



**OSU Postdoctoral Association**  
Oregon State University  
416 Snell Hall, Corvallis, Oregon 97331  
<http://oregonstate.edu/opa>

## OPA Meeting Minutes

### **07/17/14 OPA Board Meeting Minutes** **Kelley Eng. Center, Room 2057**

**Members present:** Rebecca Hutchinson, Sumit Saha, Dave Dickson, Doni Schwalm, Jim Rivers, Yasmeen Nkrumah-Elie and Robert Kokenyesi

**Absences:** Sascha Hallett and Linnéa Andersson

- I. Meeting called to order** at 2:10 pm by Rebecca Hutchinson
- II. Roll call**
- III. Reading and approval of the minutes**  
Motion: to approve the minutes from the June OPA board meeting  
Vote: motion carried  
Resolved: June 2014 meeting minutes were approved with some minor corrections
- IV. Officer and Committee Reports**
  - a) Treasurer's Report**  
No report was presented
  - b) Active Committee Reports**
    - i. PAW Planning Committee**  
The PAW Planning committee report was presented (Attachment # 1)  
  
Panel Topic Ideas:
      - (a) How to read a RFP and tailor grants to proposals
      - (b) What is a postdoc
      - (c) How to maximize your postdoc
      - (d) Alternatives to academia  
Fundraising Ideas:  
Fundraising Goal: \$2000-3000  
Foundation Fund  
Vendor Show: ~\$1200  
Departments (w/Dorthe?): ~\$1600  
Raffle/Silent Auction  
Laughing Planet: Dave; (Peers & Beers during NPAW): ~\$500  
Round up  
Restaurant discounts?  
IEP connections/ Industry Sponsors (HP & other local companies)



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- ii. IEP Committee**  
No report was presented
  
  - iii. Professional Development Committee**  
No report was presented
  
  - iv. Welcome Committee**  
No report was presented
  
  - v. Social Events Committee**  
No report was presented
- V. Unfinished Business**
- a. Travel awards  
The report was presented by Jim & Dave (Attachment # 2)
  
  - b. Forming an Advisory Board
  
  - c. Progress on tracking postdoc contributions (grants and papers)? (Doni)
- VI. New Business**
- a. Motion: Approval of Yasmeen's resignation after the completion of the board meeting  
Vote: motion carried (For: 5 votes; Against: 0; Abstention: 1, Yasmeen)  
Resolved: Yasmeen's resignation was approved
  
  - b. Motion: Sumit will share his Secretary title with VP title until we find a board member  
Vote: motion carried (For: 5 votes; Against: 0; Abstention: 1, Sumit)  
Resolved: Sumit will share his Secretary title with VP title
- VII. Open Forum**
- VIII. Adjournment:** Meeting adjourned at 3:47 PM



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### **Attachment 1: PAW Planning Committee Report**

**Mission:** To plan and implement events at OSU in celebration of National Postdoctoral Association Week. (In 2014, the dates for NPAW are September 15-19.)

**Chair:** Rebecca Hutchinson

**Members:** entire board?

**Date:** July 17, 2014

#### **Report:**

MU room 49 is reserved on Thu Oct 9, 12-8pm.

Cost? 1-4hrs = \$175, small event setup = \$62, mgr = \$25/hr, plus A/V charges if desired

Robert Tanguay is confirmed as keynote speaker.

Last year's catering bill: \$1400.

Last year's room reservation total: \$700.

To add this year: \$100 best poster presentation prize.

Goal: 50 posters.

#### **Items for discussion at the board meeting:**

- Budget/fundraising. (Vendor show or not?)
- Format of event.
- Other activities during NPAW.



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## **Attachment 2: Travel Awards**

### **Background**

The OSU Postdoctoral Association (OPA), in conjunction with the Graduate School, invites applicants for awards for professional development up to a total of \$1000. Professional development is viewed broadly and may include support to travel to a professional conference, assistance that will allow for mentoring undergraduate or graduate student, or undertaking a training exchange to another lab, among other opportunities.

### **Eligibility**

Applicants must have received a terminal degree in their field no more than five (5) years prior to the deadline application and is restricted to postdoctoral research as defined by OSU ([www.oregonstate.edu/opa/osu-postdoc-stats](http://www.oregonstate.edu/opa/osu-postdoc-stats)) at the time the award is granted).

### **Application materials**

1. Explanation of need (not more than 1 page).
2. Budget and budget justification (not more than 1 page).
3. Professional letter of reference (not more than 1 page).

All documents should be formatted in double-spaced, contain 12 point font, and have 1" margins.

Materials should be submitted as a single PDF via email to Jim Rivers ([jim.rivers@oregonstate.edu](mailto:jim.rivers@oregonstate.edu)) with "Postdoc professional award" in the Subject line.

### **Selection Process**

Application materials from all applicants will be evaluated by a Professional Development Award Committee comprised of postdocs selected by the OPA Board. The Committee provides recommendations for awardees to the Associate Dean of the Graduate School who makes final decisions. Applications will be evaluated based on:

1. Merit of the proposed activity
2. Demonstration of need
3. Strength of reference letter