



PAW
Postdoctoral Association at Western

PAW Executive Council Meeting

August 6th, 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	X
Stephen Tuffs	Vice-President External, Department of Microbiology and Immunology	<i>regrets</i>
Harvi Hart	Vice-President Finance, Department of Physical Therapy	X
Cassie Ellis	Secretary, Ivey Business School	X
Mariya Goncheva	Vice-President Communications, Department of Microbiology and Immunology	<i>regrets</i>

1. Ratification of the Minutes from the previous meeting

- Roberta confirmed, nothing to add

2. Ratification of the Agenda

- Added wellness (#4)

3. Announcements/Introduction of new members/Attendance

- VP COMMUNICATIONS – Mariya, officially starts today
- Antoine Komprobst and Kristen (Wellness Rep) in attendance

4. Wellness email (Kristen)

- Asked for input on formatting on website and what information should be included
- Decided to include links and figures rather than attachment: Wellness@Western, Wellness Centre, The Wire, SOGS.
- Avoid too much information.
- Share/re-tweet Wellness Centre Facebook calendar

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- Introductory (first) email – include information on what you'll be offering in each email, request feedback
- Perhaps offer a Survey Monkey questionnaire to gather feedback after first Wellness email
- Kate will send Kristen an email re who to email

5. PAW Representatives (Roberta)

- Identify vacant roles
 - Culture and Arts Officer – open, announce during Appreciation Week
 - Graduate Education Council (GEC) - Kate
- Election for new VP Communications (on behalf of Mariya)
 - Did not go through formal election
 - From Mariya – *“I believe that in the role of VP communications, I can significantly help the executive committee with reaching as many of the Western postdocs as possible with news, events and important updates. Communication has been flagged as one of the areas we need to work on, and I am happy to take on that challenge. I have a number of ideas about streamlining and simplifying our email communication, so that more people are likely to read it. I would also like to re-vamp our Facebook pages, keep it updated with current information, and use it as additional means for getting more people interested in the events we organise. I would also like to start a new communication strategy, that highlights the accomplishments of postdocs from across Western, in an easy and accessible format. The Twitter PostDoc of the month Highlight has been brought up at previous meeting, and I am super excited to make that idea a reality. Overall, I believe that my outgoing personality and organisational skills will allow me to improve the communication side of PAW in the role of VP communications and get more postdocs to participate in events and/or PAW.”*

6. Upcoming workshops (Kate/Mariya)

- Mentoring October 18th
- Anything to add?
 - November idea? Having Difficult Conversations perhaps. Having a Faculty member come in? Lunchtime workshop. Cassie will inquire at Ivey. Also offered at Centre for Teaching and Learning (CTL). Should inquire within. Kate will send emails.
 - Intercultural Teaching Competence
 - Christmas breakfast – Mihaela

7. Summer BBQ Review (Kate)

- Feedback on lunch: the good and the bad
 - Food was good, very busy, well attended (almost 80 people)

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- Everyone seemed to enjoy themselves
- Only one PI in attendance
- Could be either outdoors or indoors
- Overall – successful
- Suggestions for next year
 - Add guest option to Qualtrics survey

8. Post Doc Appreciation Week (Steve)-(Kate on behalf of Steve)

- Discuss upcoming Post Doc Appreciation Week (Sep 16th-20th).
- Finalize program
- New Lunch and Networking session
 - SGPS won't pay for a meal-only. Mihaela organizing with PAW. Improve networking at conference.
- WSRC access, list, advertisement
 - Monday, Tuesday, Wednesday – free access to WSRC
 - If interested, email stuffs@uwo.ca to get access - Must check in at front desk
- AGM on Friday; how do we run one?
- Discuss advertising approach
 - Need Email to advertise
 - Facebook Events and Post
 - Twitter – one tweet for each event, include link for website
 - Website – share social media posts
- **Calendar:**
 - Sunday – Terry Fox Run
 - 5km walk/run
 - Kate is the Team Captain
 - Website is Active → this link is for postdocs at Western, to register as a part of our team fundraising page
 - Register at 9:30am, Event starts at Concrete Beach at 11am
 - Overseen by Terry Fox organizers
 - Family-friendly, dog-friendly, bicycle/rollerblade/stroller friendly, bring your PI, your labmates
 - Bring a bottle of water



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- Perhaps reward postdocs in attendance with complimentary movie tickets?
Steve looking into it.
- Need to promote
- Monday – Orientation
- Tuesday –
- Wednesday – Wellness Event (Yoga)
 - Kristen will run the class on UC Hill, book Atrium as back-up
 - Advertise to bring mat/towel and water bottle
 - Lunchtime Class: tentatively 12:10-12:50
 - Request Coffee/Tea after
 - Should guests be invited? Should they be allowed to participate?
- Thursday – Networking Lunch
 - Networking Workshop 2 hour – Ana Gonzalez (CTL) (30 minutes), Mihaela to invite another speaker (30 minutes), keep informal, drop-in event
 - Lunch included, first come basis
 - Need to get Qualtrics survey for lunch – ask Miheala (Roberta)
- Friday – AGM (Annual General Meeting)
 - Kate will investigate
 - 2:00-3:00pm
 - Formal meeting, review bilaws, must have at least 15 members present
 - All postdocs invited
 - No food will be offered
 - Pub Crawl social event
 - Will advertise list and order of pubs – Steve will be the contact (email stuffs@uwo.ca if interested in attending)

9. New business/Open Forum

- Coffee and Conversations
 - Will this start back up again in October
 - Need better advertising – Email, Facebook, Twitter, something captivating with Date/Time and artwork
 - Too much food, just offer coffee/tea, and a box of cookies, do not need evnt catered
 - First Thursday of every month. Discussed alternating morning one month then afternoon next.



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- Let's discuss this in September's Meeting – will advertise and plan for October.

10. Next PAW meeting – September 3rd 2019, 4pm, IGAB 1N75*

- Add Halloween event in October to agenda: best costume, provide pizza, pumpkin carving