



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

OPA Meeting Agenda

Date: Thursday, 25 Feb 2016; **4:00 – 5:00 PM** **Venue:** Hallie Ford Center, Room 127

- I. 4:00pm call to order**
- II. Roll Call:** Amanda, Parnian, Matt, Lisa, Ann, Dan, Pedro (Missing Cory and Dorthe)
- III. Approval of the Minutes** of previous meeting, all current and present members voted to approve, no dissenting votes
- IV. Officer and Committee Reports**
 - a. Treasurer's Report**
 - i. We haven't incurred any expenses yet for this calendar year. Index fund balance per Megan Ferris has approximately \$10,422 with approximately \$5900 in outstanding expenses (\$3000 outstanding PD Awards and \$1500 for unbudgeted NPA meeting); foundation fund per Megan Ferris has approximately \$1,317 with \$551.50 outstanding expenses for PAW Research Symposium alcohol charges.
 - ii. We discussed designating someone to track outstanding expenses as some of them cross-over the calendar year (and new Board). *Ann volunteered to do this since she is already tracking our financials.*
 - iii. Ann noted that she gets reports from Megan when people submit for reimbursement. Dan suggested putting together a google doc to track money spent so as to have a more up-to-date estimate of our account balances and to not have to wait for receipts to be submitted. Everyone agreed this was a good idea. *The Board did not make a decision on who would take the lead on setting up such a document.*
 - iv. Revised draft budget for year ahead**
 1. Projected 2016 expenses are around \$10,120. Projected 2016 income is estimated to be about \$10,000.
 2. Pedro and Cory have talked to the library about collaborating on the Spring Professional Development event with the library's Open Access event (see details below) which may save us some money on that event.
 3. Additional note, the \$300 allocated from the Index for the Spring Picnic will need to come out of Foundation funds as it is strictly a social event.
 4. Comments were made that the estimates for the Big Professional Development events might be a little low.



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5. Additional fundraising ideas included more vendors or a higher price for the Fall Symposium (see details below), raffle at the Spring Picnic (see details below), lunches (soups or something similar) that we can make in bulk and the sell for a couple of dollars. Nothing was finalized.

b. Active Committee Reports

i. Social Events Committee (see attached report)

1. General pre-event planning: please cc' update to President, and as soon as Title/date/time/place are set please cc' Dorthe.
2. Post-events wrap-ups: reimbursements, sign-in sheets (mandatory) save 1 for OPA and send 1 to Dorthe, summary and "take home message" in your next OPA reports. Try to get these to Dorthe in a timely manner so as to get onto the OPP newsletter.
3. We discussed points of contact for events. We decided that whoever is planning the event will be the point of contact with the guest and will pass on the information necessary to Pedro to make and distribute the flyers. As always, the lead on the event can ask for help from the Board if feeling overwhelmed or overworked.
4. Thank you cards and an OPA mug should be given to each faculty or community member who volunteers their time to present or workshop for us. *Parnian will take the lead on these thank you gifts.*
5. **Peers and Beers**
 - a. Update on money for Peers & Beers events. Megan says that Index money can be used for Peers & Beers food if:
 - i. The food is referred to as "refreshments" and not "appetizers"
 - ii. It is a legitimate educational/training event with an agenda and sign-in sheet
 - iii. Receipts need to be time stamped and that time stamp needs to fall within the scheduled workshop time frame.
 - b. The Board discussed doing a combination of Foundation-covered, purely social Peers & Beers events as well as



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some Index-covered, academic workshop-style Peers & Beers events.

- c. There was some discussion about the turn-out for these events. Concerns about Postdocs with children was raised as a possible reason for lower attendance. We discussed an earlier time so that those with kids could still leave campus at their regular time, maybe 4:00pm. We've decided to try this next month with a Board meeting on Thursday, March 17th and Peers & Beers event at 4:00pm on Friday, March 18th.
 - i. *(Side note from Secretary: At the Peers & Beers event on February 25th, one participant mentioned that most campus activities take place on Thursdays and Fridays. A future Board meeting may want to revisit this and try at Peers & Beers event earlier in the week.)*

6. Check-ins

- a. Pedro and Cory have discussed sending out follow-up forms to all those who attended an event as well as a more regular check-in to the broader Postdoc community. Everyone was in agreement about this.
 - i. Discussed possibly giving away an OPA mug to one person who filled out the general feedback to solicit more responses
 - ii. Amanda noted that we only have approximately 16 mugs left and will need to re-order and add these to the budget.
- b. Also discussed using a laptop to do a sign-in sheet at events instead of paper. We need to check with Megan about this as she needs particular information about each event to be covered by Index funds. *No one was assigned to check on this.* A suggestion of using a google form was given (which will then populate a spreadsheet) but just using a spreadsheet was also discussed. No final decision was made on this.

7. Spring Picnic



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- a. As this is solely a social event, we will need to use Foundation funds only for these expenses.
- b. We discussed the possibility of doing a raffle – either a 50/50 raffle or with prizes. No one was opposed to a raffle. Ann and Matt expressed some concerns about making sure we follow the legal rules if we go with a 50/50. Ideas for prizes included OPA materials (mugs, t-shirts, etc.) or donated gifts from local small businesses.
- c. *Ann will take the lead with Dan's help about figuring out the rules for raffles.*

8. Coffee with Faculty

- a. Decided to drop the July Coffee with Faculty because of an anticipated lower summer attendance.

ii. Professional Development Committee (see attached report)

1. Committee will meet next week on the 3rd or 4th (tries to meet the first week of the month if anyone else would like to join).
2. Since some of our funding comes from the Grad School, an event idea was presented to do something targeted at grad students where they can come talk to Postdocs about what to expect, life as a Postdoc, etc. To be discussed more at a later date.

3. Big Spring PD Event

- a. The PD Committee is talking to contacts at the library about the possibility of combining our PD event with the library's Open Access event, which will help us with food and drink costs.
- b. The Board discussed what is meant by Open Access, specifically in regards to journals and publishing.
- c. Decided that we need to make clear the objectives of the event, the purpose of it, and what they will get out of it (maybe Learning Objectives) when advertising as some people may not understand what Open Access means for them.

4. Academic Job Interview

- a. Thinking about doing a May event on Academic Job Interviews. Discussed possibly moving this event to the fall



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so that we are covering this topic as people are on the job market. Still needs further discussion.

5. Fall Poster Symposium

- a. We need to start soliciting vendors for this. We're hoping for at least 5 vendors (at \$200 each), although decided that our goal should be 6 to give us a little more financial cushion.
- b. Ann suggested that we could think about increasing to \$250 as the feedback last year was that the \$200 was quite cheap.
- c. Ann volunteered to follow-up with some vendors who were interested in participating last year, but were asked too late. Amanda will take the lead on contacting new vendors.

iii. IEP Committee (no report)

iv. Welcome Committee & Communications (no report)

V. New Business

a. Review of upcoming events:

i. March

1. Mar. 1, 2-3 pm: teaching statement - Brooke Howland (Furman 404)
2. Mar. 4-6 National Postdoctoral Association Meetings (Parnian Attending)
3. Mar. 15, 2-3 pm: Teaching theories - Kay Sagmiller (Furman 404)
4. Mar. 17 Next Board Meeting & March 18th Peers & Beers (with workshop & "refreshments")
5. Mar. 29, 2-3 pm: Teaching portfolio - Kay Sagmiller (Furman 404)
6. Mar. 31 Open Access Conference/Spring Event (Pedro Leading)

ii. April

1. Apr. 7 Coffee w Faculty with Toni Doolen (10-11am) on Time Management. Also suggested that maybe she include the time management in a work-life balance sort of way, e.g. incorporating time management with family commitments and desires

iii. May

1. Pizza Lunch with Matt Betts? This will likely be a little more research oriented around creating collaborations. Suggestion was



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made to make this into a panel and to also include some humanities and social science perspectives.

2. Spring Picnic

iv. June

1. Still open

2. Board liked Dorthe's suggestion of having an event on effective writing for Postdocs with someone from the Writing Center, suggested maybe moving this idea to June.

VI. Open Forum – no time left for this

VII. Adjournment at 5:10pm