

OPA Meeting – August 17, 2012

I. Money:

1. Barb will ask 15 dept for \$50+ (could be \$200-300 each)
2. another \$1000 from grad
3. \$650 left from last year
4. DaVinci days, if all give \$8 back will reduce DD booth payment

II. Welcome Packet

1. Power point presentation on flash drive
2. Meeting next week to talk about ideas
3. After main ideas/drafted, they will send to the group for feedback
4. Jump Drives
 - a. 200 jump drives for \$4-5 each from HP—for welcome packet, if we want to do.
 - b. maybe grad school can print them or send stickers for them

III. National Postdoc Appreciation Week

1. Poster Session
 - a. Thursday at 4:30-7pm
 - b. Have token for 2 drink instead of open bar, \$4 for additional—leaning towards 1 **OR** limit bottles of wine –first come, first serve
 - c. Aiming for 150 people
 - d. \$1500 estimate for everything
 - e. Invitations
 - i. grad students? (maybe a later invite)
 - ii. Ed Ray, provost, etc.
 - f. Library said that can't have free printing because we're faculty, not students
 - g. Hand out info about OPA—little flier or something
 - h. Fees:
 - i. OSU catering: (quote) \$ 1600 cheese, crackers, fruits, nuts, three types of wine (12 bottles each)
 1. decided to change to 40 red and white (50/50) as long as they will buy back white, but will check with Barb first
 2. **Guillermo** will check on the buy back
 3. Ask if can open first 40 bottles for free and then charge them
 - ii. \$150 room rental (grad school paying)
 - i. Set-up
 1. Have room 2:30
 2. Divider wall—need to ask more
 3. Ask people for posters if need be
 - j. Sign-in table
 - i. Have labels—make those for the people presenting?--**Michelle**
 - ii. Have someone there at the table to meet them
 - iii. Name, dept., email, status—**Michelle**
2. Other events taken care of by Barb (pizza) and Rebecca (financial planning)

Duties:

- I. Advertising
 - a. **Kerry** – Flyer for all week events (email Michelle for OPA meeting template)
 - b. **Guillermo** – Handouts about OPA (for events)—200-250 (1/2-1/3 of page)
 - i. **Siba** – Email
 1. several tiers: whole week events; poster session call for posters; invitation to individual events; emails to postdocs, PI, grad students, etc–
 2. Use INFORM lists if needed to reach PIs, postdocs including instructors
 3. Send sooner the better
 - c. Banner for the week
 - i. **Siba** – printing “It’s Postdoc Appreciation Week!” organized by OPA/OPP (Velcro dates?)
 - ii. **Julie** – find out about placement
 - d. **Siba** – OSU Today
 - e. **Siba** – Inform lists
- II. Poster Session
 - a. **Guillermo** – Catering
 - b. **David** – Set-up poster session
 - c. **All** – Sitting at table–set schedule
 - d. **Michelle** – Poster Session sign-in sheet, name badges
 - e. **David D.** – list of abstracts pdf posted online
 - f. **Michelle/Guillermo** – form for submission
 - g. **Kerry** (supply) **All** (write) – Thank you notes
 - h. **Michelle** – Invites for VIP (buy at Office Max)
- III. Financial Planning
 - a. **Rebecca** – Organize
 - b. **All** – Generate question
- IV. Pizza Party (Monday)
 - a. **Julie** – Contact Barb to see if we need to do anything
 - b. **Julie** – Bring handouts
- V. PI takes to lunch
 - a. **Julie** – ask about deals
 - b. **Siba** – email PIs to encourage (can include in other email to PI? or make it separate)