

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

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

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