



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

1. Ratification of the Minutes from the previous meeting

- Was not received; email error. Kate will investigate.
- Stephen liked the detail. Accepted.
- Need to send minutes to pawexec@uwo.ca and pawactive@uwo.ca

2. Ratification of the Agenda

- Passed.

3. Announcements/Introduction of new members/Attendance

- Welcome to Kristen Reilly (Geography) and Gina Martin (Geography)

4. New Executive Roles (Kate)

- Each member of the executive was asked to go over the PAW Constitution and By Laws (on our website) and will spend a few minutes presenting the responsibilities within their roles.
- Realized that role-clarification was required. Requested executives to determine what is expected of each person and their duties.



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- Kate (President)
 - Presides over PAW meetings and decisions
 - Will be present at meetings, ensure all duties are being fulfilled and satisfied, available to assist, will clarify role as Faculty Association representative, association with SOGS, helps organize events, speaks with Mihaela to ensure smooth operating with entrance of new postdocs
- Roberta (VP Internal)
 - Promote interests of PAW members internal to the University
 - Must keep lists up to date, evaluates memberships (e.g., impeachments)
 - Will act as President and Secretary if they are absent
 - Acts as office who signs off on financial transactions
 - Wants more energy! More active participation and attendance of postdocs at PAW meetings and events.
- Stephen (VP External)
 - Takes over President/VP Internal if incapacitated
 - Deal with queries external to university,
 - Representative at conferences related to postdocs (CAPS and NPA; will be following up with regards to a Canadian survey that postdocs should complete but need to look into finances and affiliations, Spring 2020)
 - Handling the Twitter account, managing Postdoc appreciation week as well
- Brijesh (VP communication)
 - Unable to continue in position after as of August 1; Open position. Hopes to still participate as active PAW member. No new members in July.
 - Thank you for your time, Brijesh.
 - Responsible for publicizing PAW events and announcements. Liaison role; not relevant anymore. Updates facebook and postdoc email account and calendar.
 - TO DO: Monthly PAW newsletter (1-2 pager). Discussed options to replace (blogs, series of posts on Twitter) e.g., achievements, postdoc of the month, highlight departments, publications, conferences. Decided on using Twitter. Will request this information be provided. Perhaps Mihaela could assist with providing list of postdocs in each department. Need 1 representative from each department to relay info to PAW to share news. Provide information to VP



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communications to share on Twitter. Monthly rotation. Create backlog of information.

- Kristen (Wellness Coordinator)
 - Wellness Newsletter, will include an attachment within an email
 - Will share Western's offerings (wellness at western posts updates every Monday morning) → discussed weekly emails, forward link through email. If weekly is too much, tell Kristen and we can change to biweekly or monthly.
- Cassie (Secretary)
 - Welcome!
 - Takes minutes, sends agenda

5. PAW Representatives (Roberta)

- Confirm the full name and departments of all representatives. As listed above.
- Identify vacant roles. Ask Roberta to send open positions:
 - List Open Roles: Culture and Arts Officer and Graduate Education Council (GEC) Representative
 - **VP Communication- Open as of August 1, 2019***
 - Internal Postdoc rep- Mariya
 - Mental Health- Kristen Reilly
 - Outreach Coordinator- Stephen. Clarify with VP External? Kat moved. Stephen seconds No objections. Passed.
 - Senate committee postdoc- Kate
 - Senate Observer- Roberta
 - VP Finance - Harvi
 - University Research Board rep- Roberta
 - Webmaster- Roberta and Mariam D
 - Graduate education council rep - needs clarification, open. Kate will investigate.

6. Website (Roberta)

- Website update
- Training and new Webmaster
 - So excited! Roberta has gone through the 2-hr training last week with Mariam. Updated in 2017- very user friendly.



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- Will keep website open and functional throughout update, i.e. photos, information, dates (PAW calendar), Twitter, Facebook, etc.
- Mariam and Roberta will continue to fix/update website each week: to date, have updated "Current Council" page.
- Asks for members to send Roberta or Mariam photographs to share what's happening with PAW, as well as links to other important websites
- Moving forward, training will not be provided (for person who will take over webmaster). Will need to ask prior webmaster for resources. Very user friendly.

7. Upcoming workshops (Kate/Steve)

- Managing difficult conversations Part II.
- Possibly during appreciation week but decided not ideal.
- October 18th – Mentoring.
- November (date TBD) - Managing difficult conversations.

8. Post Doc Appreciation Week (Steve)

- Discuss meeting with Mihaela about the upcoming Post Doc Appreciation Week (Sep 16th-20th).
- Outline of activities.
- Potential to organize a yoga event with Kristen, or advertise a Living Well at Western yoga class. Noon Hour on the Wednesday. Bring your own mat. Outdoor Yoga.
- Sunday Terry Fox Run - needs details from Kate. Update Plaque for PAW. Not updated since 2013 (annual stickers). Advertise as family-friendly.
- Monday- Orientation (for new postdocs, 11:30-1:30)
- Tuesday or Thursday- Film Night Cinema tickets.
- Wednesday- Wellness Event
- No workshop
- Friday- PubCrawl (follow John's format from previous years) and Indian Buffet (11:30-1:30 lunch)
- Requesting new ideas or suggestions. Perhaps more family-friendly or different activities.
- Organize and negotiate free-gym week. Cassie to send an email to Rec Centre (Michelle and Jenna) for Monday to Friday passes. Expect 20-30 people. Advertise discounted Rec Centre memberships and promote it.

9. New business/Open Forum

- Summer BBQ, Friday July 19th
 - Grad Club lunch 11:30-1:30, need to RSVP



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- Will receive an email from Mihaela shortly; PAW will be running lunch so execs need to be in attendance.
- Mariya will take-point and distribute email. Wants to encourage international attendance.
- Reschedule AGM in appreciation week, perhaps during Indian Buffet.
- PSAC Bargaining committee request to Kate. We agreed that we are associated with the University and cannot be associated with PSAC.
 - <https://www.psac610.ca/post/pda-bargaining-survey-input-town-hall-meeting>

10. Next PAW meeting – August 6th 2019, 4pm, Grad Club Meeting Room

- Stephen and Mariya away August meeting.

Motion to adjourn meeting – 5:12pm passed