Committee members present:
   Sébastien Bertrand, Jason Chaytor, Henrieta Dulaiova, Ted Durland, Breea Govenar,
   Dave Ralston, Alex Rao.

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

1. **General TGIF Discussion**
   - Question was asked as to how miscellaneous consumables (e.g., charcoal) will be paid for.
     Janet will cover current expenditures from money taken in previously. Future costs to be
     covered from money donated during tgif’s etc. Leftover drinks and food that are no longer
     consumable (i.e., partly full wine and soda bottles, open chip bags) will be disposed of as
     necessary.
   - Paper calendar to be used to Postdoc room for events and it will be located in the Caryn
     House room.

2. **Program Managers Reception**
   - Reception is scheduled for July 24 at 5:30 pm, Janet will send a reminder out today (Friday
     20th) to all postdocs.
   - the reception will have the managers giving short introduction to what they do to be
     followed by questions from attendees, to be very informal.
   - a few people volunteered to help Janet with setting up Carriage House at ~ 5 pm.

3. **Postdoctoral Picnic**
   - To be held on Thursday, August 24 3:30 pm at McKee Field (FOLLOWING MEETING, DATE
     CHANGED TO AUGUST 30 MEETING TO PREVENT CONFLICT WITH SOFTBALL, time and
     location the same)
   - Clark 507 booked for same day and time as backup in case of rain
   - Janet will prepare lists of people from other institutions in the Woods Hole are and will
     investigate the budget available for the picnic. Henrieta will help Janet, Breea, and some
     non-PDA members in organizing food, which will be purchased at local stores, rather than
     through a food service company, in order to keep costs low. Grill needs to be organized and
     coolers etc. are to be borrowed from labs. Attendees are encouraged to bring outdoor games.

4. **Postdoctoral Symposium**
   - Tuesday October 23 chosen as the date and Janet will investigate the availability of the
     NAS facilities for that day (DATE CHANGED TO OCTOBER 30 DUE TO SCHEDULING
     CONFLICT AT NAS). Krista Longnecker (MC&G) and Justin Ries (G&G) have
     volunteered to assist the PDA with organizing of the event, which will be led this year by
Sebastien and Alex. As in previous years, it is though best to keep the seminar a oral presentation only event. Presentation length was discussed and the consensus was that the 10-minute limit previously used was best, with the content to be focused for a general science audience. The introduction of speaker evaluation was also discussed, but it was thought that better feedback could be provided to speakers in discussion with audience members following the seminars. Speaker topics will once again be mixed to maintain audience appeal.

5. Postdoctoral Association Website
- Breea and Alex have met about the website design and activated a link to what they have created so far (http://www.whoi.edu/sbl/liteSite.do?litesiteid=19613) and are seeking comments on what it there.
- Overall the site will attempt to minimize duplication of material that is already on the postdoc resources page maintained by Janet. A suggestions was made to add a message board feature and this is being looked in to.

6. Postdoctoral Alumni Database
- Jason is continuing to track down contact details for all listed WHOI postdocs and once the list is complete (or as near as possible to complete) begin contacting alums via email or a web survey tool to confirm details and access restrictions to personal data. Some time limit on being a WHOI postdoc (e.g., > 1-2 months) may be imposed on the current list.
- It is envisioned that the postdoc alumni page will have password/username access for current and former postdocs.

7. Postdoctoral Email
- Janet requested some feedback on the amount and subjects of the email that she filters and sends to WHOI postdocs. It was agreed that the current amount seems appropriate.

8. Committee Meeting Reports
Womens Committee (Henrieta) – the annual meeting was discussed and it was thought that some feedback on the speakers was needed as they may discussed topics general enough for the audience; upcoming seminar with S. Williams (Astronaut); elections for the committee are coming up for 2-year terms (students and staff), the new PDA representative in September does not need to be elected.

International Committee – no meeting

Education Council – no PDA representative at the meeting, but new courses and graduating students were discussed.

Gender Equity Committee – no meeting

9. PDA Elections and Next PDA Meeting
- Elections to be held at the end of September
- Next meeting will be following the picnic, before the elections.
(Minutes recorded by Jason)