**Present:**

* Mina Rostamza (President)
* Vivek Lawana (Vice President/Social Coordinator)
* Lisa Prince (Secretary)
* Shyian Wang (Webmaster)

**Agenda:**

* Discuss results of survey
* Coffee break/happy hour
  + Discuss and plan July’s Happy Hour event
  + Discuss other future events and locations
* Workshops
* Research conference/mini symposium
* Meeting with Lisa Nielson (Postdoc Director)
* Website/social media

**Discussion:**

Note**-**anything with a \* is a to-do item for upcoming meeting

**Results of survey of PPDA members:**

* 39 out of the approximately 550 postdocs at Purdue replied
* Most have heard of PPDA
  + How? Most from a friend, then 2nd most from orientation
    - How to spread word?
      * Talk to faculty/administrator about telling incoming postdocs
        + Add a blurb in the faculty newsletter
      * Postdoc Office newsletter
  + Why not attend coffee hour? Mostly timing and location
    - Around lunch may be better
    - Need to add variety
    - Location: Vivek looked into PMU and we may need to pay since we are not a student organization
      * \* He will look more into this
  + Types of social events preferred, by % of responses:
    - 1. Coffee hour
    - 2. Hiking
    - 3. Happy Hour
    - 4. Game nights/bowling

**Meeting with Lisa N.**

* $80 for happy hour
  + Only for a July happy hour
  + Need a fixed a budget for the coffee breaks
    - How much funding could we get per quarter, or per 6 months?
* Help us to get more postdocs involved- how to do that?
  + Reach out to the secretaries/administrator of each department to send out our information to every postdoc
  + Included PPDA information in the Gradstudent/Postdoc newsletter
* Mini Symposium/Research Conference
  + Budget
  + Can we invite an outside speaker and fly them in?
  + \*Vivek-to prepare a rough budget
  + How to spread word?
* Location of Coffee break
* Set for 6/20/2019, 4:00PM

**Coffee Break/Happy hour**

* \*Vivek-working on location
* Variety of snacks-tea, bagels
* Timing:
  + Coffee: noon
    - Bring lunch if you want; provide when we can (depends on budget)
  + Happy hour: evening
  + Activities
    - Ice breakers

**Workshops:**

* Panel discussion for academia
  + Vivek is talking to one person who is an adjunct faculty and also in industry
  + Faculty member
  + Faculty who were previously in industry and came back to be faculty (Mina knows someone)
  + Purdue graduate who went directly into industry
    - \*will have to look into
* Research, Teaching, and Diversity statements
  + \*Vivek will look into someone in the Provost office
* Immigration:
  + Hold off on- a lot of the postdocs who responded to the survey were not interested

**Symposium:**

* Sessions-posters, workshops, keynote speaker
* Awards for poster competition
* Faculty for poster judges (assistant professor)
* How to manage topic? Keep it broad
* \*\* All depends on budget-need to talk to Lisa N. before we get ahead of ourselves

**Website/Social media:**

* **\*** All of us to look over the mission (sent by Mina) and think about how to finalize
* **\*** All of us to look at the responsibilities and update- we will bring something for our respective positions
* **\*** Vivek to look at constitution and what to revise
* **\***Everyone to give Lisa P. their gmail account and phone number for google drive-sharing of meeting minutes
* Take pictures at events to put on website
* \*Shiyan to create a facebook page, linkedin, and twitter
  + \*Mina-can’t be an admin on facebook
  + \*Lisa P.-can’t be an admin on twitter

**July happy hour:**

* July 11th
* Need to send an RSVP to book a table
* \*Mina will call and make reservations-say for 30 people and then can update after RSVP
* One of us will likely have to pay for it and get reimbursed (snacks only)
  + \*Mina will ask Lisa N. if they have a card we will use (tomorrow)
* \*Mina to send Lisa P. the link to RSVP and Lisa P. to make to send out to the PPDA members

**Other to dos:**

* \*Vivek-agenda of items to go over with Lisa N.