

Minutes for June 5th, 2015 Postdoctoral Society Executive Council Meeting

Attending: Rachel Hao, Mark Coletti, Jaroslav Jansky, Maneesha Mohan, and Christy Phillips

Discussions

Budget

- We have 483\$ left in our budget.
- Allotted 150\$ for non-perishable items for the picnic.
- Jaro needs 120\$ for the outreach and the writing group event. Separate receipts required for both. OPA staff suggested to purchase the items for the writer's group with their pcard.

Outreach

- Organized by Jaro at the Special Olympics event, State College.

Social events

1. Hiking

- Sridhar will be organizing hikes every Saturday starting 06/13/2015 (this Saturday). The notification will be send every week on Monday or Tuesday. The rides will be organized by Thursday.
- Event will be posted on Facebook and on the webpage.

2. Picnic for appreciation of outgoing Postdocs

- Decided to be on June 28th from 2 to 5 PM at the Sunset Park.
- OPA staff helped to book the pavilion at the Sunset park.
- Emails to be send out to all Postdocs with RSVP. Each postdoc need to indicate the number of accompanying people as well.
- Purchasing items for the event -
 - i. Non-perishable items required for the picnic will be purchased before June 10th, possibly form Walmart online. The items can be store at the OPA office.
 - ii. Discussed about buying ice cream coupons or gift cards – The purchasing department will not accept it.
 - iii. Decided to buy some items for games to be stored for future events as well.
 - iv. The perishable items for the event to be purchased just before the event or preordered from Panera or other private vendors. Rachel to call Dominoes first.
- OPA staff will print certificates for the Outgoing Postdoc committee members.
- Budget for Picnic clarified with the OPA staff.

Writers group

- More emails to be send out for advertising the event.
- Some supplies like thermoflasks, sugar, tea, coffee etc., decided to be purchased with this year's budget (separate receipt required for this purchase).

PSPS website

- Add Old Main photo to the website
- Bylaws need to be posted
- Add minutes to webpage (Under 'Resources' tab)

Office of Postdoctoral Affairs website

- The content related to PSPS needs to be changes and link to PSPS webpage needs to be included.
- OPA staff working on it. Mark and Christy will push the matter forward.

New committee members for PSPS

- Mark will be stepping down as Chair. Possible candidate are Jaroslav Jansky and Sridhar Radhakrishnan.
- Need to find replacement for other outgoing committee members for the post of Secretary and Treasurer. Possible candidate for the Treasurer position is Sridhar Radhakrishnan.
- Other candidates will be called for through email notification.

Next General meeting

- Mark suggested the next one in the Fall.

Summary of action items

- Hiking trip every Saturday, emails to Postdocs and posting on webpage- Sridhar and Christy
- Buying items for outreach and writing group – Jaro
- Sending out more email notifications for the writing group - Jaro
- Buying non-perishable items for the picnic – Rachel and Maneesha
- Buying games and fun items for the picnic – Christy
- Buying perishable items or preordering food for the picnic – Christy and Rachel
- Calling Dominoes to check for preordering - Rachel
- Sending email with RSVP for the picnic – Sridhar
- Posting bylaws, hike and picnic information on webpage – Christy
- Sending email for nominations for outgoing committee member positions - Mark