

WHOI Postdoctoral Association

MINUTES OF MEETING NO. 25?

Thursday, August 22, 2008

Caryn House

Committee members present: Michael Berumen, Sébastien Bertrand, JJ Park & Michelle Portman

Other representatives present: Janet Fields (Postdoctoral Coordinator/Academic Programs)

1. *Coffee Hour in MBL/WHOI Library*

Since Ernst is absent this coming week (Aug. 27th) for the originally planned coffee hour date, we will postpone until the 2nd week of Sept. Michael will take over the organization, including arranging new date with the library, advertising to postdocs, and buying coffee.

2. *Postdoctoral Fall Symposium*

Proposed date: Tuesday, October 21st

Second choice: Tuesday October 28th

We will try to find other postdocs interested in helping organize the symposium via an email announcement about the symposium and the need for helpers. Michael & Michelle will lead this effort. Sebastien will send survey responses from last year and/or the summary of responses to the other symposium planners. Janet will send to the planning committee past years' surveys to provide ideas for the current year's survey.

General thoughts about the symposium: Keep very similar to last year. Suggestions for adding/changing elements include: revise postdoc Fact Sheet to be handed out earlier in the day; poster session during lunch time; encourage participants to use previously prepared materials for presentations/posters.

3. *Postdoctoral Picnic*

Proposed for Thursday, September 18th, starting at 4-5 pm

Food: pizza and prepared platter from supermarket.

Try to set up Sponsors vs. Postdocs baseball game

Last year: about 75 attendees.

Janet will take care of announcement and further planning issues.

4. *Elections*

Will take place at the end of September following Coffee Hour and Picnic. Hopefully new postdocs will have had a chance to meet others. We will have a meeting for counting ballots. Proposed TBA at Coffee O.

5. *Ernst tasks that need to be taken over in his absence*

Fact-Sheet: needs to be finished before the Symposium, but there is plenty of time left.

Coffee-hour: Michael will take care of details as mentioned above.

Pictures for Website: ???

6. *Postdoc Review Process*

WHOI Vice President & Department Chairs will discuss this at their meeting on Sept 8th. The only issue still questionable is whether Postdoc will get a copy of the advisor's report. This is complex b/c if so, it may keep reviewers from giving open opinions. On the other hand, there may be another way of letting the postdoc know if the review is very negative. Consensus: not all documents need to be made immediately available to the postdoc.

7. *Miscellaneous*

A new postdoc would like to get some advice regarding taxes and visa issues. Sebastien will call her and try to give her more information.

8. *Next Meeting*

During the first week of October at the ballot-counting meeting. Also, the main topic will be: planning and preparing for Symposium.

Meeting closed.

Minutes recorded by Michelle Portman