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| **Description: hsph_shield_hi** | **HSPH** ***POSTDOC*** ***COUNCIL***  53th Council Meeting  Date: July 20, 2012, 12:00PM-1.30PM  Location: HSPH, Building 1, Room 209 |

**Meeting Minutes**

**Present:**  Silje Reme, Joel Mathews, Myriam Afeiche, Alberto Caban-Martinez, Leah Cahill, Feyza Engin, Marcia Otto

1. **Approval of Meeting Agenda**

* Joel moved to approve the meeting agenda. Leah seconded the motion and all approved.

1. **Approval of minutes from previous Council meeting**
   * Joel moved to approve the minutes from the June 2012 council meeting. Leah seconded the motion and all approved.
2. **Updates** 
   * Silje welcomed Marcia Otto to her first council meeting. Silje thanked her and the publications team for a wonderful job on the last issue of the postdoc post.
3. **HSPH Website + iSite**
   * Joel presented the council with a revised version of the PDA website. We now have a front matter page that lists relevant announcements and research accomplishments by the postdoc community. Previously the website had one large list of menu options. In the revised version, Joel made some changes primarily by combining and condensing all the options. There is a new Career Advancement pages that includes seminars, teaching opportunities, grants, workshops for career advancement, and other resources. ***ACTION:*** It would be useful to include a webpage about the history of the council, including past officers. It was discussed that we should promote the revised website during the postdoc orientation. Joel said that Debbie has some information about workshops on the faculty affairs site. He will coordinate with Debbie to figure out what information the PDA should host on the PDA website versus pointing the person directly to the faculty affairs website. Leah reminded the council to be cautious on what information is posted to the PDA website as individuals not affiliated with HSPH might email the webmaster often with many questions. Perhaps Joel could make a HUID encrypted site to list the new postdoc workshops for next year, non-NIH funding options, and non-academic job options.
   * iSites talk – Feyza and Silje will meet with Joel to give him CDs that contain documents from previous councils. Myriam has the budgets of the previous social events that she has organized. Joel thinks it would be very useful to have the old budget files in the password protection iSites section.
   * The Council voted and approved the revised website and asked Joel to make it live pending the changes the council requested.
4. **Postdoc introduction webinar**

* Benedicte and Usheer are drafting a document with orientation information and useful tips for incoming postdocs. This would be useful for not only postdocs entering HSPH as employees but also international postdocs. The document will have various links and sub-headings. We will discuss with Debbie if we should link this document to the faculty affairs page or host on the PDA website. It was discussed that this document should be circulated to the secretaries of each department, because they really know who is coming into the departments. Benedicte and Usheer have booked the HSPH studio for video taping in early September. The idea here will be to use this video during postdoc orientation. The HSPH IT people are the video documentary equipment folks. Usheer is checking to see if IT can also edit the video. It was discussed that we could post some of this video to the PDA website. Usheer wanted feedback on the council about: What we need to know from the benefits office? What information should be conveyed to know postdocs arriving from other universities?

1. **Social Events**
   * Myriam spoke to one of her postdoc friends that has coordinated a workshop about meta-analysis. She agreed to give this workshop for the PDA and would work on setting up a time in October. Myriam wants to do run the workshop on Friday, October 26 or consider an alternate date. She will consult with Debbie. The PDA has coordinated a tour of the Arboretum for this Sunday. Myriam will send reminder email. Next week - Ice cream on the hill. Buy some ice cream and go to Mission Hill Park. Invite postdocs to bring lunch. It will be at 12:30PM. She needs a cooler for ice cream. She is coordinating a social event towards the end of September (at a park that no one on the council can remember at the moment) to get postdocs together with family and friends. Activities are needed so please email Myriam with any ideas. September 17-21 is postdoc appreciation week and on September 21 there is a postdoc celebration day. Debbie has already purchased gifts for us. The HSPH Office of Faculty Affairs paid for the food and organizes everything for the postdocs. She will handout the mentor award. Think of other events to do during the week. Silje will speak to Debbie in the mean time to figure out what other events. Social Event idea - Can we hold a once a month meeting with all postdocs to create opportunities to meet with everyone else.
2. **Budget Update**
   * The council was appropriated a new budget. Any expenses over $100 need to be authorized by Leah and the Council prior to purchase. Our budget supports the travel awards. We are giving $3,000 for travel awards. The Office of Faculty Affairs want’s it to be known that their office co-sponsors the travel awards. We need to update the plaque at the bulletin board.
3. **Mentor award** 
   * A sub-committee of the council comprised of Silje, Joel and Alberto will coordinate the 2012 Mentorship Award. Silje just sent out notifications to postdocs via email to nominate a faculty member. The council discussed that best approach to review the applications. It was agreed that each postdoc needs to submit a nomination form, even if several postdocs from the same lab are nominating their faculty mentor. It was also agreed that judges will be notified that they might be assigned more than one faculty application. They will be blinded to the nominees name. Silje, Joel and Alberto will work on this.
4. **Postdoc Post – Regularity 2mo**
   * Marcia said the postdoc post committee is getting closer to the next issue. They want to start publishing the post on a bi-monthly basis. The council should be giving tid-bits of information to the editors for inclusion in future issues..
5. **Public Health/Global Health/Environmental Health film festival**
   * Film Festival – he said that we are going to present something for next year
6. **New council – new roles. Preparing for next year**
   * We need to elect a new council in September. Leah wants to continue administering the survey and she is willing to consider the treasurer position if nobody else wants the position. Silje wants candidates to write up backgrounds o themselves. Silje will send out an email requesting this information. To be eligible for council, the candidate must be here at least 6 months and 50% of the council meetings. We could have co-chairs for example with social events. Announcements for nomination of candiadate starts now and closes on August 31. September 1-15 will be the election voting period and an announcement of the winners will take place during postdoc appreciation day on September 21. We will also make announcements on the postdoc post.
7. **Next council meeting**
   * August 24, 2012 at 12:00PM-1:30PM.
8. **Open discussion / new ideas**
   * We are migrating out email to Outlook in 1.5 weeks.

Respectfully Submitted,

*Alberto Caban-Martinez*

**PDA Secretary**