

Post Doc Association Notes

June 15, 2005

Attending: Dibyendu Bhattacharyya (DB), Thelma Tennant (TT), Imogen Hurley (IH), Isaac Skromne (IS), Andie Ward (AW)

Discussion:

Website

IH described progress with the website. She explained that she had met with the website designer Carrie Krischer from NSIT Web Services on June 2 and had found her to be very helpful and positive about the site. The PDA could either use IH's original design or one from NSIT Web Services. Choosing a pre-existing design would be free. All except IS looked at the pre-existing designs and agreed that the Lab School design would meet our needs. (IS agreed this later via email to IH). IH explained that we would send NSIT Web Services the web content and then the site would take approx. 6 weeks, with 2 weeks testing. Carrie is going to send Parag Shah a budget for approval by the Dean's Office. TT suggested that we use a plain picture on the home page to begin with and ultimately use photos from our first social. DB asked if a bulletin board was possible. IH thought it was and would check details with Carrie.

Action points:

IH - ask for Lab School web design; ask Parag if we can afford website and report back to PDA; ask Carrie about bulletin board

TT - send IH orientation package notes electronically for website

All - send IH your details (name, position in PDA, lab address, lab phone number) for website

Seminar series

IS described progress with the seminar schedule. He provided a handout of seminar dates for 2005/6 including seminars that had already been booked with CAPS, holidays and social events. He explained the other seminar ideas he had and the meetings he had already set up to arrange these events. It was agreed that the first event would be on September 9. DB suggested that an email about this event should go out soon. IH suggested that we should inform the Dean's office of this decision soon. TT suggested a sign up sheet at the first social to get postdoc speakers. DB thought it would be good to have a pool of postdoc speakers to choose from. TT suggested mixed sessions with core faculty people and postdoc speakers. IS said half the seminars would be given by postdocs. DB thought more people would be interested in postdoc talks. IH thought the opposite. IH suggested a session for International postdocs involving the Office of International Affairs and another session of tax issues involving the Payroll Office. IS pointed out that a tax session should be before April 15.

IS provided a handout illustrating postdocs per department. He said that as most postdocs were based in the hospital, seminars should be held there but everyone should be able to access them easily. IS provided a handout from Melissa Lindberg of rooms within the hospital including detailed information about facilities, size etc. TT

described the rooms she knew. DB suggested the new Interdisciplinary building could be used and would be open by then. TT suggested BSLC rooms 205 or 0014. It was agreed that BSLC would be good as Melissa Lindberg normally books rooms there and everyone has access. AW suggested that Melissa Lindberg might be available to collect food orders if BSLC was used. AW offered to find out about food options. TT suggested asking the Dean for a budget. IH suggested that publicity should be uniform so that people became aware of the PDA. TT suggested that publicity should not go out too early.

Action points:

IS, DB and AW - meet to discuss seminar series details and decide on venue; ask the Dean for a budget for seminar series

AW - to find out about food orders

IH - to send IS details about tax seminar for foreign postdocs she attended

PDA emails

TT suggested that we should receive less email from Melissa Lindberg. It was agreed this should be raised at the next Dean's meeting. AW offered to make a weekly newsletter of postdoc emails instead and put this on the website too.

Action points:

AW - to ask Melissa Lindberg if AW can make weekly newsletter of postdoc emails instead of sending out individual emails; AW to send this to IH for website

IH - to put weekly newsletter on website

Other

- TT knows a postdoc Judy (last name?) who could join the PDA and is interested in health insurance issues.

- IH asked if we need a formal PDA structure with a president. It was agreed that we would continue with officers in charge of different areas instead.

- IH offered to make up cards for the PDA so that we look professional and could give our contact details out easily. DB thought we should check with the Dean's office if it was Ok to do this ourselves.

Action points:

TT - ask Judy to join PDA and invite her to next meeting

IH - check with Dean's office that we can make our own cards and then make them

Next meeting

As DB away July 10-17 and TT away following week, next meeting beginning of July with Dean.

Action point:

IH - ask Melissa to arrange meeting with Dean early July

