

Purdue Postdoc Association (PPDA)

Minutes of the meeting of the PPDA Council

Meeting date / time	Monday January 11, 2010, 12.30pm
Meeting location	Room 104, Smith Hall, Purdue University
Minutes status	Accepted 02/01/2010

Name	ID	Position	
Kris Villez	KV	Co-President	Present
Valentina Trinetta	VT	Co-President	Present
Nicolas Bordenave	NB	Treasurer	Present
Kostas Gourgouliatos	KG	Public relations	Absent
Charlotte Perrett	CP	Secretary	Present
Peter Richtsmeier	PR	Webmaster	Present
Aravind Chiruvell	AC		Absent
Melissa Dyehouse	MD		Absent
Talvikki Hovatta	TH		Present
Ana Juan Garcia	AJ		Absent
Alon Ludwig	AL		Present
Nicky Moore	NM		Present
Jennifer Tsuruda	JT		Present
Nicole Weber	NW		Present
Yinyan Zhao	YYZ		Absent
Yang Zhou	YZ		Absent
Professor Peter Dunn	PD	Faculty Advisor	Present
Professor Jon Story	JS	Faculty Advisor	Present

Agenda:

1. **Approval of previous minutes**
2. **Absence from council meetings**
3. **PPDA constitution and official recognition**
4. **PPDA website**
5. **PPDA logo**
6. **Postdoc survey and collaboration with CIE**
7. **Update from treasurer**
8. **Update from PR Officer**
9. **NPA National Meeting**
10. **Social events**
11. **Next meeting**

1. Minutes

- a) KV notes that under heading 4a ii it should have Jon Story's name rather than Peter Dunn's, associated with pointing out that 'Postdoctoral researchers' should be used in literature by the PPDA and not 'Postdoctoral staff'. KV also clarifies that he will be sending the newsletter to the Postdoc email list, not Sherri Nieberts, although the latter will remain responsible for managing membership of that list.
- b) December meeting minutes are accepted.

2. Absence from council meetings

- a) KV informs council members that starting from this January council meeting CP will be recording who is present, excused or absent, to provide an incentive to members of the PPDA council to attend all meetings. If anybody is absent for more than three of the six council meetings then they will forfeit their position on the Council. Notice of absence from a meeting should be sent to KV or VT prior to the meeting, although of course if there is an unforeseen circumstance, such as illness of the council member or their family, and KV or VT are informed at a later date then absence can be recorded as excused.

3. PPDA Constitution and Official Recognition

- a) PD and JS have not provided KV with their comments on the final draft of the PPDA constitution and therefore KV has not yet produced a final draft of the PPDA constitution ready for submission. PD and JS agree to send their comments as soon as possible.
- b) PD informs council that he has been following up who the Constitution needs to be sent to for acceptance. PD first went to the Dean of Students. Since the PPDA is not a student organisation the Office of the Dean of Students does not have the authority to recognise the PPDA. The Office of the Provost decided that the PPDA is not similar to any of the current organisations they are linked to, such as Administrative and Professional Advisory Committee (APSAC) and Clerical and Service Staff Advisory Committee (CSSAC), since these are advisory organisations to the University, rather than bodies which are advising and providing support to a specific group of Purdue employees such as Postdocs. Therefore, the Office of the Provost also does not have the authority to recognise the PPDA. It appears that currently Purdue University does not have a process for recognizing an organisation such as the PPDA, however, PD feels there is widespread support across the University for implementing such a procedure so the PPDA can be recognised. PD is currently seeking information from sister Universities as to how their Postdoc Associations are recognized by these institutions so that a process can be designed to get the PPDA formally recognised, and PD expects this to happen this semester so that the PPDA can meet its target. The National Postdoc Association suggests recognition through a PostDoc Office (PDO) but Purdue currently lacks this administration, although both PD and JS would be supportive of the creation of such an office.

4. Website

- a) There has been no progress made on the website. KV is going to work with PR on the website design, so that the site can meet the demands of the PPDA and Postdocs. PR apologises for not having investigated the format and controls of different forums, and will do so for the next meeting.

b) PR asks PD and JS where the PPDA website will go on the University webpages since we are not classified as a student organisation and therefore cannot be linked under student societies/groups as had been the original intention. PD and JS agree that the PPDA website can be linked to either Office of the Vice President for Research (PD) or the Graduate School (JS). PD and JS will investigate the best option and let council know.

5. Logo

a) The logo designed by NW has not yet been accepted by council since it was discovered at the last council meeting that Purdue may not officially recognise the logo because of issues with branding, and therefore the logo will not be protected if used. VT suggests use of the logo designed by NW on the PPDA website and once the website has been constructed VT suggests NW and PR get together and decide how best to incorporate the logo into the pages. PD suggests contacting the Marketing and Media Office for advice on the use of the logo. NW will follow up.

6. Survey

a) VT, TH and NB have formed a subcommittee to design and carry out a survey of the PostDoc population at Purdue, with help from David Nelson at CIE. The subcommittee are due to meet David Nelson on Friday 15th January 2010 and will report their discussions at the February council meeting.

7. Update from the Treasurer

a) NB highlights the fact that council needs to decide what the PPDA needs money for, and so prepare a budget. Monies can then be raised through fundraising. PD says Postdocs are at Purdue to perform research and to develop themselves professionally, not spend their time fundraising. Therefore, the PPDA should develop a budget for the events they would like to hold or items they need to buy, and pass this to PD and JS who will find the funds for the PPDA, enabling it to achieve its mission. Since the fiscal year runs July to June, the PPDA should prepare a budget for now until June 30th 2010, and then at a later date prepare a budget for 1st July 2010 to 30th June 2011.

b) A discussion is held as to what the budget will need to include. There appears to be three main areas:

i) Events for Postdocs such as the seminar series proposed previously. An annual dinner is also suggested, although PD points out that the costs of this could be met by selling tickets for it. However, NW argues that by substituting part or the whole cost would make it more attractive and increase the number of people who attend. KV suggests sponsors could help reduce the cost.

ii) Publicising the PPDA. NM suggests having some form of public event such as a poster event to publicise the work of Postdocs at Purdue. PD states that Sigma XI holds a graduate student research awards poster competition each year and so may be interested in sponsoring a Postdoc competition, either held at the same time or on a different occasion. Sigma XI would also have the facilities to hold such an event. KV will investigate.

JT suggests the PPDA could also do something at Springfest, a university open day held in April, to publicise the roles of Postdocs. JS points out that typically Springfest involves getting children involved by creating various activities for them to participate in and therefore tends to lean best towards disciplines rather than research as a whole. VT suggests a sub-committee is formed, led by

JT, to investigate the possibility of a PPDA presence at Springfest. VT, NM and AL volunteer to be members of the sub-committee. Any proposal they decide upon should be presented at the February Council Meeting. PD suggests contacting Amanda Pendleton for further information.

KV brings up the idea of T-shirts to publicise the PPDA, although it is pointed out that the t-shirts could be sold to cover costs. However, there is concern over how many people would buy the t-shirts and the problems with the current logo not being approved by Purdue. NW suggests that to increase the number of people who have and therefore could wear the t-shirt and publicise the PPDA, is to give a t-shirt away for every survey that is completed. This has unanimous support and is voted as the first cost that needs to be budgeted for.

iii) Sending Council members to the Annual meeting of the National Postdoc Association.

VT concludes the discussion by suggesting that everyone sends ideas to NB as to items they think should be included in the budget, and sets a deadline of a week. NB will then draw up a budget.

8. Update from the PR officer

a) KG is absent so no report available. However, in future it will be expected that the PR officer provides a report at each council meeting and so will become part of the fixed agenda.

b) KV draws the council's attention to the article in Dimensions of Discovery written by FA-PD that reports on the PPDA call-out, and therefore the first piece of publicity for the PPDA. FA-PD reports that the President thought it was wonderful that such an organisation had been started.

c) KV announces that CP is making an archive of all the materials relating to the PPDA, including, but not limited to the Meeting minutes and any literature about the PPDA. CP says she also has photos from the December social (ice-skating) that can be included as examples of activities run by the PPDA, and which may also be useful for the website. JT also announces she has pictures of the ice-skating and VT has photos from the call-out.

9. NPA annual meeting

a) Due to time-constraints KV and VT by-passed PPDA council and registered themselves to attend the NPA annual meeting in Philadelphia, 12-14th March 2010. Purdue will be supporting their attendance, one person supported by the Vice Provost for Research Office and the second by the Graduate school, although in future years, the budget could be used to send further participants from council. PA-JS outlines the history of the NPA annual meetings and the type of sessions and activities that will run. KV and VT suggest council members view the program and let them know of any sessions people would like them to attend and provide feedback on.

10. Social events

a) Due to the Christmas break there is very little time to arrange a social, so the January social will be a simple dinner to celebrate the New Year. The suggested date is Friday 29th January at 7pm. VT suggests La Scala but PR feels this is too expensive especially if bringing a family and suggests Puccini's. VT will arrange.

b) VT suggests laser tag as the February event and will report back at the next meeting.

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	ongoing
20091207-4-PR	Investigate the format and controls of different forums	2010-01-11	ongoing
20100111-1-FAPD	Obtain a procedure for official recognition of the PPDA	2010-05-08	ongoing
20100111-2-FAPD/FAJS	Find a location for the PPDA website	2010-03-01	ongoing
20100111-3-NW	Find out from the Marketing and Media Office the ins and outs of logo use	2010-03-01	ongoing
20100111-4-NB	Draw up a budget for January-June 2010	2010-02-01	ongoing
20100111-5-KV	Investigate whether Sigma XI may provide support for PPDA events	2010-03-01	ongoing
20100111-6-JT/VT/NM/AL	Draw up a proposal for PPDA involvement in Springfest	2010-02-01	ongoing
20100111-7-VT/NM	Organise February social	2010-02-28	ongoing

Any other business: The time of the PPDA Council Meeting has proved problematic for some council members and therefore KV will set up a poll, first of core members, and then of the rest of the council members, to decide upon a new time for this semester.

Date and time of next meeting: Monday 1st February, 2010 at 8.30am. Room MTHW 111