**PPDA Board Members Meeting 10/11/2019**

Present: Shiyan Wang, Yuyan Boa, Abdel Halloway, Lisa Prince

Absent: Fanfei Meng

Topics of Discussion:

1. Events for this semester
   1. Organizing a symposium would be too difficult
   2. Representative from Industry
      1. Skills needed-maybe someone from HR/recruiting
         1. Yuyan-look into recruiters from Computer Sciences events
      2. Someone who used to be in industry
         1. Look into alumni lists or alumni association
      3. Shiyan to draft an email to Lisa N. about ideas
   3. Workshop on Benefits
      1. Has to be between Nov 1st and Dec 15th
      2. More details than orientation-life insurance, for example
2. Social Media/website
   1. We need a Twitter/LinkedIN, Facebook, if don’t already have
      1. Add links to PPDA website
      2. Use to update Postdocs on events
   2. Website
      1. All to send picture to Yuyan for website
      2. “About Us” tab needs to be updated:
         1. Shiyan to look at Constitution
         2. Mission-Lisa
         3. Council roles-Abdel
         4. What We Do-Yuyan
         5. Fanfei-Our History
      3. Events tab-delete events and put in links to social media
         1. Use social media to advertise events from the events newsletter
      4. Should we be posting Meeting Minutes on there? Is this necessary?
         1. May be important for future board members, but not necessarily all Postdocs
3. Coffee Hour
   1. How Often?
      1. Shiyan suggested 2x per month
      2. Abdel-at $50/event, that would use up half the budget
      3. Decided to stick to 1x per month and gauge interest
         1. Tuesdays/Thursdays around 2 in WALC would be ideal for this semester