

**PDFA Executive Council Meeting  
April 14th, 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

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

**Regrets:** Sanaz Hatami, VP Internal  
Scott Harris, Communications

**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.

<b>MOTION:</b> To approve the agenda for April 14 <sup>th</sup> , 2023 MD/Lindsey	<b>CARRIED</b>
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**5. Approval of Minutes**

<b>MOTION:</b> To approve the minutes for March 16 <sup>th</sup> , 2023 Priyanka/Lindsey	<b>CARRIED</b>
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**6. VP Finance Report (Md Monirujjama)**

**6.1. University Club Membership**

The university club membership is now official and paid for. The cost was \$525 and the account number is 200500.

**6.2. Trainees & Guests**

MD has sent emails to all Trainees & Guests to ask them for their dues. 38 Trainees & Guests have paid thus far.

Moving forward, emails requesting dues from members will be sent via the PDFA email to ensure that members know that the email is legitimate.

**6.3. Travel Awards**

MD suggested that the Travel award for in-person be changed from \$500 to \$750 and leave the online award at \$300. This will be revisited when the last set of travel awards is concluded.

**7. Communication Strategist Report (Scott Harris) – No Updates**

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

**9. VP Operations Report (Priyanka Mittapelly)**

**9.1. PDFA Logo**

The executive committee will re-review this via email and discuss this in a future meeting.

**9.2. ETS/ARC Card**

Priyanka has reached out to the ETS reps for the University of Alberta to discuss potential discounts on transit for Postdocs. She may set up an in-person meeting with them to discuss this further.

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

**10.1. Post Doctoral Fellow Title**

Terry has done some research regarding the potential need to change the title of Postdoctoral Fellows to a more gender-neutral equivalent. He has determined that the name itself does not need to change for the whole of the Postdoctoral

Fellows on campus. However, Postdocs can change their title to something more gender-neutral on their email signature if they wish. This will be presented as an option to members in the monthly newsletter.

**11. VP External Report (Jeffery Zielinski)**

**11.1. GSA Presentation**

Jeffery has been working on an information presentation with GSA. He has asked that all members of the committee review this presentation and send feedback prior to Monday, April 17<sup>th</sup>, 2023. He has sent this information via email.

**11.2. Website**

Jeffery and Shahid will be working together to research more providers for a potential website change.

**12. VP Internal Report (Sanaz Hatami)**

Sanaz will be leaving the PDFA by the end of the month. This will leave the VP Internal position vacant.

**13. VP Communication Report (Lyndsey Hahn)**

**13.1. Travel Awards**

Lyndsey and Priyanka continue to review Travel Award applications.

**14. President's Report (Qutuba Karwi)**

**14.1. Member-at-Large Applications**

The PDFA has received 3 member-at-large applications. Abdullah Mohiuddin, Olena Mykhailenko & Niloofar Pejman.

<b>MOTION:</b> To make Abdullah Mohiuddin, Olena Mykhailenko & Niloofar Pejman members-at-large Qutuba/Shahid (all in favour)	<b>CARRIED</b>
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**14.2. Meeting with FGSR Provost**

Qutuba met with the acting provost of the FGSR. They spoke on many topics regarding the PDFA membership.

The FGSR is currently trying to create workshops and seminars catered specifically to post-docs. Qutuba proposed sending a short survey to the membership to ask what kind of workshops/seminars they would be interested in. Qutuba has asked Lyndsey for help in producing this survey.

An idea that also came up would be to host mock interviews provided by individuals who already sit on a committee for select industries.

The PDFA was also invited to attend the FGSR review panel. This will happen at the end of April.

**14.3. Guests/Trainees**

The guest and trainee lists are regularly coming into the drive shared with the University. Kayanna will continue to put together full lists for the committee with this data.

**14.4. International Office**

The international office is hosting an event in the summer (June). They have asked postdocs to give seminars and presentations about their experience as postdocs. They are offering a small honorarium for this. Qutuba has asked that this be circulated to the members.

#### **14.5. Onboarding Event**

The onboarding event went well. Both Qutuba and Terry attended the event. Qutuba was able to recruit two of the individuals that applied for the member-at-large position from this event.

#### **15. Other Business**

#### **16. In Camera**

#### **17. Adjournment**

The meeting was adjourned at 12:49 pm.

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Qutuba Karwi, President & Chair

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Kayanna Reff, Administrative Office Assistant