

Purdue Postdoc Association (PPDA)

Minutes of the meeting of the PPDA Council

Meeting date / time	Monday March 1st, 2010, 8.30am
Meeting location	Room 111, Matthews Hall, Purdue University
Minutes status	Accepted 04/02/2010

Name	ID	Position	
Kris Villez	KV	Co-President	Present
Valentina Trinetta	VT	Co-President	Excused
Nicolas Bordenave	NB	Treasurer	Present
Kostas Gourgouliatos	KG	Public relations	Present
Charlotte Perrett	CP	Secretary	Present
Peter Richtsmeier	PR	Webmaster	Present
Simran Banga	SB		Present
Christian Hammer	CH		Present
Talvikki Hovatta	TH		Present
Ana Juan Garcia	AJ		Present
Alon Ludwig	AL		Present
Shexia Ma	SM		Present
Nicky Moore	NM		Excused
Akil Narayan	AN		Absent
Jennifer Tsuruda	JT		Present
Nicole Weber	NW		Present
Professor Peter Dunn	PD	Faculty Advisor	Excused
Professor Jon Story	JS	Faculty Advisor	Present

Agenda:

1. **Approval of previous minutes**
2. **Council membership**
3. **PPDA constitution and official recognition**
4. **PPDA website**
5. **Postdoc Survey and T-shirts**
6. **Update from PR Officer**
7. **Update from treasurer**
8. **PPDA Annual Dinner**
9. **Sigma XI poster competition**
10. **Subcommittees**
11. **Social events**
12. **Any other business**

1. Approval of previous minutes

- a) February meeting minutes are accepted.

2. Council membership

- a) KV informs council that the PPDA council has four new council members and welcomes Simran Banga, Christian Hammer and Shexia Ma, who are present, to the PPDA council. The fourth new member is Akil Narayan. Everyone in the room takes it in turn to give a brief introduction of themselves, to help familiarise new and old members with each other.
- b) KV tells council members that he and VT wish to acknowledge the contributions made by those council members who have just left and suggest that their names be placed on the website once it is up and running as former members of the council.

3. Constitution

- a) KV reports that PD has now provided comments on the draft PPDA constitution, and the following suggestions/comments were made:
 - i) The title 'Purdue Postdoctoral Association' should be adopted for official communications. Postdoc is a colloquialism and so for official documents Postdoctoral should be used to demonstrate this is a professional organisation. KV recommends that this title should therefore be used for all official communications in the future.
 - ii) PD suggested that two faculty advisors to the PPDA council are directly appointed by the OVPR and the Graduate School, respectively, without interference of the PPDA council itself. Other faculty advisors may be appointed as desired by the PPDA council. KV proposes a motion for this amendment to be made to the constitution draft. A vote is taken and the motion is accepted.
 - iii) The membership eligibility needs further clarification. In particular, the notion of a role as "trainee" or "mentee" is distinctive. JS suggests using 'HR jargon' to make it more acceptable to the university.
 - iv) The role of the webmaster needs to be amended since the OVPR will be responsible for maintaining the website. Thus, this role for the webmaster needs to be removed from the constitution. Instead the webmaster will be responsible for the content of the website. KV asks for a vote on this amendment to the constitution. Amendment is accepted by council.
- b) KV says that he will make the necessary amendments to the PPDA constitution by the next meeting and then the constitution will be ready to be placed on the PPDA website.

4. Website

- a) PR reports that there is now a fully operational PPDA website, with all the content requested by council members but a layout that will be subject to change once it is in the hands of the OVPR. PR mentions that no one has provided any feedback on the content of the pages; however, it becomes clear that none of the council members received the email sent by PR requesting such action. KV asks PR to send an email with a link to the website and requests that council members send any comments to PR within 7 days. The website will then be handed to OVPR and be accessible to the wider community. KV also asks PR to include in the same email the link to the forum that is now ready for PPDA members to use. PR states

that people are free to post job listings on this forum as well as to use it for activities such as organising to meet each other etc.

5. Postdoc survey and T-shirts

- a) NW informs council members that the survey is complete and a link will soon be emailed to everyone for them to complete the survey.
- b) NW passes out copies of the designs she has come up with for inclusion on the front of the PPDA t-shirt that is to be created and distributed to those who complete the survey the PPDA will shortly send out to all Postdocs. NW suggests that for the first image (a series of puzzle pieces placed together), the pieces could be white on a coloured t-shirt or gold on a black t-shirt if Purdue colors are wanted. KV states that he thinks this first image is good because it links in with a similar logo used by the National Postdoctoral Association (NPA). KV also mentions that the t-shirt should read Purdue Postdoctoral Association rather than Purdue Postdoc Association given the discussion earlier (3a). JS suggests that for t-shirts 'Postdoc' could be used, however KV would like consistency in the name used and proposes Purdue Postdoctoral Association is used on the t-shirt.
- c) KV proposes a vote on which of the logos created by NW should be displayed on the t-shirt. There is unanimous support for the first logo of the connected puzzle pieces with the use of 'Purdue Postdoctoral Association'.
- d) KV also proposes a vote on the text that is to appear on the back of the t-shirt, some ideas of which are provided by NW with the different logos. However, NW argues that it would be better for council members to have some time to think about this. It is decided NW will send an email to council members stating the various phrases she has come up with and there will be a deadline of Monday 8th March to contact NW with any ideas they have for the text or preferences for those already stated. NW queries the time-frame for getting the t-shirts ready for collection at the April social event, if council votes on the t-shirt text in the April council meeting. KV decides that council will not vote on the text to be placed on the t-shirt, and instead NW will choose from the comments/suggestions that are made to her, since KV is keen to have the t-shirts created by the April council meeting.
- e) NB has obtained quotes for producing the t-shirts. A business run by NW can produce 100 t-shirts for \$5/t-shirt. NW queries whether a licensed business however, must produce the t-shirts due to the use of the Purdue name. JS replies that this is true and there are several businesses that students typically use for this reason and he will check which the Graduate school has used previously. NB states he has a quote from one of these companies with the following prices:
For 100 t-shirts:

	White t-shirt, dark print	Dark t-shirt, light print
1 color, 1 print:	\$4.50	\$5.80
1 color, 2 prints:	\$5.80	\$8.20
1 color front, 2 color back:	\$7.25	\$9.20

7-10 days are required between ordering and delivery

- f) KV says that the one color on front and two colors on back choice isn't necessary and can be eliminated from the decision. JS suggests the PPDA chooses a dark t-shirt as these are more practical and tend to last longer. JS also

suggests that the text the PPDA will choose to accompany the logo doesn't have to go on the back. It could go on the front and thus reduce the cost of the t-shirt. This means the likely cost of each t-shirt will be \$5.80. KV asks JS whether OVPR and/or the Graduate School could provide the money for the t-shirts. JS asks about the travels grants awarded by the NPA. KV announces to council that both KV and VT have received travel awards of \$225 from the NPA towards the cost of attendance at the NPA Annual Conference. JS jokes that since both the OVPR and the Graduate School have both saved money due to these grants, there should be money available to finance the t-shirts. Then seriously, JS affirms that money for 100 T-shirts at \$5.80 is not a problem.

- g) KV asks that NB and NW liaise to finish the t-shirt design and organise its printing so that the t-shirts will be available for the April meeting for council to inspect. NW agrees as she'd like to have KV and VT take them to wear at the NPA annual conference. KV agrees this is a good idea, and better than the Purdue polo-shirt he was going to purchase as an alternative!

6. Update from the PR officer

a) KG reports that he has sent a letter to 10 of Purdue's business offices to introduce the PPDA and to ask whether they would pass on leaflets about the PPDA to Postdocs. Of the 10 business offices contacted, so far only KG's departmental business office (Physics) replied to KG. NB informs KG that the Food Science business office forwarded the letter to all the Postdocs in that department, so they were aware of the PPDA. KG will continue with this work and plans to contact the Office of International Students and Scholars (ISS), the Deans of the different colleges and the Purdue Young Faculty Association (PYFA) to advertise the existence of the PPDA.

7. Update from the Treasurer

α) NB reports that the budget may change due to changes in the Annual Dinner costs but these will be discussed under the Annual Dinner preparations.

8. PPDA Annual Dinner

a) AL distributes a summary sheet which includes a timetable of key dates in the organisation of the annual dinner and a list of the dinner options at the two proposed venues. AL begins by summarising the decisions and progress of the Annual Dinner subcommittee:

- i) The dinner will be advertised through the use of email, Purdue Today, departmental newsletters, notice boards, and PPDA social events.
- ii) PD and his secretary, Sharyl Neiberts, will aid the PPDA with ticket sales and money. PD has informed AL that due to the economic climate and the impact it has had on Purdue's finances, there is very little spare money in the University, and therefore the cost of tickets for the dinner cannot be subsidised by the University. PD also confirmed to AL that it is not a tradition at Purdue to subsidise meals, the cost is usually always covered by ticket sales.
- iii) Two venues have been found and AL requests that at today's council meeting the venue and dinner options are chosen so they can be booked.
- v) The date of the dinner is expected to be largely decided by the availability of a speaker; however, the proposed dates are either Saturday May 8th, Saturday May 15th or Saturday May 22nd. SB asks why a Saturday has been chosen

rather than a Friday. PR replies that since these dates fall within the end of the semester and therefore examinations, they wanted to ensure any postdoctoral staff involved would still be able to attend. KV also points out that people will have two months notice to the dinner and therefore it should be much easier for them to arrange to attend on a Saturday.

vi) At the dinner there will be short speeches by KV and VT as the PPDA co-Presidents, followed by talks from the Faculty advisors and hopefully a speech from a senior administrator, such as the Provost or Vice President for research. The subcommittee plan to invite the President but know that due to her schedule it is unlikely she will be able to guarantee to attend and give a speech and therefore even if she is available they do not plan to advertise her attendance. After the introductory speeches there will be a longer speech given by a member of the Purdue Faculty. The subcommittee have ranked the preference for the speakers they think would be suitable and are currently in the process of organising the speaker.

b) AL draws council members' attention to the list of dinner options at the two proposed venues: Purdue Memorial Union (PMU) and The Trails. AL informs members that the smallest number to attend must be 50 at PMU and 25 at The Trails. An additional \$2 is charged if the minimum numbers are not met. NW asks if families are allowed to attend. KV replies that they are and with Faculty also invited these numbers should be met. AL also informs members that the prices do not include alcoholic drinks. A charge of \$75 will be made at The Trails for a cash bar. At PMU the cash bar is free providing people purchase drinks. JT asks how vegetarians would be catered for if the Black and Gold Buffet is chosen at the PMU. AL replies that one of the meat dishes would be switched for a vegetarian dish. Members are asked to vote on a meal option to decide on the venue and meal choice for the dinner. KV gives each dinner option a number and members vote on their preference. 11 votes are cast for the PMU Pasta Bella Noce menu and 2 votes for the PMU Black and Gold Buffet, with no votes for either of The Trails menus. A vote is held again to decide between the Pasta Bella Noce option and the Black and Gold Buffet option. The votes cast are identical to the first round of voting so the dinner will be held at PMU and the dinner will consist of items from the Pasta Bella Noce option.

c) KV requests that council members by a show of hands show which of the suggested dates they will be available for so the subcommittee can get an idea of the likely availability of Postdocs on each date. JS points out that commencement is on the 15th May so this may influence availability. PR mentions that on the 22nd May the PMU does not have a room of the correct size, although they will check if there is an alternative. The 8th May appears to be the date when the most council members are available.

9. Sigma Xi poster competition

a) KV reports back from the Sigma Xi poster competition. A total of 9 posters from postdoctoral researchers were presented at the meeting, which KV and VT view as a positive achievement and hope will provide the opportunity to ask for a Postdoctoral poster prize next year. Professor Howard from Sigma Xi has asked KV and VT to attend the Sigma Xi board meetings and so KV and VT hope to be able to keep communication going between the PPDA and Sigma Xi, and pressure for the poster prize!

10. Subcommittees

- a) KV asks for volunteers for a subcommittee to arrange a seminar series that will be led by AG, and which VT will also be a member. KG and SM volunteer. AG asks AL to forward her the list of speakers they have found available at Purdue while arranging the dinner, in case they may be of use to the subcommittee.
- b) KV mentions that as part of the PPDA website there is a 'How do I...' section. So far, KV has written a 'How do i join the PPDA' and 'How do I join the Postdoc List' for the website but obviously this section needs to be expanded and KV proposes a subcommittee to do this. After finishing this work, the subcommittee will also be responsible for creating a welcome package for new Postdocs. TH, SB, CH and KV volunteer.

11. Social events

- a) KV informs council members that the March PPDA social event will be March 19th, and will take the format of drinks at Nine Irish Brothers, West Lafayette. VT has passed the flyer for the event to KV and the event will be advertised in the next PPDA email.
- b) KV informs council that the social event subcommittee have suggested the April PPDA social event is also a drinks event with dinner afterwards as this will allow people to pick up their t-shirts for completing the survey.
- c) JT updates the council on the decision of the subcommittee looking at roles for the PPDA at Springfest, Purdue University, 14-15th April 2010. The subcommittee have decided that since most of the activities are subject-based and therefore run by departments, it is not appropriate for the PPDA to have a stand/run an activity. Instead any PPDA member who is involved is asked to wear their PPDA t-shirt.

12. Any other business

- a) NW presents an idea for a travel fund for Postdocs to present their work at a conference, since it is more difficult to get funding as a Postdoc. PR seconds NW's idea, stating that a lot of Postdocs would pay attention to the PPDA if they knew about these awards. KV agrees that it is a good idea but that currently given that the organisation is in its early stages and there is still a lot of the basic organisation to sort out, it would be better to wait before acting on it. JS agrees with KV as he states that you need money to be able to do this and a reasonable sum of money that will really help. It is agreed to keep the idea in mind and look for ways to fund it and review in the future.
- b) KV announces his and VT's intention to ask to have a PPDA member on the Purdue Senate. This idea has come on the advice of Dr. Howard Zelaznik, the current Chair of the Senate, after NW brought Dr. Zelaznik's attention to the existence of the PPDA during the Preparing Future Faculty Course run by the Graduate School. KV believes there are approximately 12 Postdoctoral researchers currently taking this class, which is good since it will provide an incentive for the University to provide courses/classes to enhance the professional development of Postdoctoral researchers.
- c) KV and VT are due to give a talk to Purdue Graduate students to make them aware of the existence of the PPDA and similar organisations at Universities they may attend as Postdocs. In addition KV and VT will meet with the Purdue Graduate Student Government (PGSG) to see how the two organisations can foster links.

d) KV and VT are planning to organise a meeting with Dr. Brian Dilkes, a new Faculty member, who was involved with setting up a Postdoctoral organisation at his previous University, and who therefore may have useful advice and ideas for the PPDA. NB asks whether there is a young faculty member's organisation at Purdue, since these members may also provide useful advice to the PPDA and could also be a possible organisation the PPDA may wish to foster links with. KV asks KG to see if he can find such an organisation on campus.

Actions:

Action identifier [yyyymmdd-no- id/id/..]	Short description	deadline	Status
20091207-1-KV/AL/YZ	Complete PPDA constitution and send to University for official recognition of PPDA	2009-12-31	ongoing
20091207-2-PR	Create a fully optional PPDA website	2010-03-31	ongoing
20091207-3-VT/TH/NB	Create a survey to canvas opinions from PPDA	2010-06-30	completed
20100111-1-FAPD	Obtain a procedure for official recognition of the PPDA	2010-05-08	ongoing
20100111-3-NW	Find out from the Marketing and Media Office the ins and outs of logo use	2010-03-01	completed
20100111-6-JT/VT/NM/AL	Draw up a proposal for PPDA involvement in Springfest	2010-02-01	completed
20100111-7-VT	Organise February social	2010-02-28	completed
20100201-1-PD/JS/KG	Contact Directors of Financial Affairs and other senior officials to inform them of the creation of the PPDA and to inform their staff including those in the business offices	2010-03-01	ongoing
20100201-2-AL/KV/PR	Arrange a PPDA annual dinner	2010-05-31	ongoing
20100201-3-NW/VT	Design and order t-shirts	2010-06-30	ongoing
20100201-4-VT/NM/JT	Organise March social	2010-03-31	completed

20100301-1-AJ/VT/SM/KG	Organise a seminar series for Postdocs	2010-12-31	ongoing
20100301-2-KV/TH/SB/CH	Create a series of 'How do I...' features for PPDA website	2010-09-30	ongoing
20100301-3-VT/NM/JT	Organise April social	2010-04-30	ongoing

Date and time of next meeting: Monday 5th April, 2010 at 8.30am. Room MTHW 111