WHOI Postdoctoral Association Meeting – 11/16/2016

People present: Prosper, Lola, Brian, Hilary, Janet

Agenda:

1. Preparations for the postdoc breakfast

* Online “WHOI postdoc questionnaire” – can use version from last year, should send out this week. Hilary will give the link to Janet
* Hilary will bring paper versions in case people have ideas in person
* Someone in charge will give a talk (probably Jim)
* We will introduce ourselves as the PDA
* We will have the “You are welcome here” rainbow stickers to distribute

2. Finalize the welcome letter drafted by Holly

* Can use the same letter for postdoc breakfast and in packet for accepted/incoming postdocs
* Janet will send existing flyer and Hilary will merge both documents

3. Follow up on plans for winter movie nights

* Janet has looked into the “new theater system” in Redfield
* If you run the movie off of a laptop, you don’t have to pay a tech
* Brian has laptop with external DVD player
* Anybody can log in to “room scheduler” as a guest to see what nights are available and then Janet will book for us
* First one planned for Jan 6th (6-9:30pm). Janet will reserve the room. Lola and Mattias will organize and send poll with movie suggestions.

4. Winter postdoc event?

* Try to have another retreat (January?)

5. Other upcoming events/things to do

* Lola has planned a coffee hour for this week – Friday at 10am
* Next coffee hour will be in January. Lola talks about frog lab at MBL that could host coffee hour; Mattias will be at SEA so maybe we could go there
* Lunch get togethers –Monday Buttery and Friday postdoc lounge (noon)
* Next happy hour will be Friday Dec. 2, same day as postdoc breakfast. Brian will get spices and source crock pot, Lola will reimburse him for wine.
* Prosper will draft descriptions of our position

6. Online things

* Brian will take over the all-postdocs listserv, with instructions from Janet
* Brian will update the PDA website before postdoc breakfast
* Brian will update the calendar