**Meeting Minutes**

October 6th, 2020

Zoom

Attendees: Brandon Bensel, PhD, Co-Chair

Michelle Kloc, PhD, Co-Chair

Kirsten Tracy, PhD, Secretary

Friederike Uhlig, PhD, Treasurer

Shana Adise, PhD, Webmaster

Chris Berger, PhD, Associate Dean for Postdoctoral Training

Erin Montgomery, Coordinator – Faculty Development & Graduate Education

1. Vote to approve September minutes:
	1. Include titles for attendees
	2. Minutes approved with changes
2. Updates from leadership (as appropriate)
	1. Dr. Chris Berger
	2. Dr. Kirk Dombrowski, Vice President of Research
		1. Brandon to forward COVID activity level email to listserv
3. Entrepreneurial pitching workshop recap
	1. Turnout was low but the workshop went well
		1. Zoom burnout?
	2. Suggest no new professional development events until grant workshop in spring
		1. Fewer events with better advertisement and hopefully improved turnout
			1. How to advertise beyond email?
				1. More word-of-mouth communication through personalized emails, in-person difficult during COVID
				2. Advertising through faculty or RAC, OVPR, Postdoc Office
				3. How do we build a sense of community and promote engagement?
4. Websites: extensive updates in communication to increase visibility and participation
	1. Better communication of postdoc resources
	2. Better communication of PDA activities
	3. Combine happy hour emails with monthly updates
		1. Michelle proposes summary bullet points of what we have been up to, what we have discussed
	4. How to drive website traffic?
		1. Shana suggests using Instagram to increase communication, could use this for our postdoc highlight
		2. Content creation
			1. Chris recommends talking to Michelle Bookless about improving visibility
				1. Invite Michelle Bookless to our next meeting
5. Fellowship workshop: early 2021
	1. Timing
		1. Brandon suggests having two separate 1 hour workshops, space a week apart
			1. 1 hour may not be enough time for the individual workshops
		2. Erin suggests becoming content drivers for this, record workshop that could be released upon request
	2. NIH Portion
		1. Chris will reach out to try to get a date
		2. How long would the workshop be? Content? How interactive? Is it OK to be recorded? If yes, how can recording be disseminated, freely available or on secure password protected site?
	3. Internal Portion
		1. Run with SPA
			1. How to make a budget
			2. How to submit your grant
			3. Include graduate students?
				1. yes
			4. Invite faculty as well with the emphasis that the sponsor statement and integration of this with the training plan is critical for a successful application
			5. Geralyn from OVPR was interested, SPA may just distribute videos
			6. Could be recorded via Zoom, creating content for the PDA website
6. Social Events
	1. Schedule October and November happy hours
		1. October 21st and November 18th
			1. Brandon will send out zoom links
		2. Who would like to host?
			1. October will be Michelle
			2. November: TBD
	2. Winter is looming
		1. Snowshoeing?
			1. Bolton again? Catamount Center, Waterbury Reservoir, Nebraska Notch, Hinesburg Town Forest?
			2. Best way to facilitate snowshoe rental if we go somewhere that doesn’t have rentals?
				1. People can rent from UVM Outdoor Club, OGE
			3. Do it during the week rather than weekend
			4. One in December and one in February
		2. Holiday gathering? Perhaps a holiday themed happy hour would be best to a
			1. Outdoor gathering or happy hour, not both
				1. December snowshoeing (themed?)
				2. Holiday bonfire could work if we have the space

Can anyone host an outdoor event?

1. New business
	1. Ideas, comments?
	2. Ideas for spring events – social and professional?
2. Old business
	1. Follow-up on first 2020 “Postdoc Spotlight”
		1. Alissa accepted nomination, will get blurb on website soon
		2. Try to do these quarterly
			1. Don’t necessarily need a timeframe, could do them as exciting things come up (article published, fellowship awarded, promotion, etc)
		3. Could also profile people who have recently moved on to their next career steps