



OSU Postdoctoral Association
Oregon State University
300 Kerr Administration Bldg., Corvallis, Oregon 97331
<http://oregonstate.edu/opa>

Minutes from OPA Meeting 9-17-15

- I. 3:50 call to order
- II. Roll call
- III. Approval of minutes of previous meeting, all current members present voted to approve, no dissenting votes
- IV. Officer and committee reports and unfinished business
 - a. Treasurer Report
 - i. No unexpected outcomes to the current budget
 - b. PAW committee
 - i. Seeking approval to print additional thank-you notes at a cost of \$65.61
 1. Approved, no dissenting votes
 - ii. Professional development awards announcement is out (modified to no longer require a CV)
 - iii.
 - c. IEP committee: No report
 - d. Welcome committee: no report
 - e. Social events committee: no report
- V. New Business
 - a. Regular social events planning
 - i. No pizza lunch to be held in October due to large number of other events
 - ii. Peers and Beers for Oct Thursday Oct. 15th 5:30-7:00
 - iii. Fall bowling social to take place during postdoc appreciation week
 1. Thursday Oct. 15th MU 7-9
 2. We will reserve 2-3 lanes
 - b. Professional development committee
 - i. Karen Kelsky event (September 30th)
 1. Registration link is up and catering is booked
 - a. Catering amount reduced to meet original budget estimate
 2. Room is reserved along with webinar setup and tech support
 3. We will get Karen a parking pass and pay for her travel expenses
 4. Current signup to date is ~25, the room can hold ~120-150
 - c. Poster symposium Oct. 20th
 - i. We need to ask the speaker for their keynote title
 - ii. Contacting vendors: Ann
 1. 2 definite, 1 maybe
 2. How do we get vendor fees?
 - a. Ann will talk to Megan



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3. OPA fall PD awards: Amanda
 - a. Announcement is out, Cory will send a reminder
 4. Poster Abstract Submission: Cory
 - a. Few responses to date but people often wait until the due date to reply
 - b. Cory will send another reminder
 5. Poster prizes and raffle prizes (~\$500)
 - a. Raffle drawing will be based on visiting the vendors
 6. Call for postdoc profiles (pictures & summary) PowerPoint slides
 - a. There will be an announcement
 7. PowerPoint on OPA board members and Committee members
 8. Event Flyer (with RSVP link): Renee
 9. Invitation to University Dignitaries: Amy
 - a. We will send both a card and an email
 10. Poster judge selection
 - a. All OPA committee folks are to ask people from their department
 - b. Each judge only needs to evaluate ~4 posters
 11. OPA poster
 - a. To showcase information about the OPA and have the current OPA board members
 12. OPA mugs and thank you cards: to go to poster judges and board members
 13. OPA 2015 board signups
 - a. Sumit will bring a signup sheet to the event
 14. Food and beverage order: Paul
 15. Posters for the meeting
 - a. Suggestion to assign each poster a number
 - b. People will be asked to stand by their poster based on evens vs odds
- iii. We will be meeting again Oct. 8th to discuss the OPA fall symposium event in more detail
 - d. Immigration attorney visit, Nov. 17th, Paul
 - e. IEP website: Linnae Anderson
 - i. To be part of the OPA website
 - ii. Website to have a tab added on professional development with dropdown menu options of IEP and academic
 1. Previous events to go here too
- VI. Open forum
 - VII. Adjournment



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Treasurer's Report – Sept. 17, 2015

Submitted by Ann Sitomer

Treasurer's Report 09.17.15 (submitted by Ann Sitomer)

- Income since last Board Meeting

Index Fund

Total: **\$0**

- Expenditures since last Board Meeting:

Index Fund

Professional Development Award \$1000.00

Coffee 09.03.15 \$35.00

Total: **\$1035.00**

- Financial position as of 17 September 2015

Index Fund

\$14997.47

Foundation Fund

\$1538.41

(\$16032.47-\$1035.00 = \$14997.47)



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Professional Development Committee Report – Sept. 17, 2015

Submitted by Amanda Brown

Update: Mugs & Thank You Notes

The first 7 mugs & thank yous were delivered. We ran out of thank you notes. Amanda seeks approval from the board for \$65.61 printing cost for 101 new cards. We will send out the remainder this week.

Update: PD awards

The award announcement has been sent out. We chose to delete the requirement for CV.

Update: Dr. Kelsky Event (Wed. Sept. 30 3-6pm)

Further to our last Aug. 11 meeting, we got extensive feedback from Dr. Kelsky about details, and accordingly we have (1) designed and sent out the flyer/announcement to postdocs, (2) set-up the online registration link, (3) posted it on the OPA site, (4) booked catering, and (5) booked AV/webinar materials, and (6) had bookstore order copies of her book. **Major need now is extensive advertising: We need to send flyer/details out, especially to grad students and OSU Today, etc. (the event is in less than 2 weeks!)**

Some remaining planning/financial concerns:

1. **Parking:** where should Kelsky park? How can we reimburse this? (I'd like to send her a map/instructions). \$ estimate = _____?
2. **Driving:** she has asked this travel cost to be reimbursed. How is this done? We seek board approval for up to ~\$100 towards this and other travel costs (it should be much less).
3. **Advertising:** I would appreciate OPA board suggestions for additional places to post the event and listservs and/or departments/websites. (Furthermore, to make this process easier for future events, we should perhaps extend the list below and keep it handy (including all newspapers, websites, etc.). \$ estimate = _____?

Name	email	Position	Unit
Lynda Ciuffetti	ciuffetl@science.oregonstate.edu	Dept. Head	Department of Botany and Plant Pathology
Jessica Bagley	Jessica.Bagley@oregonstate.edu	Grad Program Coord	Department of Forest Ecosystems and Society
Sarah Burton	sarah.burton@oregonstate.edu	Graduate Coord	Department of Chemistry
Barbara	barbara.mcvicar@oregonstate.edu	Assistant to the	Linus Pauling Institute



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McVicar		Director	
Mary Mucia	mary.mucia@oregonstate.edu	Grad Program Admin	Department of Environmental & Molecular Toxicology
Jeff Nason	jeff.nason@oregonstate.edu	Assoc Prof; Assoc Head Research / Graduate Training	School of Chemical, Biological and Environmental Engineering
Lynn Paul	lynn.paul@oregonstate.edu	Head Advisor for MIME Graduate Students	School of Mechanical, Industrial and Manufacturing Engineering
Nichole Thompson	nicole.thompson@oregonstate.edu	EECS Graduate Coordinator	School of Electrical Engineering and Computer Science

4. **Catering:** We booked catering with OSU, with the idea of coffee/tea/lemonade before the start, and snacks added at the break. The total seems WAY too high, so I'd like the board's thoughts on if and how/where to downsize this plan to something reasonable. Let's plan an option for ~50 people, and one for ~80 people.

Decaf Coffee Airpot (8-10 cups)	each	2	\$14.95	\$29.90
Tea Service-3 Gallon Cambro (30-35 cups)	each	1	\$39.95	\$39.95
includes assorted teas, cider and cocoa				
Lemonade	gallon	6	\$9.95	\$59.70
Ice Water	gallon	6		
Delivery Fee	each	1	\$15.00	\$15.00
Reception - 9/30/2015 - 4:00 pm				
Large Willamette Valley Cheese & Cracker Tray (serves 50-60)		1	\$149.95	\$149.95
Large Vegetable Crudite Platter (serves 25-30)		2	\$79.95	\$159.90
Large Fresh Cut Fruit Tray (serves 25-30 guests)		2	\$79.95	\$159.90
Large Deli Nosh Tray (serves 25-30)	each	1	\$109.95	\$109.95
Delivery Fee	each	1	\$15.00	\$15.00
Facility Fee				\$40.96
Total				\$885.91

5. **Room & audiovisual/webinar:** (Deb Mott)

Room Fee	\$100
Laptop Fee	\$38.50



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Projector Fee	\$38.50
Webinar Package	\$18.75
Laptop Fee 2	\$38.50

Total **\$231.25**

- 6. Topics/format:** 3:00-4:00pm Topic 1 Hacking the Academic Job Market = more of a presentation-focused workshop with some interaction? 4:30-6:00pm Topic 2 How to Write an Academic Job Application = a much more hands-on workshop with as much audience interaction as might work? We will be asking all attendees to pre-register online
- 7. Materials to bring:** List of registered people (to sign in beside name)? – or just a plain sign-in sheet, nametag stickers & pens?, feedback sheet(s)? book sales “stand” or something, plus something to put in the bookstore itself?
- 8. Dinner afterwards:** sign-up list (pass this around). We will pick a place (nut-free) and reserve ahead.