

**PDFA Executive Council Meeting
March 16th, 2023
Teleconference Meeting**

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

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

Regrets:

Absent: Jorge Palacios Moreno

1. Call to Order

The meeting was called to order at 11:10 AM.

2. Land Acknowledgment

3. Approval of Agenda

4.

MOTION: To approve the agenda for March 16 th , 2023 Sanaz/Jeffery

CARRIED

5. Approval of Minutes

MOTION: To approve the minutes for February 10 th , 2023 Lyndsey/Shahid
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CARRIED

6. Communication Strategist Report (Scott Harris)

6.1. Scott has updated the events area on the website (Skating event & Dinner).

6.2. The MailChimp subscription has been updated to a paid plan.

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

7.1. Sunlife Benefit Change

Terry has put together a statement to be placed in the next newsletter regarding the switchover to Sunlife Insurance. He has asked that employees reach out to Shared Services if they are having trouble accessing their benefits prior to reaching out to him.

7.2. Post Doctoral Fellow Title

Terry brought forward a complaint by an employee regarding the title of 'Fellow' for all postdocs. They would like to see the title changed to 'Scholars' or 'Researchers', as Fellows has a masculine connotation. This will be discussed further in the April 14th meeting.

8. VP External Report (Jeffery Zielinski)

8.1. Web Design

Jeffery is still investigating potential web design/hosting solutions for the PDFA. The potential of having a member design the PDFA website has been brought up again. This will be discussed further at the next meeting.

8.2. Social Events

Jeffery gave a debrief on the social events that were hosted by the PDFA in February. The skating event came in under budget and was well received. The dinner event went well. However, they did run out of food for the 100 people that attended the event.

9. VP Operations Report (Priyanka Mittapelly)

Priyanka has informed the committee that her contract as a postdoc will be ending in March 2024, and she will also step down from her position as VP operations and she will continue at UofA under a different title.

10. VP Internal Report (Sanaz Hatami)

10.1. Travel Award

The 2023 Travel Award submission deadline is the end of March. This is for the first half of 2023. There are currently 17 applications.

10.2. Awards

Sanaz is looking into the current criteria for awards. She would like to see what their general approach is to

10.3. Member Discounts and Benefits

Sanaz has suggested that Member Discounts and Benefits be reiterated and highlighted in the newsletter. Some members are unaware that they have Discounts and Benefits available to them, and placing this in the newsletter will help remind and/or inform them that they do.

11. VP Communication Report (Lyndsey Hahn)

11.1. Sunlife Benefits

Lyndsey has reiterated that the Sunlife Benefit change is now in effect. See section 6.1. for more details.

12. VP Finance Report (Md Monirujjama)

12.1. Updated Member List

An updated member list will be created by Kayanna every pay cycle. This will include separate tabs for Trainees and Guests and a tab with all members combined.

12.2. Travel Awards

Travel Award Cheques were delivered to the NASA office by Shahid. These were sent out to the Travel Award winners by Kayanna.

12.3. Dues

Qutuba or MD will be reaching out to Trainees and Guests who have not yet paid their dues.

13. President's Report (Qutuba Karwi)

13.1. Meeting with Vice Provost of FGSR

Qutuba met with the Vice Provost and acting dean of FGSR, Dr. Roger Epp once again. He has informed Qutuba that there is now a Post Doctoral Office within the FGSR now. This new office comes with a brand-new director. Qutuba will be setting up a meeting with the Vice Provost and the new Postdoc Office director in the near future.

13.2. Onboarding Event

Qutuba, Terry, Priyanka, and Jeffery will be attending the Onboarding Event that will be put on by FGSR. They will debrief on this at the next executive meeting. This will be held on March 22nd, 2023.

13.3. Misconduct

Qutuba would like to bring forward a discussion of misconduct within the University. He would like to come up with ways to potentially fix complaints that come forward before they become claims.

13.4. Letter of Understanding

Qutuba, Terry, Joy & Sanaz had a meeting to discuss the current letter of understanding. The conclusion that they reached was that the cost of going to the Labour Board and potentially starting the process is currently unknown and a conclusion

date is also unknown. Because of this, the decision not to move forward at this time, but to raise the issue in the upcoming collective agreement and bargaining meetings.

13.5. Canadian Association of Postdoctoral Scholars (CAPS)

Qutuba received an email last month from CAPS that was circulated to the board. This was a request for a member-at-large to present at their monthly meeting.

Qutuba has suggested that this position be advertised in the next newsletter. This will allow a PDFFA member to attend CAPS meetings as a PDFFA representative. They will periodically update the PDFFA executive board on updates from CAPS.

13.6. Member-at-Large

There is currently another spot for Member-at-Large on the committee, and Qutuba has suggested that this be advertised in the next newsletter.

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

15. Other Business

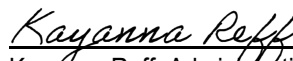
16. In Camera

17. Adjournment

The meeting was adjourned at 12:49 pm.



Qutuba Karwi, President & Chair



Kayanna Reff, Administrative Office Assistant