PDFA Executive Council Meeting
August 28, 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
Kathleen Glover, Member at Large
Rashaduz Zaman, Member at Large

Alireza Kamrani, Member at Large (Absent)

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 Aug 28, 2025 Michael / Ramana	**CARRIED**

4. Approval of Minutes

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

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

The Director of Operations explained that preparations for the AGM were on going as well as the Election process.

The Labour relations officer informed the meeting that the bargaining process was close to completion. The meeting scheduled for September 2nd was postponed.

The Labour relations officer gave an update on the ongoing disciplinary issue concerning a member accused of sexual assault.
The Labour relations officer informed the meeting of an issue with a member who has refused to meet his PI despite various efforts made by the PI to schedule meetings, the member has been given a last meeting

ultimatum.

6. **Communications Strategist Report** (Scott Harris)

The Communications Strategist informed the meeting that the election and Post Doc appreciation week information has been posted on the website. He intends to send out reminder emails for Friday and Tuesday for the upcoming deadlines for election nomination and the Annual Dinner registrations.

7. **President's report** (Md Shaheen)

The President requested the executive to attend the onboarding event, He also encouraged the executive to register for the dinner.
Md requested the VP External to encourage members to submit abstracts for the 2025 PDFA Research Day and extend the deadline to September 12.
The president discussed the PDFA RFP process, and the DOO pledged NASA staff support to the PDFA throughout the process.

8. **VP Internal Report (**Michael Baggaley)

The VP internal called for any submissions that Executive members would have from members regarding Sunlife.
The VP internal informed the meeting that the on boarding document was completed, He shared the link for any reviews that the Executive members would have.

The email domain pdfa.ca was suggested as a domain name, Scott checked and confirmed its availability.

The VP internal gave an update on the bargaining session held.

9. **VP Communications** (Ramana Vaka)

The VP Communications informed the meeting that twenty summer/ fall Travel awards applications have been received so far, they will be open until December 31, 2025.
55 people have registered for the Annual Dinner so far.

This is the last meeting the VP Communications will be attending before he leaves the PDFA.

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10. VP Finance Report (Simran Kaur)

The VP Finance reported that there has not been any response from the financial request sent to Tracy.

Financial support requests were sent out to various departments and so far $5,000 has been pledged.

The VP Finance reported that she is preparing the financial statements for the AGM with the help of Kristine.

11. VP External Report (Alsayed Mostafa)

The VP external informed the meeting that he received updates from CAPS event and suggested that the PDFA chooses a period to hold the appreciation week that is different from the CAPS event week.

12. VP Operations (Razieh Firouzihaji)

The VP Operations informed the meeting that she printed the poster for the AGM that will be posted on various boards around campus. She informed the meeting that she worked with Member at Large – Kathleen on this.

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

Member at Large – There was no report from the Members at large.

14. Other Business

There was a suggestion to shift the meeting date to the 3rd Thursday of the month, in order to accommodate Joy who has a Monthly Finance committee meeting that are clashing with this meeting date.

15. In Camera

There was an in-camera session.

16. Adjournment

The meeting was adjourned at 12:38pm

Md Shaheen, President & Chair	Tamara Phiri, Administrative Assistant