**PDA Meeting Minutes**

15 September 2015

Members Present:

* Randie Bundy
* Janet Fields
* Yogi Gidhar
* Lilah Glazer
* Ashlee Lillis
* Holly Moeller

Agenda:

1. Determine next steps for organizing Postdoc Symposium
2. Coffee Hour location for next week (and future months)
3. Plan for Happy Hour next Friday

Meeting Discussion:

1. Postdoc Symposium planning (upcoming, 15 October 2015):

 a. Immediate need: Email to collect RSVPs (Holly will send), to include:

 - Response deadline (Friday 25 Sept)

 - Attendance (full day required)

 - (Optional) Talk or poster title

 b. We will meet again after RSVPs are in to figure out schedule

 - whoi-pda account has organizational resources, including templates

 for schedule and feedback forms

 c. Janet needs a final head count one week before event

2. Location for Coffee Hour (upcoming, 22 September 2015):

 a. Yogi/Lilah will follow up with Woods Hole Research Center

 b. Mattias will follow up with NOSAMS

 c. Janet has contact at MBL tank facility if we cannot confirm a or b by Wednesday

3. Happy Hour (upcoming, 25 September 2015):

 a. Wine tasting; Janet will pay for food (nice cheese, bread, etc.)

 b. Ashlee will serve as wine connoisseur in residence

Action Items:

* Holly will solicit RSVPs for Postdoc Symposium
* Lilah will coordinate next meeting (Postdoc Symposium planning)
* Yogi/Lilah will follow up with WHRC re: coffee hour
* Ashlee will coordinate wine and food purchase for next Happy Hour