

WHOI Postdoctoral Association

MINUTES OF MEETING NO. 18

Monday, September 24, 2007

Caryn House

Committee members present:

Sébastien Bertrand, Jason Chaytor, Henrieta Dulaiova, Ted Durland, Breea Govenar, Dave Ralston, Alex Rao.

Other representatives present:

Janet Fields (Postdoctoral Coordinator/Academic Programs), Jim Yoder (part of meeting)

1. *Old Business*

- Thank you notes to be sent to Program Managers for their attendance at the reception on July 24th. Breea will prepare, PDA will sign.
- Postdoctoral picnic: catering was appropriate (in terms of the number of pizzas); lower turn out than previous years probably related to communication problems with people at MBL and scheduling of the event earlier than normal (higher turn out more likely after Labor Day); an unstructured event preferred over something with organized games/activities, making more activities available to do if people choose might be an option.

2. *Postdoctoral Symposium*

- Registration due by October 8th; one reminder to be sent out via (option to send out to just those yet to register was discussed, it was thought better to send reminder out to everyone).
- Presentation announcements sent out to presenters ~ two weeks before the symposium (Oct 15), 20 people will be chosen to give oral presentations, the rest will be offered poster presentations.
- Janet will prepare name tags, food will be taken care of by the National Academies staff; Janet will contact WHOI media relations about the event.
- Alex and Sebastian will make sure a PC and MAC will be available for presenters and will provide details of software available.

3. *Postdoc Alumni Database*

- Alumni list almost complete, a few missing people still remain to be tracked down (if it is possible), maybe WHOI development can assist with this.
- Alumni website to be built with the help of WHOI CIS using some open source components. Janet secured some money for this.
- Basic fields of the database will be similar to those of the JP alumni database site, but suggestions solicited for other fields. There will be several fixed fields based on institutional information (e.g., postdoc department, sponsor (s), postdoc name if applicable, etc.)
- Navigation to the site will be a side-bar option of the postdoc webpage
- Jason and Janet to work on getting the database ready for use; Janet will maintain the database after the site is rolled-out, further work on the site or additional developments to be assigned to members of the PDA as needed.

4. *PDA website*

- Site almost ready to go, several changes made since the previously prepared version; suggested improvements include: add title to the list of meeting minutes files; addition of a link to the current International, HR and community housing websites; possible addition of postdoc life photos and new graphic design elements.

5. *TGIFs*

- The question: "Do TGIF's have to be on Fridays?" was asked. Periodic changes to different days was agreed upon, with a TGI(any other day) to be held in the near future.
- It was decided TGI event would be held in conjunction with the visit of guest from UNC on October 4th to show them the postdoc room in Caryn House, introduce some of the postdocs, and to give them an example of a WHOI PDA-organized event.

6. *UNC Visitor*

- Will be arriving on the afternoon of October 4. Hoping to meet with members of the PDA and discuss the role of the association.

7. *Alice Koller Editing Services*

- Alice is new to the Cape and is offering editing service. She has experience with scientific editing and with assisting international student/postdocs. Her information is to be passed on to the international committee for inclusion on their website.

8. *Committee Reports*

Women's Committee – elections held, with several new members elected.

International Committee – new international web site has been put on-line; a better volunteer structure was discussed, with the program to be refocused and updated with new people and community help for transport etc. Changes to English as a Second Language services (change to 6-week commitment for ESL tutors); committee now has a \$3,000 budget.

No other committee reports.

Meeting closed.

(Minutes recorded by Jason)