

**PDFA Executive Council Meeting
October 26, 2020
Teleconference Meeting**

Present: Ahmed Negm, President
Muhammad Safder, VP Internal
Qutuba Karwi, VP External
MD Monirujjaman, VP Communications
Neelakshi Joshi, VP Operations

Staff: Joy Correia, Interim Director of Operations and Labour Relations Officer
Samantha Spurrier, Executive Assistant

Regrets: Lorraine Smith-MacDonald, Member-at-Large
Scott Harris, Communications Strategist

1. Call to Order

The meeting was called to order at 12:32 pm.

2. Approval of Agenda

MOTION: To approve the Agenda.
Karwi/Joshi

CARRIED

3. Approval of Minutes

MOTION: To approve the Minutes of September 24, 2020.
Karwi/Joshi

CARRIED

4. President's Report

MOTION: To update the PDFA signatories by appointing Ahmed Negm, Neelakshi Joshi, and Qutuba Karwi; and removing Charlotte Heyer and Long Lin.
Karwi/Joshi

CARRIED

The President represents the PDFA on the Research Data Management Committee. They have prepared guidelines regarding the privacy and security of data to be implemented across the University. He reviewed these and provided feedback.

The President initiated a brief discussion regarding upcoming meetings with the Board Human Resources and Compensation Committee on November 9 and November 24. The Interim Director of Operations (iDOO) agreed to assist in the preparations of a statement. The VP Internal expressed interest in attending these meetings.

5. VP Internal Report

The VP Internal will discuss his new position with the previous VP Internal.

6. VP External

The VP External provided an update regarding the upcoming Research Day on November 12. Abstracts were received from fourteen postdoctoral fellows, and of these, twelve have confirmed their attendance. Two University Principal Investigators have agreed to assist with judging the abstract presentations. There will be two parallel sessions which will

run simultaneously and each be judged by one of the principal investigators as well as board members. The President has agreed to Chair the event. The VP Communications is coordinating the keynote speaker and agenda. The VP Operations will finalize the event schedule and distribute it to judges and participants. The Executive Assistant will host the event on Zoom and coordinate logistics with the VP Operations. Registration remains open until November 5.

7. VP Communications Report

The new VP Communications will discuss his new position with the previous VP Communications.

8. VP Finance

There is currently no VP Finance.

9. VP Operations

The VP Operations will be sending out Research Day information to the registrants after registration closes on November 5. She and the Executive Assistant will also send calendar invites to the judges.

10. Interim Director of Operations and Labour Relations Officer Report

The Interim Director of Operations recommended that the PDFA proceed with bargaining their Collective Agreement in order to begin dues collection. She, another Labour Relations Officer, and the President will participate in bargaining discussions. She encouraged another member of the Executive to participate in the bargaining team and this is under discussion. Bargaining dates are not yet set, but are expected to be half day meetings held every two to four weeks beginning in mid-November. Items for discussion include illness and benefits leave, care of dependents, and matters currently covered under University policies.

11. Communications Strategist Report

The Communications Strategist sent his regrets.

12. Other Business

There was no other business to discuss. The Executive Officer will draft a Code of Conduct to be signed by Executive Officers as stated in the PDFA Bylaws. The next meeting will be between November 5 and November 12.

13. In Camera

There was no In Camera session.

14. Adjournment

The meeting was adjourned at 1:28 pm.

Ahmed Negm, President & Chair

Samantha Spurrier, Executive Assistant