WHOI PDA meeting, 3/17/2017

Present: Brian, Zhixuan, Lola, Virginia, Annie, Hilary

Agenda

1. Keeping the calendar + email lists up to date for postdocs who just received offers.
	1. Brian is on top of the email lists + calendar, but notes that we can all add events to the calendar.
	2. **Brian will add repeating events for happy hours + movie nights.**
2. Coffee hour planning
	1. The next coffee hour will be the organometallic mass spectrometry lab (hosted by Randie) – **nice job Virginie and Lola coordinating with Randie so quickly!**
	2. **Deep Submergence Lab in April (while Jason is here) – Brian will organize**
	3. Longer range planning for coffee hours: Hilary has updated the “CoffeeHourPlanning” spreadsheet in the whoipda google account with all coffee hours from the past two years, plus ideas for other locations from past records/other suggestions.
3. Revisiting the idea of a spring postdoc retreat – are we still interested? Does someone want to lead?
	1. We decided that it is too logistically complicated to organize at this time, but we will pass along the suggestion and what we learned from preliminary organizing in case future PDAs would like to make this happen.
4. Professional development event for this spring
	1. Virginie suggested a workshop/event on how to incorporate ship time requests and other logistical considerations about field work into proposal writing. We agreed that we would organize an event along these lines, which can build on the May 2015 “Access to the Sea” panel discussion with Ken Kostel, Susan Humphris, Eric Benway, Mary Murphy. We discussed potentially including someone from the UNOLS committee and/or a WHOI operations/logistics manager, and making sure that we can speak to the experiences of people at institutions other than WHOI who might have different requirements/challenges for accessing ship time, etc.
	2. We also discussed coordinating with the proposal writing workshop for the August 15 NSF deadline (likely to be run by Amy Bower this summer) and the opportunity to meet with program officers during the OCB workshop the last week of June, since these discuss synergistic subject matter.
	3. **Annie, Virginie, and Lola will co-lead organization of this workshop/discussion/event, with a target date to hold it in early to mid May.**
5. Idea to have a lunch for postdocs + new assistant scientists as a professional development social gathering
	1. Straightforward event where we ask all assistant scientists who have been here ~3 years or less to join an event that is open to all postdocs, as a way of building mentoring network.
	2. Aim for April (26th - 27th)
	3. **Annie will write emails to organize.**
	4. **Hilary will discuss with Janet if this is something APO would fund (i.e buying food for lunch).**
6. Looking ahead to what we should start planning for spring-summer
	1. Generally a picnic/cookout in late May, June, and/or July – **Hilary will check with Janet if there is a preferred option**
	2. Job application writing workshop held last year in late August-early September. We want to send out a survey in late spring to ask about interest, find out when applications are due (field-specific, so helpful to know if we could delay the start to September), the type of jobs people want to apply to, and any specific questions you have/expertise you need. –**Hilary will draft a survey before the next meeting.**
7. Goal of creating a yearly calendar of when the PDA should work on key events, to pass on for next year's PDA – **Hilary will formalize and ask for feedback from everyone**
	1. Interviewing/negotiation panel(s) in Dec-Feb
	2. Professional development in spring on varied topics (April-May)
	3. Postdoc summer cookout (June-ish)
	4. Application writing workshop (late August – early September), combined with JP students
	5. Postdoc picnic (September)
	6. Postdoc Symposium (October)
	7. Postdoc breakfast (December)
	8. Coffee hours: monthly, September – May (low turnout in June-Aug?)
	9. Happy hours: monthly