



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

## OPA Meeting Minutes

### **08/14/14 OPA Board Meeting Minutes Owen Hall, Room 424**

**Members present:** Rebecca Hutchinson, Doni Schwalm, Jim Rivers, Sascha Hallett, Linnéa Andersson, and Robert Kokenyesi

**Absences:** Sumit Saha, and Dave Dickson

- 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 July OPA board meeting  
Vote: motion carried  
Resolved: July 2014 meeting minutes were approved
- IV. Officer and Committee Reports**
  - a) Treasurer's Report**

No report was presented
  - b) Active Committee Reports**
    - i. PAW Planning Committee**

The OPAW Planning committee report was presented (Attachment # 1)  
The OPAW fundraising plan was presented: OPA Fundraising Plan for the Poster Session (Attachment #2)

A deadline for the OPA to set up a vendor show for the OPAW poster session was set to Sept. 9<sup>th</sup>.  
(Robert Kokenyesi joined the meeting at 2.25 pm)

Tentative time plan for the OPAW poster session:  
3:30 room available for set-up of posters  
4:00 Robert Tanguay speaks; set-up time for vendors  
5:00 bar opens  
6:30 bar closes  
7:00 end

Ideas for additional activities at the poster session:



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

- (a) Networking opportunities with previous IEP panel members. Invite the IEP panel members to attend the poster session and act as poster judges.
- (b) Networking opportunities with OSU Accelerator, OSU Advantage, OSU Foundation, etc

Responsibilities for the OPAW poster session (9 Oct):

- Room reservation (Jim, Robert)
  - Poster board/easel
  - Second room
- Catering (Robert)
- Advertising (Doni, Linnéa, Sasha, Sumit)
- Fundraising (Dave, Jim, Sasha, Rebecca)
- Poster judging and organizing (Linnéa, Sasha)

**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. IEP  
Linnéa met on 8/13 with Brian Wall at OCCD regarding the future of IEP
- b. Forming an Advisory Board  
A “pitch” is in progress
- c. The Professional Development Award  
The award has been announced and so a handful of applications have been submitted.
- d. Tracking postdoc contributions (grants and papers)  
A possible survey is in progress

**VI. New Business**

- a. Yasmeen's replacement  
No potential candidates are available at this point. We will advertise the position at the social events.
- b. Next meeting(s)



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

Regular board meeting: September 11<sup>th</sup>, Gilbert 312, 2-4 pm  
OPAW poster session planning meeting: October 2<sup>nd</sup> 2-4 pm

**VII. Open Forum**

**VIII. Adjournment:** Meeting adjourned at 3:34 PM



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

### **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.



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

## **Attachment 2: OPA Fundraising Plan for the Poster Session**

This document describes a plan to raise funds for the fall Postdoctoral Research Symposium. Based on last year's expenditures, we estimate that the event will cost about \$2500. Our accounts currently contain a little less than \$1000, so we are setting a fundraising goal of \$3000.

### **Component 1: Laughing Planet (\$500)**

Sometime during National Postdoc Association week (Sept 15-19), we will hold a fundraiser at Laughing Planet (LP) in downtown Corvallis. The format of the fundraiser is that LP will donate 10% of all proceeds on the evening of the fundraiser to the OPA. Last year, the OPA made about \$180 from this event based on a pretty low turnout of postdocs and OSU/OPA-affiliated folks. This year, we hope to do a better job advertising the event and raise \$500.

### **Component 2: Contributions from OSU Colleges and Departments (\$1500)**

Two years ago, Barb Bond went to deans and department heads across campus to ask them for contributions for the poster session, and more generally for the OPA. In some cases she asked for a certain amount per postdoc in the college/department (e.g. \$15), and in some cases, contributions were split between the college and department levels. The OPA Executive Board would like to solicit similar contributions this year. We have begun preparing a flyer describing OPA activities to assist in this effort. We are considering asking the Research Office for a larger contribution as seed funding, since postdocs are key contributors to the research landscape at OSU, and based on a successful fundraising plan for a similar event at the University of Virginia. This effort could be implemented in several ways; it was Barb's belief that these requests might be more effective coming from the Director of the OPP on behalf of the OPA, but if Dorthe prefers not to participate in this way, members of the OPA Executive Board could make these requests instead.

### **Potential Component 3: Vendor Show (\$1200)**

Last year, we worked with a third party organization to invite vendors to set up booths at the poster session. We had about 6 vendors, each of whom were charged about \$400 by the third party, and we received \$100 per vendor, plus a \$500 donation to refreshments. Given the amount of legwork conducted by the OPA, our preference if we repeat the vendor show is to organize it ourselves without the third party. If we invited 6 vendors again and asked for \$200 each (less than they paid last year and more than we received), we could raise \$1200. However, the vendor show aspect of the poster session was not particularly successful last year, and if we can raise sufficient funds without a vendor show, we would not include it in the event.

### **Other Potential Components**

- We could solicit donations from local businesses and OSU professors and administrators and run a silent auction at the poster session.



**OSU Postdoctoral Association**

Oregon State University

416 Snell Hall, Corvallis, Oregon 97331

<http://oregonstate.edu/opa>

- We could ask for contributions from local industry representatives that have participated in the Industry Exploration Program.
- We could look into an on-campus program in which customers at MU restaurants can round up their totals and donate the additional money to the OPA.