Attendees:
Janet Fields, Emily Lemagie, Nicole Millette, Kassandra Costa, Jesse Anderson, Michelle DiBenedetto, David Brankovits, Eily Allan, Simon Pendleton, Nadja Brun, Nicholas Foukal, Robert Schlegel

Ongoing issues to take over from previous PDA:
- Healthcare
  - Document on Drive with communication, preparation documents from HR, resources for terminology, potential plans and phone numbers
  - Differences between scholars, fellows, investigators
  - Stipend audit every so often
  - Janet researched other institutions and how they handle health care
  - A lot of work has been done but still not great
- Diversity
  - JP students wrote a letter
  - Letter is drafted by previous PDA to support JP students (by Amy and Mike)
  - Meg is reviewing now - close to sending to current and former post docs
- Mentoring
  - Standardization between departments
  - Indicate that things won’t change unless coming from post docs
  - Follow up survey on last mentoring survey - 2010 was last survey
- Miscellaneous
  - Would be nice to have a database of former post docs (potential to use list-serve?) for things like signing the letter about diversity
  - 2 new committees (Diversity and climate) could add PDA representative to
  - Work with JP students on mental health resources (tied into healthcare issue)

Overview of PDA events and roles:
- Monthly
  - PDA meetings
  - Movie night - never hugely successful
  - Coffee hour - emphasize in email that event also includes a tour of a new place
  - Happy hour
- Annual
  - January breakfast - Janet organizes
  - Spring interview workshop
  - Summer picnic
  - Fall applications workshop
Fall picnic - Janet organizes
Fall Symposium
Open meeting for all post docs with Meg

Miscellaneous
Skills workshops as needed/interested
Non-academic jobs workshops
Quarterly meetings of PDA with Meg
JP student meetings as needed about common themes

New ideas
Include MBL in more events
Institution-wide happy hour
More informal happy hours in between monthly - get other post docs not in PDA
   to help organize/host
Joint events with JP students (focus on the ones living in WH)

Identifying roles of new PDA members

Roles
President - schedule monthly meetings
   • Nick Foukal
Vice President - support president
   • David Brankovits
Secretary - take meeting minutes, send to post doc list
   • Eily Allan
Treasurer - keep track of money, organize happy hours
   • Michelle Dibenedetto
List-serve manager - daily emails to reject or accept
   • Rob Schlegel
Webmaster/Google calendar Administrator
   • Simon Pendleton

Committee Memberships
Educational Council
   • Michelle, alternate Simon
International Committee
   • David, alternate Svenja
Women’s Committee
   • Eily, alternate Nadja
Sustainability Committee
   • Rob, alternate Eily
WHOI Climate Committee
  ■ Simon, alternate?

New Diversity Committee
  ■ Mike, alternate?

Action items

<table>
<thead>
<tr>
<th>Item</th>
<th>Person</th>
<th>Status</th>
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<tbody>
<tr>
<td>Schedule Nov PDA meeting</td>
<td>Nick</td>
<td>Done - 11/21/19 at 3 pm</td>
</tr>
<tr>
<td>Ask Mike about another rep for diversity committee</td>
<td>Rob</td>
<td></td>
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<tr>
<td>Ask Meg about Climate committee representation</td>
<td>Simon</td>
<td>Email sent! (10/23/2019)</td>
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<tr>
<td>Ask Svenja about International Committee alternate</td>
<td>David</td>
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<tr>
<td>Log into PDA email and Google Drive and see previous documents</td>
<td>All</td>
<td></td>
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<tr>
<td>Organize Nov 1 Happy Hour</td>
<td>Michelle</td>
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<tr>
<td>Organize Nov Movie Night</td>
<td>Nadia</td>
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<tr>
<td>Organize Nov Activity</td>
<td>Eily/Simon</td>
<td></td>
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<tr>
<td>Organize Nov Coffee Hour</td>
<td>Nick</td>
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Longer term to-do

- Google calendar for all committee meetings - each rep reach out to committees?
- Update website with new committee members - Simon
- Decide who will take lead on healthcare
- Decide who will take lead on diversity letter
- Decide who will take lead on mentorship
  - Put together new survey for post-docs and departments
- Discuss travel support motion by Mike at Symposium