

**PDFA Executive Council Meeting
September 15th, 2022
Teleconference Meeting**

Present: Qutuba Karwi, President
Jeffery Zielinski, VP External
Priyanka Mittapelly, VP Operations
Lyndsey Hahn, Member-at-Large
Jorge Palacios Moreno, Member-at-Large
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

Guests:

Regrets: Sanaz Hatami, VP Internal

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 Lyndsey/Dimitra	CARRIED
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4. Approval of Minutes

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

5.1. University Club

Qutuba, Dimitra & Sanaz met with contacts at the University Club on September 14th, 2022 to discuss the hosting of PDFA members, as well as inquire about specialty dietary options for members (i.e., Vegetarian, Halal, Kosher, etc.)

5.2. Meeting w/ Shelley Decker

Qutuba met with Shelley Decker from the President's Office to request a recorded video for the opening of the PDF Appreciation Week/Research Day. The President's Office will also delegate a person from their office to attend the opening day and say a few words.

5.3. GSA Health Insurance

(Information provided in Labour Relations Report 12.2)

5.4. PDF-Specific Boarding Resources

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

5.5. PDF Bank Account – E-Transfer

Qutuba, Md & Sanaz attended a meeting with TD bank to discuss opening an E-Transfer bank account for dues collection.

5.6. Zoom Account

NASA will purchase and set up a Zoom account for the PDFA. The cost of the Zoom account will be invoiced to the PDFA from NASA.

5.7. Presenting to the Board Learning, Research, and Student Committee (September 26th, 2022)

The PDFA was asked to present to the LRSC Board on September 26th, 2022, but were unable to, as it was such short notice. Lyndsey Hahn sits on this board.

5.8. List of Trainees & Guests

Qutuba and Terry were to have a meeting with the University of Alberta regarding receiving a list of all PDF Trainees & Guests. This meeting was canceled. The PDFA has decided that if an agreement to provide a list of Trainees & Guests is not made soon, they may pursue board action.

5.9. Replacing Saeidreza Radpour on the University of Alberta Joint Work Site Health & Safety Committee

The board has agreed that Jorge Palacios Moreno will replace Saeidreza Radpour on the JHSC going forward.

MOTION: To appoint Jorge as New JHSC Representative on the PDFA Jeffery/Priyanka	CARRIED
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6. VP Internal Report (Sanaz Hatami) - No report—Absent

7. VP External Report (Jeffery Zielinski)

The VP External continues to have meetings regarding Bill 17 and Member Education Campaigns.

8. VP Communication Report (Dimitra Lamprinaki)

Dimitra continues to work closely with Sanaz, Priyanka, and Lyndsey to finalize plans for the Appreciation Week/ Research day that starts on September 26th, 2022.

9. VP Finance Report (Md Monirujjama)

9.1. Savings account

Md, Qutuba & Sanaz attended a meeting with TD Financial to open a Savings Account to start collecting dues from Post-Doctoral Trainees and Guests. They have also set up an eTransfer account.

9.2. Honorarium

MOTION: To distribute 10% of the Honorarium from 2021/22 (until September 30 th) to all the board members. Md/Qutuba	CARRIED
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9.3. Auditing Policy

Md has proposed that an auditing policy be put into place. An internal Audit must be done before the AGM by two external parties who are elected by the board. The two parties will then create an audit report that will be shared during the AGM.

10. VP Operations Report (Priyanka Mittapelly)

10.1. GFC

Priyanka will attend the General Facilities Council meeting next week and report back at the next PDFA Executive Council meeting.

10.2. PDF Onboarding Program

Priyanka, Jorge, and Sanaz met with Diana Davis last week to discuss what changes need to be made for the PDF onboarding program.

11. Member-at-Large Reports (Lyndsey Hahn & Jorge Palacios Moreno)

11.1. Lyndsey Hahn

Lyndsey has been helping with the Appreciation Week/Research Day event. And, she met with the Learning, Research, and Student Committee board at Augustana.

11.2. Jorge Palacios Moreno

Jorge was approached by a research student from the Faculty of Rehabilitation Medicine to request a Post Doc to speak at their Tuesday Talk monthly events.

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

12.1. Joy Correia – No Updates

12.2. Terry Sway – No Updates

13. Communication Strategist Report (Scott Harris)

Scott will be setting up the election for VP Communications in election runner. Voting opens September 26th, 2022 and closes October 2nd, 2022.

14. Other Business

15. In Camera

16. Adjournment

The meeting was adjourned at 1:10 pm.

Qutuba Karwi, President & Chair

Kayanna Reff, Administrative Office Assistant