

**PDFA Executive Council Meeting
January 19th, 2023
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
Lyndsey Hahn, VP of Communications
Jeffery Zielinski, VP External

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

Regrets: Jorge Palacios Moreno, Member-at-Large
Joy Correia, Director of Operations

1. Call to Order

The meeting was called to order at 11:02 AM.

2. Land Acknowledgment

3. Approval of Agenda

MOTION: To approve the agenda for January 19 th , 2023 MD/Lyndsey	CARRIED
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4. Approval of Minutes

MOTION: To approve the agenda for November 17 th , 2022 MD/Sanaz	CARRIED
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MOTION: To approve the agenda for December 12 th , 2022 Lyndsey/Sanaz	CARRIED
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5. President's Report (Qutuba Karwi)

5.1. Digital Wayfinding/Interactive Media

The PDFA has been asked to attend a working meeting for Digital Wayfinding/Interactive Media on campus. Qutuba has attended one meeting and has asked other members to attend as well.

5.2. Pandemic Response Meeting

Qutuba has attended a Pandemic Response meeting for the University. This meeting provides information on how the University has responded and continues to respond to the pandemic.

5.3. University Club

The PDFA is still awaiting a response from the University Club Executives on their decision to provide a blanket membership for the University Club to the members of the PDFA.

5.4. EDI Meetings

Qutuba attended the EDI meeting on January 18th, 2023. Going forward, Priyanka will attend EDI sessions.

5.5. PDFA Working Group List

Qutuba has asked that the members of the PDFA Executive board update the working group list on the drive.

6. VP Internal Report (Sanaz Hatami)

6.1. Travel Award

Travel award winners will be announced at the end of March. Sanaz, Lyndsey, and Priyanka will meet independently to decide if this deadline needs to be extended.

6.2. Grants

Sanaz has proposed that the PDFA contribute to the MedStar Award. The objective of this award is to recognize the excellence of research done by graduate students (MSc, PhD, and MD/PhD) in the Faculty of Medicine & Dentistry (FoMD) at the University of Alberta.

7. VP External Report (Jeffery Zielinski)

7.1. Social Events

Jeffery will be looking into a potential skating event for members at Victoria Park.

7.2. PSAC

Jeffery will be arranging a meeting with PSAC and the PDFA

7.3. Web Hosting Canada

Jeffery has continued to research different web hosting options and will be setting up a meeting between Web Hosting Canada and the PDFA

8. VP Finance Report (Md Monirujjama)

8.1. Dues

The PDFA has only received 3 payments from Guests and Trainees since the request for payment of dues went out. MD will send a follow-up/reminder on January 25th and 26th to those who have not yet paid dues.

9. VP Operations Report (Priyanka Mittapelly)

9.1. Social Event

Priyanka received responses from PDFA members regarding their choice for social events. However, she will be creating and distributing a Google Form poll in the next newsletter to generate more responses.

9.2. PDFA Logo Competition

Kayanna (NASA) has submitted two logos for consideration. It was proposed by Priyanka that we have the members vote on which logo they would like.

10. VP Communication Report (Lyndsey Hahn)

10.1. PDF Digest

It was brought to Lyndsey's attention that the only grants listed in the PDF Digest were those that could be awarded to Graduate Students only. This feedback will be brought to Renee Polziehn's attention to keep in mind.

10.2. Travel Awards

Lyndsey continues to help with the Travel awards. She, Priyanka, and Sanaz will meet to discuss a potential extension to the deadline.

11. Member-at-Large Reports (Jorge Palacios Moreno & AKM Shahid Ullah)

11.1. Jorge Palacios Moreno – Regrets (Presented by Qutuba)

- Jorge participated in the University Research and Innovation Website survey on December 13th, 2022
- Jorge has volunteered to be a Judge for the Travel Awards.

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

12.1. Trainees & Guests

The university has agreed to provide a monthly list of Trainees & Guests on a monthly basis to a secure drive folder on a monthly basis.

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

14. Other Business

15. In Camera

16. Adjournment

The meeting was adjourned at 1:04 pm.



Qutuba Karwi, President & Chair



Kayanna Reff, Administrative Office Assistant