



Postdoctoral Association at Western

PAW Executive Council Meeting

June 4th, 2019

4:00pm / Meeting Room, Grad Club

MINUTES

Attendance

| | | |
|-------------------|--|----------------|
| Kate Parham | President, Department of Microbiology and Immunology | X |
| Roberta Bgeginski | Vice-President Internal, Department of Kinesiology | <i>Regrets</i> |
| Stephen Tuffs | Vice-President External, Department of Microbiology and Immunology | X |
| Brijesh Kumar | Vice-President Communications, Department of Microbiology and Immunology | <i>Regrets</i> |
| Harvi Hart | Vice-President Finance, Department of Physical Therapy | X |
| Cassie Ellis | Secretary, Ivey Business School | <i>Regrets</i> |
| Mariya Goncheva | International Representative, Department of Microbiology and Immunology | X |

1. Ratification of the Minutes from the previous meeting

Passed with changes.

2. Ratification of the Agenda

Passed.

3. Announcements/Introduction of new members/Attendance

Nil.

4. New Orientation Update/Feedback (Kate/Steve)

- Postdoc orientation took place in IGAB, room 1N05, on Friday, May 31st:
- Approximately 30 people in attendance.
- Quick information sessions from the following people and areas around Western:
 - o Adam Craig – Wellness - 12:20 pm
 - o Ana Gonzalez Diaz – CTL – 12:40 pm



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- Taylor Pritchard – MITACS – 12:50 pm – *Postdocs were very interested in Mitacs funding opportunities.*
 - Nicola Geoghegan-Morphet–Research Ethics – 1:00 pm
 - Kate Parham and Stephen Tufts – PAW – 1:10 pm – *see below*
 - Jenn Baytor –Career Counselling – 1:20 pm – *Was mentioned that Alumni have access to life long career services and it was inferred that Postdocs have these benefits. As Postdocs aren't Alumni, need to **follow up** to see whether this is the case?*
 - Fabiana Tepedino – Western International – 1:30 pm – *A lot of what was mentioned did not seem to be relevant to Postdocs, perhaps could be tailored more to the Postdoc experience next time.*
 - PSAC Local – 1:40 pm – *did not show up*
- Doug Campbell from Writing Support center also gave a talk. Suggestion to start Postdoc writing groups. 2-3 hour blocks monthly (?) with free coffee, potentially facilitated by the writing support center. Mihaela and Doug to discuss. **PAW will follow up** as it seemed to be well received by the audience.
- *PAW Presentation:* The new Postdocs appeared to be engaged by PAW's presentation.
- We advertised available positions – Webmaster, Health and Wellness Rep and Arts and Culture Rep, there was some interest. Kate followed up with those who attended with a welcome email and the available positions in PAW and received two emails for the Webmaster position. This will be followed up in the next month.
 - Steve contacted Western Rec Center and organised a free One Day Membership for the Postdocs attending the Orientation. – 11 people signed up for this.

5. New Executive Transition (Kate)

Not a smooth transition. Kate has spent a lot of time emailing to try and get passwords, access to mailing lists, etc. Learning what she needs and is missing as she goes. Because of this she is putting together a document that will help the next transition move smoothly. As we have some new members on the executive, Kate will send out the constitutional requirements for each position (a week or so before the next meeting) and ask for each member of the executive to interpret what their role is based on their position. This information will also be added to the transition document.

6. Communication/Social Media (Kate)

- Using postdocs@uwo.ca.
 - This will be the account that will be used for all correspondence. Those who need access to this (VP-Comms, Secretary, etc) will be given the login details. This hopefully will allow PAW emails to be more recognisable as they are coming from the same place.
 - This account is also on our website and is advertised as our contact, so will need to be checked frequently. This should be done by the VP-Comms.
- Want to maintain email subject continuity. (e.g. PAW Meeting: Agenda, PAW Event: Coffee and conversation). Again, this will allow our emails to be recognised.



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- PAW email signature to be generated for the postdocs@uwo.ca email. Whoever on the executive is sending an email will sign off with their name, on behalf of PAW.
- When mailing lists should be used:
 - o paw2013 (all postdocs) - events, election announcements
 - o pawactive (postdocs who have signed up to be on this list, want to be active in PAW community) – Meeting announcements, meeting agendas and minutes
 - o pawexec (executive)– organisational, executive-specific matters.
- Social Media – twitter and facebook –
 - o Steve has taken on updating PAWs twitter page and is doing an excellent job – this is our main social media platform. Will look at whether we can have a buffer account so we can post to both twitter and facebook at the same time.
- Was discussed that core events have a visual email that can be edited with new details each time it is used. This allows our events to be easily recognised and grab attention.
- Website is not up to date. Google Calendar does not seem to be on the site anymore? Hopefully a new Webmaster can help with this.

7. Upcoming workshops (Kate/Steve)

- Need Events for July and August
 - o Effective communication (Harvi)
 - o Fellowship Application workshop (Mariya)
 - o Will contact Mihaela to see if she has suggestions or contacts for these.
- Mentoring – tentatively set for Oct 18 (Roberta)
- Managing difficult conversations – sometime during Postdoc Appreciation week. Need to talk to Mihaela (Kate)
- Photoshop for Research – There is a Youtube Tutorial Series could share with postdocs instead. Investigational stage.
- PAW will look to create a page on the website for online workshops and resources. (e.g.. MITACS)

8. Upcoming social events (Kate/Steve)

- Coffee and Conversation, June 6th, 10-11.30, IGAB IN07 - PAW members can attend. Will advertise in a more informal manner. Reminder email and tweet will be sent on Wed 5th.

9. Post Doc Appreciation Week (Kate/Steve)

We quickly discussed events for the upcoming Post Doc Appreciation Week (September 16th-20th)

- Sunday – Western Postdoc Team in Terry Fox Run (Kate)
- Friday – Pub crawl Downtown
- Induction and lunch (Mihaela)
- Wellness event
- Other potential events: family friendly events.
 - o Movie Night @UWO cinema. Could see if we could vote for film to be shown.
 - o Western observatory.

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10. International Postdoc Representative (Mariya)

- Summer BBQ will likely be held Friday 19th July at the Grad Club once its confirmed it doesn't clash with any cultural or religious holidays
- Mihaela would like to generate a short video to promote postdocs/use it as information for new international postdocs. Want to show PAW and the Western Postdoc experience. This will be a scripted video and produced with the Western Media Department. Email Mariya (mgonchev@uwo.ca) with ideas on what should or shouldn't be included. If they want members of PAW are welcome to participate.
- Start a blog on the PAW website, where the PAW executive can share their experience as international postdocs at Western, discuss their transition, introduce themselves and suggestions of what you would do differently or wish you had known. It can later be expanded to all Western postdocs as well.

11. New business/Open Forum

Nil.

12. Next PAW meeting – July 2nd 2019, 4pm, Grad Club Meeting Room