

- I. PAW updates and plan
 - a. Pizza lunch:
 - i. Barb provided update on numbers- 35 RSVP
 - ii. Overview and then invite people to share what they think
 - iii. Siba suggested a little talk on networking and Barb said we can—would invite us to invite them to be involved in OPA
 - iv. Will also discuss mentoring plans, maternity plan
 - v. Discussion of where to get pizza. We can decide by consensus and let them know.
 - vi. Recruit PR person to board—Rebecca will ask
 - b. Funding/Sponsors
 - i. Have good response
 - ii. Make annual pitch to dept. for postdoc funding
 - iii. Don't have the #s added yet, Barb will, Ballpark is \$1500
 - iv. External funders prefer to pay for catering—alcohol would be best because otherwise it has to be paid with foundation account
 - c. Poster Session
 - i. Catering
 - 1. Total: \$1000
 - 2. Includes 40 bottles of 2 types of wine. They will top the wine to the 40 bottles and people will have to buy their own. If less is used, they will only charge us for what we use.
 - 3. Decided to not do tokens and have people honor 2 glasses of wine. Barb mentioned some can't handle open bar but are usually receptive to honor system.
 - 4. Will pay a day later.
 - 5. Guillermo gave out catering quote and contract information
 - ii. Flier
 - 1. Rebecca's husband can print 50.
 - 2. Flier will be sent out to all this afternoon and then distributed by all
 - iii. Banner
 - 1. Siba will finish banner this weekend
 - 2. Decided on getting vinyl banner to use each year
 - iv. Invitations
 - 1. Michelle got invitation. Leaving tomorrow so can leave the file for someone else to invite.
 - 2. Can send text if people want to see it
 - 3. David H. will take over printing them
 - 4. Barb will get VIP list to David H., but we should also add in people and send to David H.
 - 5. Send via campus mail
 - v. Handouts
 - 1. Guillermo was going to do the handout
 - 2. Handouts will be handed out at pizza lunch and
 - vi. Name tags (front table)

1. Michelle got name tags, will print out sign-in, info on posters
 2. Maybe someone sit out front in shifts (e.g., 15 minutes)
 3. Barb mentioned that good when not in front of posters to network "host"
- vii. Posters
1. Currently 15 posters
 2. Ideas to get more:
 - a. Everyone get 2 postdocs
 - b. Slides from talk
 - c. Short plea with flier
 - d. Get lists from department heads
- viii. Thanks you notes to sponsors
1. Will write as group after
 2. Kerry had cards
- ix. David D. will bring camera
- x. Standing by poster
1. How to do a mix of being by poster and network
 2. Split those by the names (first half and second half by alphabet)
- xi. Greetings
1. Brenda & Rich will talk about 5pm
 2. Siba may contact the president, can even meet with him would be best way to get on radar
- xii. Timing
1. Gathering 4:30-5, 5-5:15 greeting, 5:15-7 posters (alternate between three groups)
 2. Set-up probably about 30 minutes.
- d. Financial Planning
- i. All set
 - ii. A handful of RSVP