



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

OPA Meeting Minutes

06/19/14 OPA Board Meeting Minutes **Nash Hall, Room 104J**

Members present: Rebecca Hutchinson, Sumit Saha, Dave Dickson, Doni Schwalm, Jim Rivers, Yasmeen Nkrumah-Elie and Sascha Hallett

Absences: Robert Kokenyesi and Linnéa Andersson

- I. Meeting called to order** at 2:35 pm by Rebecca Hutchinson
- II. Roll call**
- III. Reading and approval of the minutes**
Motion: to approve the minutes from the May OPA board meeting
Vote: motion carried
Resolved: May 2014 meeting minutes were approved
- IV. Officer and Committee Reports**
 - a) Treasurer's Report**

The Treasurer report was presented.

\$1100 from 50/50 Raffle: \$555 goes to OPA

Foundation: $-392\$ + 67\$ = -459\$$

6RD 040: 1069\$ – 182.60\$
 - b) Active Committee Reports**
 - i. PAW Planning Committee**

The PAW Planning committee report was presented (Attachment # 1)

 - a) Keynote Speaker: Yasmeen will talk to Robert Tanguay, Distinguished Prof. of Environmental & Molecular Toxicology Dept.; He will talk about how to set up your own lab.
 - b) Professional Development Award committee: Jim will serve as the Chair of this committee. Dave will help Jim to write the draft. Proposed RFP by July 17th (OPA next board meeting)
 - ii. IEP Committee**

No report was presented



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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. Spring picnic report

The OPA Spring Picnic was very successful.

b. Finalizing Bylaws (Attachment # 2)

Motion: To enact the bylaws immediately

Vote: motion carried

Resolved: The OPA Bylaws were approved

President: Rebecca Hutchinson

Vice-President: Yasmeen Nkrumah-Elie

Secretary: Sumit Saha

Treasurer: David Dickson

Membership & Volunteer Coordinator: Doni Schwalm

Social Activities Coordinator: Robert Kokenyesi

Webmaster & Public Relations Coordinator: Sascha Hallett

Industrial Exploration Program Coordinator: Linnéa Andersson

Professional Development Coordinator: Jim Rivers

c. Travel awards

Rebecca and Dave met with Dean Brenda McComb & total money allotted \$5000 for seed funding (\$4500 from the Grad School and \$500 from the OPA)

VI. New Business

a. Forming an Advisory Board: \$25,000 endowment over five years is the goal, 4.5% is the interest of the endowment with the foundation

b. Ideas for tracking postdoc contributions (grants and papers) were discussed

VII. Open Forum

VIII. Adjournment: Meeting adjourned at 4:30 PM

IX. Next Meeting: Thursday, **July 17th**, 2:00 PM to 4:00 PM; Venue: TBA



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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:

Date: June 19, 2014

Report: Poster session venue availability (NA=not available):

	Tue Sep 30	Wed Oct 1	Thu Oct 2	Tue Oct 7	Wed Oct 8	Thu Oct 9
MU Ballroom	NA	open	open?	NA	NA	after 5
MU Room 49	NA	NA	NA	open	open	open
Library Rotunda	NA	NA	NA	NA	NA	NA
CH2M Hill Alumni Ctr	NA	NA	NA	Willamette	Willamette	Willamette
LaSells Stewart Ctr	NA	NA	NA	gallery or Ag	gallery or Ag	just Ag rooms

Poster session venue pricing (half-day rates):

- MU Ballroom: 1-4hrs = \$260, small event setup = \$62, mgr = \$25/hr, plus A/V charges if desired
- MU room 49 (smaller, currently under construction -> brand new for the fall): 1-4hrs = \$175, small event setup = \$62, mgr = \$25/hr, plus A/V charges if desired
- CH2M Hill Willamette Room: fits 230 for a reception, \$597.
<http://www.osualum.com/s/359/index.aspx?sid=359&gid=1&pgid=360>
- LaSells Gallery: \$900, plus up to \$50 per poster
- LaSells 2 Ag rooms (smaller rooms next door to each other, setup with bar outside, food in each room, tackable walls for 20-23 posters each plus option to bring in poster boards): \$150 per room

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.
- Format of event.
- Other activities during NPAW.



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Attachment 2: OPA Bylaws

BYLAWS OF THE OREGON STATE UNIVERSITY POSTDOCTORAL ASSOCIATION

HISTORY

The Oregon State University Postdoctoral Association (OPA) was formed in 2012 as an auxiliary enterprise of the Oregon State University (OSU) Graduate School to develop a framework for liaising with and advising the Director of the Office of Postdoctoral Programs at OSU. Additionally, OPA was established to provide a social network for individuals in OSU-affiliated postdoctoral positions (hereafter Postdocs). In 2013, the OPA Executive Board expanded the purpose of OPA to include networking, professional development, and opportunities for providing service to OSU and the broader university community.

RATIFICATION

These bylaws were approved by the OPA Executive Board on June 19, 2014.

ARTICLE 1: NAME

The name of this organization shall be the Oregon State University Postdoctoral Association. For the purpose of brevity, the Association will be referred to as "OPA."

ARTICLE 2: MISSION AND PURPOSE

2.1. The OPA mission is to enhance the postdoctoral experience at OSU and to facilitate the long-term success of our membership.

2.2. The purpose of the Association shall be to address the needs and concerns of its members by:

1. Providing representation and liaison between its members (defined in Article 3) and the Director of the Office of Postdoctoral Programs and OSU;
2. Promoting the academic and career goals of its members through activities focused on towards enhancing the networking, personal, and professional development needs of the membership.



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3. Disseminating information of particular relevance to the current membership;
4. Raising awareness of the contributions of Postdocs to the general OSU community;
5. Providing community service opportunities for its membership; and
6. Providing service to the OSU and broader university community.

ARTICLE 3: MEMBERSHIP

3.1. All Postdocs at Oregon State University are automatically members of the OPA; however, members may opt-out from receiving communication from OPA if they choose not to participate in or be advised of any of the OPA-sanctioned activities.

3.2. Definition of Postdoc

3.2.1. An OSU Postdoc is defined as any individual having obtained a doctoral level degree and serving in non-professorial positions at OSU.

3.3. Classification of Membership

3.3.1. General Members – All OSU Postdocs

3.3.2. Financial Members – Are individuals that have paid the required annual dues, and are thus eligible for privileges of financial members including, but not limited to running for elected positions and applying for financial awards.

3.3.3. Affiliate Members – Individuals in appointments that are not defined as Postdocs as described in Article 3.2 may join OPA as Affiliate Members, however, they do not have voting rights, nor are they eligible for travel or other financial awards offered to the General and Financial Members.

3.3.4. Advisory Members – The Director of the Office of Postdoctoral Programs (or designate) will serve as a non-voting Ex-officio member. The Executive Board may invite other OSU faculty and staff members to serve as non-voting advisors as needed.

3.3.5. Dues – The Executive Board will determine membership dues, requirements, and benefits as needed.

3.3.6. The OSU Postdoctoral Association values diversity. Therefore, the OPA does not discriminate on the basis of age, color, disability, gender identity or expression,



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marital status, family status, national origin, race, religion, sex, sexual orientation, or veteran's status in any of its attendance, policies, procedures, or practices.

ARTICLE 4: EXECUTIVE BOARD, DUTIES, AND TERMS OF OFFICE

4.1. OPA shall be governed by the OPA Executive Board, and for the purpose of brevity, the Executive Board shall be referred to as the "EB." The EB is empowered to make decisions on the strategy, activities, and budget of OPA and to form new committees as deemed necessary.

4.2. The EB shall consist of Financial Members elected to the offices of President, Vice President, Secretary, Treasurer, Membership & Volunteer Coordinator, Social Activities Coordinator, Webmaster & Public Relations Coordinator, Professional Development Coordinator, and Industrial Exploration Program Coordinator.

4.3. The EB is responsible for:

4.3.1. Meeting monthly (a minimum of 9 meetings per calendar year) to conduct the business of OPA and respond to issues pertaining to the OSU Postdoc Community;

4.3.2. Supervising the finances of the OPA and approving of all financial expenditures;

4.3.3. Recommending policies of OPA, which are subject to the approval of the OPA membership;

4.3.4. Supervising the coordination of activities, contracts, and meetings of OPA; and

4.3.5. The management, control, and protection of all OPA property.

4.4. The duties of the EB are as follows:

4.4.1. The general duties of all EB Members shall include:

4.4.1.1. Representing OPA and the entire OSU Postdoc Community.

4.4.1.2. Regular attendance at and participation in organizing membership meetings and events.

4.4.1.3. Regular attendance and participation in the monthly Board Meetings of the EB to conduct the business of the Association.

4.4.2. The President shall preside at all meetings; enforce all rules and regulations relating to the administration of the OPA; and act as liaison to the Director of the Office of Postdoctoral Programs at OSU, including a yearly meeting to identify goals



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of the OPA. It is preferred that the office of President be filled by an individual that previously served on the EB for at least one year.

4.4.3. Vice-President shall serve as the parliamentarian for the EB, assisting the President in the interpretation of procedures and bylaws and serve as the Chair of the Bylaws Committee; shall also be responsible for convening the Election Committee for the management elections; and in the absence of the President, all powers and prerogatives of the President will be assumed by the Vice-President.

4.4.4. The Secretary shall record all motions, votes, and proceedings during the EB meetings; perform secretarial duties on behalf of the EB and the OPA, including the submission and maintenance of meeting minutes; serve as the Co-Chair of the Bylaws Committee and maintain a copy of the current bylaws of the Association; and assist the President in conducting all correspondence relating to the OPA.

4.4.5. The Treasurer shall receive and hold all monies payable to the OPA; disburse all monies payable by the OPA; provide an up-to-date financial report at the monthly meeting of the EB; report the financial status of the organization at the Annual Town Hall Meeting; and shall serve as the Chair of the Fundraising Committee.

4.4.6. Membership & Volunteer Coordinator - The Membership & Volunteer Coordinator shall work with the Assistant for Postdoctoral Programs to maintain and manage contact information for OSU-affiliated Postdocs; make departmental inquiries to obtain contact information for new Postdocs; manage the OPA listserv; maintain and update the Welcome Guide; serve as Chair of the Welcome Committee; and shall actively recruit the OPA membership to serve on committees and for volunteer opportunities.

4.4.7. The Social Activities Coordinator shall chair the Social Activities Committee.

4.4.8. Webmaster & Public Relations Coordinator shall develop, manage, and maintain the OPA website; and post minutes from monthly meetings of the EB; shall take the lead on advertising for OPA events; investigate and pursue strategies for increasing awareness of OPA on- and off-campus; and be the contact person for media communications.

4.4.9. Industrial Exploration Program Coordinator shall chair the Industrial Exploration Program Committee.

4.4.10. The Professional Development Coordinator shall chair the Professional Development Committee.

4.5. Terms of office shall begin at the end of the December meeting of the EB following the election and shall be terminated at the end of the December meeting of the EB following the



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next annual election. However, attendance at the January meeting following the next annual election as a non-voting attendee (unless serving on the Executive Board for the ensuing year) is recommended for the smooth transition of new officers.

4.6. Election of EB Members

4.6.1. Elections shall be organized by an Election Committee nominated by the Vice President and approved by the EB during the August Meeting.

4.6.1.1. The Election Committee shall consist of at least 3 Financial Members of OPA.

4.6.1.2. All appointed Election Committee members cannot submit personal nominations for nor accept their own nominations for any EB office.

4.6.1.3. The Election Committee shall only convene following their appointment at the August EB Meeting through the November EB Meeting.

4.6.2. The Election Committee shall be responsible for:

- a. soliciting nominations for EB from the Association Membership;
- b. confirming that the nominees are eligible and willing to perform the duties of the elected position as specified by the Bylaws;
- c. reporting the slate of candidates to the EB and General Membership;
- d. collecting and disseminating candidate statements; and
- e. organizing the election process, including polling the members of the Association, tallying votes, signing off-on and reporting the election results to the EB and OPA.

4.6.3. Voting shall be performed via secure online polling unless otherwise decided by EB. Election of a Board Member requires receipt of the majority or at least 33% of the votes cast. If there is a tie, or no candidate receives 33% of the votes, a run-off election will need to be held.

4.6.4. All members of OPA are free to observe any and all activities of the election committee. Committee meetings will be held in public places and announced in advanced on the OPA website to facilitate this goal.

4.6.5. The Schedule of the Elections shall be as follows:

- a. By the end of September
 - Election Committee approved by the Executive Board
 - Election Committee is activated



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b. By the end of October – Executive Committee calls for nominations and determine eligibility of nominees

c. By the end of November

- Annual Town Hall Meeting, which includes introduction of candidates
- Electronic Elections
- Run-off Election (if necessary)
- Dissemination of election results to OPA

d. December Executive Board Meeting (Transition Board Meeting #1)

- All newly elected officers attend meeting, but do not vote unless they currently occupy on Executive Board Position
- Last voting meeting for current Executive Board Members
- Dissolve the Elections Committee

e. January Executive Board Meeting (Final Transition Meeting)

- Newly elected officers become the Executive Board with all voting rights.
- Now Past Executive Board Member also attend meeting to facilitate smooth transition to the new board.

4.7. In the case of an EB Member's prolonged absence, incapacity, resignation, or removal, the EB shall vote to remove this person from their office. At this time, the EB can vote to appoint a Financial Member of OPA to this post.

4.9. In the case that the President resigns, is unable to fulfill the duties of the president or is voted from office by 2/3 vote of the Executive Committee, the Vice-President shall assume the office of the President until the next regular election, and a new Vice-President shall be appointed by the new President.

4.10. If necessary, the EB members may simultaneously serve in the capacity of no more than two positions on the EB at one time; however, they still only represent a single vote.

ARTICLE 5: COMMITTEES

5.1. All committees and committee chairs shall be approved by the EB. All committee chairs shall be Financial Members of OPA.

5.2. All OPA members qualify to serve on any and all committees.

5.3. The duties and aims of the standing committees shall be as enumerated in the following list. The listed duties and aims shall not be exclusive and further items may be added as deemed necessary by the committee.



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5.3.1. The Bylaws Committee shall review and solicit recommended changes to the Bylaws; present the recommendations to the EB and General Body, and make all approved changes to the Bylaws. This committee shall be Chaired by the Vice-President and Co-Chaired by the Secretary of the EB.

5.3.2. The Election Committee – please refer to Section 4.6 of the Bylaws

5.3.3. The Welcome Committee shall be chaired by the Membership & Volunteer Coordinator; shall contact newly appointed OSU Postdocs to welcome them to OSU and OPA; and shall actively recruit Postdocs for all committees.

5.3.4. The Social Events Committee shall be chaired by the Social Events Coordinator; shall be responsible for organizing and coordinating social events for OPA; and shall ensure that there are a variety of activities are available to correspond to the diversity of the postdoctoral community, including those members with families.

5.3.5. The Professional Development Committee shall be chaired by the Professional Development Coordinator; shall be responsible for coordinating regular professional development opportunities for OSU Postdocs; which may include activities that promote the professional development of Postdocs, and opportunities for Postdocs to promote the professional development of OSU students and the broader OSU community.

5.3.6. The Industrial Exploration Program (IEP) Committee shall be chaired by the Industrial Exploration Program Coordinator; the mission of the IEP is to explore alternative career paths to academia and connect OSU PhD-level researchers, such as Postdocs and graduate students, with Oregon industries, businesses, and agencies; the IEP committee shall organize site visits and invite industry, business and agency representatives to on-campus panel discussions and workshops.

5.3.7. Postdoctoral Appreciation Week (PAW) Committee shall coordinate the annual PAW which may or may not be held in conjunction with the National Postdoctoral Appreciation Week; shall determine the dates for PAW which will require approval by the EB; shall plan activities during PAW to include opportunities for professional development, as well as social activities.

5.4. Special committees, ad hoc committees, and additional standing committees shall be established and diminished as needed by the EB.

ARTICLE 6: GOVERNANCE OF MEETINGS

6.1. Annual Town Hall Meeting



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6.1.1. Shall consist of the entire OPA membership; shall be conducted every fall, preferably in October.

6.1.2. A quorum for OPA represents all members present and/or participating. All votes shall pass with the majority (50% + 1) of the physically present membership and absentee ballots.

6.1.3. The agenda shall include, but is not limited to:

6.1.3.1. Introduction of the current EB;

6.1.3.2. Treasurer's Annual Report;

6.1.3.3. Introduction and/or presentation of nominees for the EB;

6.1.3.4. Presentation of and vote on changing the bylaws (if necessary);

6.1.3.5. For purposes of transacting business, those members of the OPA present shall constitute a quorum.

6.2. Conduct of Monthly EB Meetings

6.2.1. The Agenda for the meeting should be prepared and distributed by the President prior to the Call to Order of the Meeting.

6.2.2. The agenda shall include:

6.2.2.1. Call to Order

6.2.2.2. Roll Call

6.2.2.3. Approval of the Minutes

6.2.2.4. Treasurer's Report

6.2.2.5. Officer and Committee Reports

6.2.2.6. Unfinished Business

6.2.2.7. New Business

6.2.2.8. Open Forum

6.2.2.9. Adjournment (time recorded in minutes)

6.2.3. A quorum for EB meetings shall constitute the majority (50%+1) of the EB members. A quorum shall be necessary to vote on proposed motion, to approve expenditure, and distribute funds.



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6.2.4. The Executive Board shall strive to reach all decisions by consensus, but in the case of an impasse, a majority (50% +1) vote from present members is required for passage.

6.2.5. The approved minutes of the Executive Board shall be published on the OPA website.

6.2.6. The EB meetings are open to all OPA members; however, they require a 24 hour notice of plan for attendance to the President to ensure adequate meeting accommodations.

ARTICLE 7: AMENDMENTS TO THE BYLAWS

These Bylaws may be amended by a majority vote of its members at the annual meeting or during a special on-line vote of the membership. Amendments may be proposed by any OPA member via e-mail or written submission to the Vice-President and/or Secretary. The Bylaws committee will present the recommendations to the EB and coordinate membership voting.

ARTICLE 8: DISSOLUTION OF OPA

7.1. In the event of the dissolution of the OSU Postdoctoral Association, the disposition of the assets and records of the OSU Postdoctoral Association will be as outlined in all sections of Article 6.

7.2 General Operating Fund - After all debts of the OPA are paid, the balance of funds will be placed in a scholarship fund. The Executive Board shall negotiate with the OSU Foundation regarding the management of a University Award. As part of the dissolution process, the Executive board will discuss and decide upon an appropriate University Award for an OSU-affiliated postdoc to be presented at the following annual University Day.

7.3 Ownership of records - OSU Archives shall have sole ownership and disposition rights to all records of the OSU Postdoctoral Association.