

Meeting minutes 11 April 2023

PDA turnover meeting

In attendance: Donna, Nina, Sara, Hannah, Yaamini, Mohammed, Janet, Alex K, Mike, Alexandra P
called to order circa 13:37

Notes by Hannah

Janet is leading the turnover meeting

outgoing members (mostly me) gave some thoughts on what the PDA does/did in the last year (organizing events both formal and informal, advocate for postdocs, help people out when they move here, mentoring program) (PDA is what we make it, though there are a set of things that we are generally considered "responsible" for like the academic job applications workshop)

We now have to divide up posts. Janet sent out a list of the posts that we have to fill, including committee memberships

Outgoing members gave some info on the positions and what they did in them:

Mentoring co-chairs: Yaamini and Maggi. This was a new position, used to be less formal. They built lots of infrastructure for recruiting mentors and gathering info on mentees. They publicised the mentoring program and also shared it with department chairs. There's also a track for mentoring people who are considering applying to be a WHOI postdoc, similar to JP-ASK. Did some looking around at the mentoring landscape at WHOI, what different departments did and didn't do. Have survey results that never got sent out. Whoever takes on this position (note that having co-chairs was nice) will have some structures in place, and will hopefully have more interactions with dept mentoring committees. They also put on mentoring-related events which someone could continue with.

Janet would like to tackle mentoring stuff when the new dean comes in, start to actually standardize things across departments in a real way, with PDA input.

Yaamini was also the rep to ed council; it didn't exist for a little while but is now being reconstituted? So low committment in the past, likely a little more time in the future but likely not that much

Hannah was secretary; she took meeting minutes. She is currently taking meeting minutes.

Vice pres is deputy pres, not a strongly defined position. Takes over if president takes a job and leaves.

Webmaster/google cal handle calendar and wordpress. Slack/listserv manages slack and approves emails for all-postdocs. Does some amount of vetting to make sure people asking to join these lists/spaces are WHOI (or nearby institution) postdocs.

Mike was treasurer. He didn't do that much but he did buy drinks for the postdoc symposium. Treasurer keeps an eye on the coffee can for the beer fridge in the postdoc lounge.

Janet notes that for any event sponsored by APO for which APO buys drinks, the postdocs can take the extras at the end and then resell cheap via postdoc lounge fridge/coffee can to basically keep a rotating fund for social events that aren't sponsored by APO (things like casual friday happy hours, coffee hours, etc). The PDA does not have a set specific budget every year; Janet works things around as needed and can generally fund what we ask for. If we wanted a budget we would have to give numbers in advance and then stick to it, so past PDAs have not tended to go that route.

Janet notes that a lot of more casual in-person things (coffee hours, happy hours) have not come back since covid, but maybe now is the time to start those up again. Mike has noted that the beer fridge in the postdoc lounge is excessively well stocked so we have plenty of material to start with.

Committees are institution committees. They tend to meet once a month on their various schedules, and as with much related to the PDA, what you get out (and what your time commitment is) depends on what you want to put in. Postdoc reps are appointed yearly.

Alexandra and Sara have both been appointed to CDEI through other channels (Eesh?) and are somewhat surprised by it but that all seems to be good.

We are doing appointments/elections now:

President: Donna

Vice pres: Mohammed

Secretary: Hannah

Treasurer/beer czar: Alexandra

Listserv/slack: Nina

Webmaster: Alex

Google cal: Alex

Mentoring coordinator: Alice

committees (alternates)

Ed council: Alice (Mohammed)

International: Donna (crickets)

Women's: Alexandra (Nina)

CDEI: Sara (Alexandra)

Workplace climate: Hannah (Alex)

Sustainability: Alex (Hannah)

roles filled!

Action items:

- committee member intros:

- Hannah will intro Alex to WCC
- Alex will intro Hannah to sustainability
- Sara and Alexandra are set for CDEI
- Janet will help Alexandra and Nina get in touch with Maggi for intro to women's committee
- Janet will get Donna set up with international committee
- Janet will intro Alice and Mohammed to ed council, meeting coming up v soon
- Hannah will share passwords etc for current google drive/google calendar
 - and also move stuff to a shared drive so we don't trigger as many security alerts (will figure this out with IS) and invite everyone to that
- Hannah will put Nina in touch with Maggi for slack managerial access
- Janet will get Alex PDA website credentials by emailing Dina
 - Alex will update website with current PDA and maybe put peoples' roles on the site
- Janet will get the whoi-pda email list sorted via IS
- Donna will think about meeting schedules and work on reconvening us to think about what we want to do for the coming year

Adjourned circa 14:37