

**PDFA Executive Council Meeting
December 12th, 2022
Teleconference Meeting**

- Present:** Qutuba Karwi, President
Priyanka Mittapelly, VP of Operations
MD Monirujjaman, VP Finance
Sanaz Hatami, VP Internal
AKM Shahid Ullah, Member-at-Large
Priyanka Mittapelly, VP of Operations
- Staff:** Terry Sway, Labour Relations Officer
Joy Correia, Director of Operations
Kayanna Reff, Administrative Office Assistant
Scott Harris, Communications
- Regrets:** Lyndsey Hahn, VP of Communications
- Absent:** Jorge Palacios Moreno, Member-at-Large
Jeffery Zielinski, VP External

1. Call to Order

The meeting was called to order at 11:15 AM.

2. Land Acknowledgment

3. Approval of Agenda

Could not approve – Lack of Quorum

4. Approval of Minutes

Could not approve – Lack of Quorum

5. President's Report (Qutuba Karwi)

5.1. PDFA & NASA

The PDFA has signed a one-year contract with NASA. This will take effect on January 1st, 2023, and will be in effect until December 31st, 2023. The same terms and conditions of the last contract have been carried forward.

5.2. University Club

The PDFA has agreed to purchase memberships for all PDFA members to attend the University Club for 1 year. This will cost \$500 to cover this blanket membership.

5.3. FGSR

Qutuba met with the new Dean of FGSR. They would like to set up a meeting between the PDFA and FGSR to further discuss important topics such as helping with sponsorships.

5.4. Social Events

The PDFA has discussed sponsoring more events for active members. They will send out a poll asking members what kind of events they would be interested in attending.

5.5. Sunlife

The PDFA members will have a change in their benefits, Qutuba has asked that Scott send a reminder to all Members in the next PDFA update newsletter.

6. VP Internal Report (Sanaz Hatami)

6.1. Travel Award

The Travel Award committee is currently waiting to see the number of applications that come in. This will determine whether they put an extension on the deadline for applications. The application will now include Proof of Participation i.e. a letter from PI to confirm attendance.

6.2. Grants

A suggestion to have the PDFA contribute some money to grants has come up. This will help get the PDFA's name out and gain recognition.

7. VP External Report (Jeffery Zielinski) - No Updates

8. VP Finance Report (Md Monirujjama)

8.1. Dues

Dues will be collected from Trainees & Guests going forward. MD will forward a draft to Joy & Terry of the language that will be sent to these individuals to inform them of this change.

8.2. Honorarium

The Honorarium will be distributed to Executive Board members on a quarterly basis (every 3 months).

9. VP Operations Report (Priyanka Mittapelly)

9.1. Hexy Digital

Priyanka met with Hexy Digital and gave feedback on the University's Research and Innovation Website

9.2. PDFA Logo Competition

Priyanka reported that there were no submissions for the PDFA logo competition. She suggested that competitions should include graduate students and offer incentives to receive more responses from members.

10. VP Communication Report (Lyndsey Hahn) – No Updates

10.1. December 6th

Lyndsey and Sanaz represented the PDFA at the National Day of Remembrance & Action on Violence Against Women.

10.2. Travel Awards

Lyndsey completed the travel award application and call for judges application with Sanaz and Priyanka. This was shared on social media and through the PDFA newsletter. There were 6 Summer/Fall 2022 applications and 1 Winter/Spring application.

11. Member-at-Large Reports (Jorge Palacios Moreno & AKM Shahid Ullah) – No Updates

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

12.1. Trainees & Guests

Trainees & Guests will not be included in the current collective agreement. Since the time frame for a hearing regarding adding Trainees & Guests to the current collective agreement may take upwards of 6 months, The PDFA has decided to discuss this with the employer more thoroughly during the next bargaining meetings.

13. Communication Strategist Report (Scott Harris) – No Updates

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