send emails mid-April! Donors are invited to research day
- d. Jessica is looking into Healthy campus grants
- e. Diane: WCV – Workmen's Compensation Board – check funding options?
- f. Advertise research day at other institutes: NAIT, Grant MacEwen (already advertised at other universities, e.g. Lethbridge)

## 6. President discusses exec tasks

- a. President: coordinates meetings, represents PDFFA at advisory meetings
- b. VP academic: represents the president if president is unavailable; coordinates research day etc., coordinates benefits with Diane
- c. VP finance: deals with all things money (travel award usually by member at large)
- d. VP social: coordinates social events – we should do something soon! --> Research on tap, or our own nerd nite on campus?, coffee & cookies
- e. VP communication: takes minutes, manages website, social communication via fb etc. Anni will take the website training in

March, and Diane offered to upload content to website if needed in the meanwhile: [new exec board introductions should be done asap!](#) [150 words bio + pic from each of us to website](#) (Diane's assistant is happy to take our pics if anyone wants a photo shoot)!

## 7. Research day

- a. 2016 end of September, 2015 late November. End of November would be good because grant applications etc. tend to be done by then, but October might work as beginning of term madness is done by then. [Richard will check room availabilities soon to set the date \(usually 8 am-4 pm, invited speaker last year, then post doc talks\) → once date is set, assign who's in charge of what](#)

## 8. Travel award

- a. Camille did the last one August–November
- b. Should do the next one soon, in next 2 months. Camille needs a volunteer to help, Abhilash volunteers. [Tasks for Camille & Abhilash: find judges & advertise – templates available](#)
- c. Award for travel in December–March?, call in March
- d. Last year: 5 awards, 500 each. Could be more or fewer recipients, based on grades by judges

## 9. Discussion about Benefits/ General thoughts

- a. Kate: Membership costs for van vliet centre – access to centre at special rate, but we don't know whether there's a discount for classes – staff or student rate? Student prices negotiated but not followed! [Diane will follow through, and we'll then email all post docs to clarify](#)
- b. Jessica: Career centre consultations – used to be paid for by post doc office and then with a lump sum allocated to PDFa, now no funding? Career centre still thinks we're covered (though we're not), but nothing has ever been charged from us (yet). Career centre still advertises that we pay for the consultations (at student price!) [Richard will check that they're not about to](#)

charge us and make sure they take down the false info from their website.

10.Adjourned: called by Kate, seconded by Abhilash

## NEXT MEETING

Monthly exec meetings - 4 pm best time for most? Richard will send one out for next month asap and meetings will be at the same time each month à everyone should try to make it!!



