

**PDFA Executive Council Meeting
August 11th, 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
MD Monirujjaman, VP Finance
Dimitra Lamprinaki, VP Communications

Staff: Terry Sway, Labour Relations Officer
Kayanna Reff, Administrative Office Assistant
Joy Correia, Director of Operations
Scott Harris, Communications
David Mason, Bookkeeper

Guests:

Regrets: Jorge Palacios Moreno, Member-at-Large

Absent:

1. Call to Order

The meeting was called to order at 11:05 AM.

2. Land Acknowledgment

3. Approval of Agenda

MOTION: To approve the agenda for August 11 th , 2022 Sanaz/Dimitra	CARRIED
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4. Approval of Minutes

MOTION: To approve the minutes, from July 19 th , 2022 Jeffery/Dimitra	CARRIED
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5. President's Report (Qutuba Karwi)

5.1. NASA Contract

The NASA contract has been finalized and approved. It will now be in place until the end of the year. This may be extended if the PDFA wishes to continue working with NASA.

5.2. LRO Meeting

The PDFA had its first meeting with the University to discuss its inclusion of Guests & Trainees in the Collective Agreement.

5.3. Health Insurance & Meeting with GSA

Priyanka, Md & Qutuba will be meeting with the GSA to discuss Health Insurance for Postdocs. This was discussed in more detail in the Labour Relations Officer Report

5.4. VP of Communication

Dimitra will be leaving the Executive Board in October and replaced by Lyndsey Hahn, Member-at-Large.

5.5. University Club Offer

The PDFA hopes to provide free memberships for the University Club to PDFA members. This will be discussed in a meeting with the University Club Executive Board before the end of August.

The PDFA has discussed advertising for the University Club in their Newsletter to help offset the cost of the membership.

5.6. AGM VP Presentations

It has been requested that all executive board members create their own slides for the AGM presentation on August 25th, 2022. Slides must be forwarded to Kayanna no later than the 23rd of August, 2022.

Md will be meeting with Kayanna and Joy to discuss the PDFA budget and how to present it.

5.7. PAW & RD Week

5.8. Dues from PDF Trainees & Guests – How to Do It?

Dues will be collected from Trainees and Guests on a quarterly basis. This will be a total of \$100 four times per year, adding up to a total of \$400 per year.

MOTION: To collect Quarterly dues from Trainees & Guests Sanaz/Saeidreza	CARRIED
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David Mason, Bookkeeper (NASA) has suggested that this is collected via a TD bank pre-authorized Debit Account. Md will look into this and inform the Executive Board of his findings in the next meeting.

**Re-evaluation of dues to be done at the beginning of next year*

5.9. Cc Joy on PDF Communication

Joy has asked that she is cc'd on all communication/requests between the PDFA and NASA to track the administrative demands of staff at NASA.

5.10. U of M Meeting

6. VP Internal Report (Sanaz Hatami)

6.1. Travel Award

The PDFA will be offering the Travel Award again and aim to offer it twice per year Spring/Summer and Fall/Winter (mid-

September deadline for submission and a winner announcement by or on October 15th.

The award will now be increased from \$300 to \$500 per winner.

7. VP External Report (Jeffery Zielinski) – There were no updates

8. VP Communication Report (Dimitra Lamprinaki)

8.1. Appreciation Week/Research Day

8.1.1. Venue for Social Event

Dimitra has proposed that the Social Event at the end of the Appreciation Week/Research Day be hosted at the University Club. This will be discussed during the meeting with the University Clubs Executive Board.

8.1.2. Budget

Dimitra, Sanaz & Priyanka will provide a budget to Md for the Appreciation Week/Research Day Events.

9. VP Finance Report (Md Monirujjama)

9.1. Savings Account

(was not discussed, will be added to the next meeting agenda)

9.2. PDFa Insurance

(was not discussed, will be added to the next meeting agenda)

9.3. PDFa Executives Honorarium

(was not discussed, will be added to the next meeting agenda)

9.4. Auditing Policy

(was not discussed, will be added to the next meeting agenda)

10. VP Operations Report (Priyanka Mittapelly)

10.1. Honoraria Policy

The honoraria policy was reviewed by both Qutuba and Lyndsey. They have approved this document and it will be added to the AGM package.

11. Member-at-Large Reports (Lindsey Hahn, Saeidreza Radpour & Jorge Palacios Moreno) – There were no Updates

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

12.1. AGM

Kayanna and Joy will meet with Md to discuss the budget presentation for the AGM.

13. Communication Strategist Report (Scott Harris)

Scott has added new menu items to the PDFa website.

14. Other Business

15. In Camera

16. Adjournment

The meeting was adjourned at 1:00 pm.

Qutuba Karwi, President & Chair

Kayanna Reff, Administrative Office Assistant