

**PDFA Executive Council Meeting**  
**July 19<sup>th</sup>, 2022**  
**Teleconference Meeting**

**Present:** Qutuba Karwi, President  
Jeffery Zielinski, VP External  
Priyanka Mittapelly, VP Operations  
Lyndsey Hahn, Member-at-Large  
Saeidreza Radpour, Member-at-Large  
Sanaz Hatami, VP Internal

**Staff:** Terry Sway, Labour Relations Officer  
Kayanna Reff, Administrative Office Assistant  
Joy Correia, Director of Operations

**Guests:** Jorge Palacios Moreno

**Regrets:** Scott Harris, Communications  
Dimitra Lamprinaki, VP Communications

**Absent:** MD Monirujaman, VP Finance

**1. Call to Order**

The meeting was called to order at 1:06 PM.

**2. Approval of Agenda**

MOTION: To approve the agenda for July 19 <sup>th</sup> , 2022 Lyndsey/Priyanka	CARRIED
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**3. Approval of Minutes**

MOTION: To approve the minutes, from June 17 <sup>th</sup> , 2022 Lyndsey/Priyanka	CARRIED
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**4. Member Appointment**

MOTION: To appoint Jorge Palacios Moreno as a Member-at-Large Sanaz/Saeidreza	CARRIED
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**5. Director of Operations / Labour Relations Officer Report (Joy Correia & Terry Sway)**

**5.1. PDFA Implementation of Bill 32; Requirement on Core/Non-Core Dues**

Qutuba has signed the letter to implement the Bill32 requirements. The PDFA has determined that all activities are core. This letter will be submitted by Joy.

On August 25<sup>th</sup>, 2022 dues will start to be paid by PDFA members. This will be remitted to the PDFA twice a month.

The PDFA will also now receive a Payroll report twice a month from the U of A

**5.2. LRO Updates:**

There has been a 4th review of the new Collective Agreement. The agreement is at a point of approval. The PDFA will

discuss on August 1st, 2022 if they would like physical copies of the new Collective Agreement.

## **6. Communications Strategist Report** (presented by Joy in Scott's absence)

### **6.1. PDFA AGM and Election Timeline**

The AGM will be held on August 25<sup>th</sup>, 2022 at 12:00 pm.

Leyla Baghersad has been named the CRO for elections. The timeline for the election process is as follows:

- September 6: Deadline for nominations
- September 9: Deadline for nominees to submit biographical information and campaign statements
- September 12: Deadline for nominees to confirm position being sought
- September 19: Campaign period opens
- September 26: Voting period opens
- October 2: Voting period closes

## **7. Presidents Report** (Qutuba Karwi)

### **7.1. NASA Contract**

The contract is still under discussion and will be presented to the PDFA upon completion.

### **7.2. ASSUA Update**

Qutuba will be setting up a meeting date between the PDFA and ASSUA.

### **7.3. U of A Faculty Club Meeting Update**

Qutuba, Sanaz, and Dimitra met with Executive members of the University Club. The club will soon only be accessible to those who have a membership. The PDFA will discuss whether or not they will pay one lump sum to provide access to their members or have a discounted set price that can be paid by members individually.

### **7.4. Onboarding Sources**

Onboarding sources for new PDF's was discussed in a separate meeting with the PDFO lead, Jason Acker. The following are resources that the PDFA would like to be provided for new PDFs in the future.

- An orientation process to better acquaint new PDF's on how to properly navigate the U of A.
- A page on the PDFA website that would be provided during orientation with information on housing, care rentals, services, etc.
- A page on the PDFA website with information on Health Spending accounts (Collective Agreement)

### **7.5. Dimitra**

- Dimitra will be leaving the PDFA in November.

### **7.6. Letter to the U of A to Collect Dues (DOO Update)**

Please see the Director of Operations Report (5.1)

## **8. VP Internal Report** (Sanaz Hatami)

### **8.1. Research Day**

This has been mostly completed. There are a few bookings for speakers that the events committee is waiting on a

response from.

**9. VP External Report (Jeffery Zielinski)**

**9.1. BBQ**

The PDFA BBQ went over well. Members stated that they would like more events to be provided to them, as well as more ways to communicate with other PDF's. A WhatsApp group has now been created for those who would like to participate.

**10. VP Communications Report (Dimitra Lamprinaki)**

**10.1. Postdoc Appreciation Week/Research Day**

Dimitra has reached out to speakers for the Appreciation Week/Research Day events. She is awaiting responses and will be following up as well. Dimitra will be arranging an external meeting with the Appreciation Week/ Research Day committee to discuss reaching out to more speakers.

**11. VP Finance Report (Md Monirujjama): Absent**

**12. VP Operations Report (Priyanka Mittapelly) – There were no updates**

**13. Member-at-Large Report (Lindsey Hahn & Saeidreza Radpour)**

Lindsey will be attending a Strategic Planning Retreat with the Student Experience, and Research board in September.

Saeidreza has asked that there be a second PDFA member to be an alternative to him if he is unable to attend Health & Safety meetings. Sanaz has volunteered to be the second on this.

**14. Other Business**

**14.1. Honoraria**

The executive members have decided to provide an honorarium of \$200 per month to those who sit on the board.

VOTE: To provide a \$200/ month Honoraium to Members of the PDFA Executive Board 5/7 Votes in Favor	CARRIED
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**15. In-Camera**

**16. Adjournment**

The meeting was adjourned at 2:18 pm.

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Qutuba Karwi, President & Chair

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Kayanna Reff, Administrative Office Assistant