Postdoc association meeting, July 19, 2017

Present: Hilary, Dalton, Virginie, Janet, Annie on Skype

* PDA website update (Annie)
  + Dalton and Kate – send Annie new photos to be posted
  + Minutes to be posted online from past few years
  + Photos of postdoc events on website
* Planning the fall job application workshop (and potentially passing off some responsibility to department mentoring committees/other scientific staff)
  + MIT as off site resource
  + Put together a set of resources to provide to the workshop participants (CMORE, SERC, MIT – can provide links on website)
  + Get confidential resources of examples of successful application packets to share with participants
  + Panel for 1st week– Janet will organize
  + Separate groups to meet each week (postdocs + grad students + scientific staff)
    - Weekly meetings for research statement, teaching statement, cover letter, CV
    - We will ask postdoc mentoring committees to provide people who can read materials and provide feedback at each session
    - Hold all groups together in the same room so people can join a new group if the rest of their group drops out
  + Check with Janet about room availability
  + Next step is to send out survey to postdocs and JP students to get commitments for participation and select day of the week
* Following up with department postdoctoral mentoring committees from June 2 meeting (I have only received 1 page summary document for Bio and for G&G)
  + Reply all to let them know we are still missing documents – Hilary will send
  + Janet will add mentoring chairs to official postdoc list
* Items to discuss at postdoc meeting with Jim and Janet
* Begin thinking about fall events (postdoc picnic and symposium in Sept-Oct)
  + Postdoc Appreciation Week picnic: September 19 (Tuesday)
  + Postdoc Symposium: Thursday October 19