

**PDFA Executive Council Meeting
October 13th, 2022
Teleconference Meeting**

Present: Qutuba Karwi, President
Jeffery Zielinski, VP External
Priyanka Mittapelly, VP of Operations
Lyndsey Hahn, VP of Communications
Jorge Palacios Moreno, Member-at-Large
MD Monirujjaman, VP Finance
Sanaz Hatami, VP Internal

Staff: Terry Sway, Labour Relations Officer
Kayanna Reff, Administrative Office Assistant
Scott Harris, Communications

Guests: Dr. Renee Polziehn
AKM Shahid Ullah

Regrets: Joy Correia, Director of Operations

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 October 13 th , 2022 Sanaz/Lyndsey	CARRIED
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4. Approval of Minutes

MOTION: To approve the minutes, from September 15 th , 2022 Lyndsey/Jorge	CARRIED
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5. Dr. Renee Polziehn

A discussion was had regarding helping to improve the training environment for post-docs when they arrive on campus, and how often an onboarding should be provided throughout the year.

6. President's Report (Qutuba Karwi)

6.1. New Member Appointment

MOTION: To appoint AKM Shahid Ullah as a Member-at-Large Jeffery/Sanaz	CARRIED
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6.2. University Club

The Executive Board will be meeting with the University Club in early November to discuss menus and member access.

6.3. Meeting with the Board Chair of Human Resources and Compensation

The chair of Human Resources and Compensation has requested a meeting with the PDFA at Good Earth Café on November 2nd, 2022, from 10-11 am. This will be to discuss any Human Resources concerns that the PDFA has

regarding its membership. Qutuba has also asked that another member of the Executive Board would represent the PDFA in a future meeting with the Human Resources and Compensation board on November 29th, 2022. He will help this person put together a presentation to bring forward any concerns the PDFA has for its membership.

7. VP Internal Report (Sanaz Hatami)

7.1. Post-Doc Appreciation Week & Research Day

Everything went very smoothly, and the feedback was very positive. In the future, the PDFA would like to advertise more for these events, as attendance was lower than anticipated.

7.2. ETS Bus Pass Discount for Pos-Docs

Sanaz has brought forward that she would like to focus on potentially providing the post-docs with a discounted ETS transit pass.

7.3. Travel Awards

Sanaz will provide templates for emails and target times to circulate the call for the upcoming Travel Awards.

8. VP External Report (Jeffery Zielinski)

8.1. Email & Website

Jeffery will research new providers for the email and website, as well as request demos.

8.2. PSAC

Jeffery continues to set up meetings with other organizations represented by PSAC to determine their level of service.

9. VP Communication Report (Lyndsey Hahn)

9.1. Post-Doc Appreciation Week & Research Day

Lyndsey received additional feedback from Dimitra that stated that faculty members would like to be included in the Research Day and Appreciation Week events. Another piece of feedback was to have an ongoing Zoom link for events as opposed to different Zoom links for each event.

10. VP Finance Report (Md Monirujjama) – Absent

11. VP Operations Report (Priyanka Mittapelly)

11.1. Post-Doc Appreciation Week & Research Day

Reiteration of point 9.1.

12. Member-at-Large Reports (Jorge Palacios Moreno)

12.1. Jorge Palacios Moreno

Jorge will be attending the next joint Health & Safety Committee meeting on November 18th, 2022. and will update the board members with any information that needs to be shared in an upcoming Executive Meeting.

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

13.1. Joy Correia – No Updates

13.2. Terry Sway

13.2.1. Joint Health & Safety Committee

Terry has shared that the Joint Health & Safety committee has decided to no longer have Fire Wardens on campus.

13.2.2. Letter of Understanding

The second meeting with the employer regarding the PDFA's Letter of Understanding was had. The inclusion of Guests & Trainees within the Collective Agreement was discussed, and numbers for how many post-docs are labeled as Trainees or Guests were provided.

The employer has agreed to review the current Collective agreement to determine if the inclusion of the Trainees and Guests might be something that could happen.

14. Communication Strategist Report (Scott Harris)

14.1. Website Updates

Scott has updated the Board page on the website to reflect the election results.

15. Other Business

16. In Camera

17. Adjournment

The meeting was adjourned at 1:12 pm.

Qutuba Karwi, President & Chair

Kayanna Reff, Administrative Office Assistant