PDFA Executive Council Meeting
July 31, 2025
Teleconference Meeting

Present: MD Shaheen, President
Michael Baggaley, VP Internal
Alsayed Mostafa, VP External
Razieh Firouzihaji, VP Operations
Simran Kaur, VP Finance
Ramana Vaka, VP Communications
Henry Prown, Member at Large
Alireza Kamrani, Member at Large
Kathleen Glover, Member at Large
Rashaduz Zaman, Member at Large

Staff: Joy Correia, Director of Operations
Terry Sway, Labour Relations Officer
Tamara Phiri, Administrative Assistant
Scott Harris, Communications Strategist

1. Call to Order

The meeting was called to order at 11:06am.

2. Land Acknowledgment

The President acknowledged that the PDFA is in Treaty 6 territory.

3. Approval of Agenda

MOTION:	To approve the agenda for July 31, 2025 Michael / Ramana	**CARRIED**

4. Approval of Minutes

MOTION:	To approve the minutes for June 26, 2025 Michael /Simran	**CARRIED**

5. **Director of Operations/Labour Relations Officer Report** (Joy Correia & Terry Sway)

The Director of Operations gave a brief background on how the Post Doc Association came into existence and together with the Labour relations officer explained about the Pros and Cons of remaining independent against affiliation to a bigger association.

The Labour relations officer informed the meeting that he would leave the meeting early because he was scheduled to attend a pre investigation meeting for a PDFA member who is facing allegation charges.
He encouraged the PDFA executive to ensure that they adhere to policies and prevent such occurrences.

6. Communications Strategist Report (Scott Harris)
The Communications Strategist informed the meeting that the request would be going out next week. He also explained that an email regarding Elections communication and CRO would be going out later in the day.

MOTION:	To approve the appointment of AKM Shahid Ullah as Chief returning officer (CRO) Michael /Alsayed	 **CARRIED**

An email will be sent out to members that the nomination period is open.

7. President's report (Md Shaheen)

The President suggested a name change to the current PDFA Travel Award
The President encouraged executive members to attend the PDFA Annual BBQ venue is the picnic site #1, Emily Murphy Park, Aug 07 from 4:00 pm to 7:00Pm)
PDFA social event fund from GPS and UofA departments
The President talked about the PDFA welcome package, He explained that new members are not aware of the facilities available for them. He said the VP internal put together an online version of this package which will be reviewed by the executive before its uploaded to the website.
PDF appreciation week and on boarding to take place from September 15 to 19th. An annual dinner will be held on September 17th.
PDFA elections and recruitment of AKM Shahid Ullah as Chief Returning Officer.

8. VP Internal Report (Michael Baggaley)

The VP internal explained that the meeting with the provost did not take place, the Provost did not attend the meeting.

The VP internal gave an update on the bargaining session held on July 30, 2025.

The VP internal requested executive members to provide submissions to the on boarding document.

9. VP Communications (Ramana Vaka)

The VP Communications informed the meeting that Spring Travel awards were finalized. The summer/ fall Travel awards applications have been opened, they will be open until December 31, 2025.
80 people have registered for the Barbeque so far. A reminder email for the barbeque will be sent out on Wednesday.
Opened registrations for BBQ. Sent out the posters to Scott for promos.
The VP communications will be sending out BBQ promos on LinkedIn and other social media.
He will be sending out the updates to Scott for the upcoming newsletter.

10. VP Finance Report (Simran Kaur)

The VP Finance reported that the travel awardees have been finalized. 62 members applied for the Travel awards. The total amount is $21,000 which is three times the budgeted amount. The surplus funds have been utilized in this award allocation. She suggested that funding request letters to be made to various departments like it was done in the previous years.

The VP Finance informed the meeting that there is need to inform the PDFs of the discount offered to all PDFs by the University club.

11. VP External Report (Alsayed Mostafa)

The VP external informed the meeting that he attended the CAGS meeting were funding initiatives were discussed.

12. VP Operations (Razieh Firouzihaji)

The VP Operations informed the meeting that she would be available at the planned Barbeque on August 7th.

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13. Member at Large Reports (Henry Prown, Kathleen Glover, Alireza Kamrani, Rashaduz Zaman)

Member at Large - Henry Prown informed the meeting that his contract end date is August 31st.

14. Other Business

There was no other business

15. In Camera

There was an in-camera session.

16. Adjournment

The meeting was adjourned at 12:58pm

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Md Shaheen, President & Chair

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Tamara Phiri, Administrative Assistant