



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

Minutes from OPA Meeting 8-20-15

- I. 3:50 call to order
- II. Roll call (Jenny, Ann, Amanda, and Paul in attendance)
- 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: Budget
 - i. We have now received our \$10,000 (from graduate school and research office) for the upcoming year
 - ii. Small discrepancy in budget last month has been resolved
 - b. Networking committee
 - i. Peers and Beers
 1. July peers and beers had low attendance due to late notice
 2. Peers and Beers scheduled for September 17th after next board meeting
 - ii. Dixon volleyball event was successful; approximately 10-12 attendees. Consider scheduling another event in September
 - iii. Pizza lunch series
 1. August Pizza lunch with Pat Kight: New Media for Research Communication
 - a. Approximately 12-15 attendees
 - b. Attendees learned about using new media to communicate with peers and the public about science; attendees encouraged to think about scientific concepts in digestible bites
 2. Propose skipping October pizza lunch due to the number of events already scheduled in October
 - iv. Coffee with faculty: September 3rd
 1. Rebecca Hutchinson to discuss faculty job search advice
 2. Rachel Okrent hosted with Renee; Rachel will plan a spin-off postdoc peer group for those on the academic job market
 - c. IEP committee: No report; Paul would like to plan an event in November/December
 - d. Professional development committee
 - i. Karen Kelsky event (September 30th)
 1. Committee met on August 11th to continue planning event
 2. Format will be 3 hours long (3-6pm): the first hour (3-4pm) will be a lecture format by Dr. Kelsky, followed by a 30 minute break for refreshments. The final hour and a half (4:30-6) will be an interactive workshop.



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3. Amanda and Dr. Kelsky are in contact to discuss ideas for the interactive component
 4. Amanda will check to see if a live webinar (for those with ONID accounts) is a possibility for remote participants
 5. Additional tasks (advertisements, announcements, booking catering) are ongoing this month.
- ii. OPA mugs
 1. Mugs are being distributed
 2. Amanda ordered additional thank-you cards, and will ask for board approval for reimbursement at next month's meeting
 - iii. Fall professional development awards
 1. Will award three PD awards in the fall
 2. Will announce professional development awards in late August/early September with an application due date of October 2nd
 3. We will announce winners at the fall poster session
- e. Website/Webmaster
 - i. Renee, Sumit, and Ann met with John McQueen to discuss options for hosting our website on the OSU blog system vs the Graduate School site.
 - ii. Propose keeping our site as-is rather than migrating to the OSU blogs site for now; potentially re-visit when we have a new webmaster
 - f. Poster Symposium/Postdoc Appreciation Week
 - i. Sumit and Megan booked the multipurpose room and the Horizon Room for Tuesday, October 20th.
 - ii. Will open abstract submission in mid-September using a Google Form (Cory will send announcement); preliminary due date for abstract submission is Friday, October 2nd
 - iii. Ann will take the lead contacting vendors in early September
- V. Meeting adjourned at 4:45pm.



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Treasurer's Report – August 20, 2015

Submitted by Ann Sitomer

- Small (< \$0.20) discrepancy between account balances and expenditures still needs to be addressed.

- Income since last Board Meeting

Index Fund

Research Office	\$5000.00
Graduate School	\$5000.00
Total:	\$10,000

- Expenditures since last Board Meeting:

Index Fund

Pizza Lunch 08.06.15	\$90.00
Total:	\$90.00

- Financial position as of 17 August 2015

Index Fund	Foundation Fund
\$16,032.47*	\$1538.41

$(\$7111.46 + \$10,000.00 - \$90.00 = \$17,021.49)$

- Preparation of a budget document that calculates our percentage under- or over-budget on a line item on a monthly.

* This is a discrepancy of (\$899.02, which is > \$0.20) between the official record of our expenditures/income and the report generated for us by Megan. I will provide an explanation at the Board Meeting 08.20.15



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Professional Development Committee Report – August 20, 2015

Submitted by Amanda Brown

PD Committee Meeting Minutes from Aug. 11: Purpose, meeting to continue planning October 1 event with Dr. Karen Kelsky. Attendees: Amanda, Cory, Jenny, Dan, Sumit. We discussed ongoing details for the event and prepared a list of questions for Dr. Kelsky.

Fall PD Event with Dr. Karen Kelsky, Details Confirmed/Decided:

1. **Time:** Start 3:00pm. End 6:00pm. With 30 minute break for catered coffee/snacks from 4:00-4:30.
2. **Location:** OSU Memorial Union Building Multipurpose Room (accommodates 150 people). We are targeting 125 to 175 people, about 1/2 Postdocs and 1/2 upper level grad students from a wide range of fields.
3. **Payment** to Kelsky: \$2000. (\$1000 from OPA, \$1000 from Graduate Studies).
4. **Other costs?** Room? Catering? Ads? (We have asked Kelsky if she anticipates travel costs.) We agreed to use OSU catering with coffee/tea/lemonade before the event and other light snacks with coffee etc. at 4:00-4:30 break.
5. **Dinner after** with OPA Board members at 6:45 at restaurant downtown (location TBD).
6. **Title:** Presentation and Workshop with Dr. Karen Kelsky (The Professor Is In): Hacking the Academic Job Market AND How to Write an Academic Job Application.
7. Subheading/blurb to follow title: TBD - something about what participants can get out of the event. We've asked Dr. Kelsky for further words (a few sentences) to describe the event for our flyers. And we've asked if she has any official photos/pics/cartoons/fonts or biographical info that she'd like to send for our advertisements.
8. **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.

We've emailed Kelsky to ask for her thoughts on how to best provide a fun and useful interactive workshop format for the potentially very large audience ~100 to leave participants with a sense that they've gotten something tangible and concrete to go forward with. We also asked for her thoughts on:



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a. Participants bringing in their computers with ready-to-go CVs, cover letters, research and teaching statements, and when prompted, bit-by-bit actually applying the suggested changes during the workshop, e.g. taking a series of 1-2 minute pauses to search for "problem X" and then highlighting it or noting on it how to fix it.

b. Participants having the option to submit ahead of time their job documents (especially cover letters and statements) and then having a small handful of them picked apart and corrected in front to the audience - of course names or other revealing details blacked-out (these documents could be selected first for the highest quality ones with broadest discipline representation by us at the OPA).

9. **Webinar:** We've asked if she's ok with filming for a live webinar especially for the Newport campus and others - only available with web registration and login with OSU student/staff email (onid) accounts.

10. **Book sales:** We've been asked if her book *The Professor Is In* can be sold. We've confirmed that they can sell/promote it, but that we ourselves cannot do this.

11. Delegating tasks:

Amanda: communication with Kelsky, drafting blurbs, handouts, booking catering, coordinating advertisements.

Cory: sending advertizements/flyers, online.

Dan: OSU Today ad?.

Still to do: audio-visual (webinar) arrangements.

Set-up & take-down:

Payment: ? a check from Megan?