



PAW
Postdoctoral Association at Western

PAW Executive Council Meeting

September 3, 2019

4:00pm / IGAB 1N75

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
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	X

1. Ratification of the Minutes from the previous meeting

- Passed

2. Ratification of the Agenda

- Passed

3. Announcements/ Introduction of new members/ Attendance

- No

4. PAW Representatives (Roberta)

- Identify vacant roles
 - Nothing to add; Culture and Arts Officer position still open if anyone is interested

5. Upcoming workshops (Kate)

- CTL (Karen Olsen) – Mentoring Workshop October 18th, lunch event ,1.5-2 hours
 - Meeting October 1st (Kate and Roberta with Karen) to confirm details
 - Need to start advertising during Postdoc Appreciation Week – Mariya
- November idea – Difficult Conversations



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- Perhaps explore a Panel idea, with a few faculty members university-wide
- Kate will explore with Mihaela
- Intercultural Teaching Competence
 - Mariya will send an email to postdocs when information is provided, through CTL
- Christmas breakfast – Mihaela
 - Kate will discuss with Mihaela

6. Post Doc Appreciation Week (Steve)

- Discuss upcoming Post Doc Appreciation Week (Sep 16th-20th)
 - So far 10 -12 participants signed up for the Pubcrawl, 10-12 for Yoga, 4 signed up for the Run
 - Kristen should advertise Terry Fox Run in next Weekly Wellness email
 - Discuss survey specifics with Mihaela
- Confirm agenda for Thursday's Lunch and Networking session: AGM
 - Starts at 1pm, lunch provided
 - AGM starting at 1:30
 - 15 minute break
 - Presenters start at 2pm, lasting ~60 minute presentation
 - Qualtrics survey for lunch – ask Miheala (Roberta)
 - Links provided on PAW website

7. Wellness Emails

- Feedback?
 - Links → rather than embedding in the jpeg, need to be outside of figure in order to select the text. Copy and Paste instead.
 - Look great! Concise! Good information!

8. Coffee and Conversations

- Confirm October 3rd start → advertise during orientation and in Wellness emails
 - Advertise 2 weeks before within Wellness, 1 week and 1 day before – Mariya will send email. Also advertise on Twitter and Facebook
- First Thursday of every month. Discussed alternating morning one month then afternoon next.
 - 3pm start → ask for feedback from participants
- Agree on advertising platform (e.g., Harvi had create a template)
 - Harvi will email template/figure to Mariya

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- Too much food, just offer coffee/tea, a box of cookies, do not need event catered
 - Costco – buy bulk: cookies and K-Cups, tea, creams and sugars
 - Kate will discuss with Mihaela
 - Donations accepted to help supplement costs associated with PAW events like these
 - Bakesale at Halloween event – Mariya, ask Mihalea if fundraising is permitted
 - Mariya and Steve will make initial purchase for first event
 - Advertise to “Bring Your Own Mug”
 - Book IGAB 1N75 – Kate will book

9. October Halloween Event

- Best costume, Pumpkin carving, Family-friendly
 - Provide pumpkins, carving tools, candy → inquire with Mihaela
 - Donation box
 - Provide pizza – order through GradClub And Candy Grahams
 - Kate has template for old advertising
- GradClub meeting room during week of Halloween (avoid Thursday 31st), starting at 5pm
 - Suggestion- **Tuesday October 29th**, have meeting first instead of November 5th meeting, meeting 4-5pm, party to follow at 5-7pm
 - Mariya to advertise – RSVP to Mariya or Kate ? for numbers

10. New business/Open Forum

- Thanksgiving Event – Mariya and Stephen hosted last year, Monday October 14th
 - Mariya will advertise
 - Mention during Orientation
 - Putluck style, bring a side dish, family friendly
- Postdoc Achievements on Twitter
 - Mariya is working with Mihaela on this. Will have a list compiled for next meeting.
- Stephen and Kate – bring elections forward in order to have replacements overlap term
 - Have this done during AGM
 - Need to edit constitution to revise and update this

11. Next PAW meeting – October 1st 2019, 4pm, Grad Club Meeting Room

- Harvi regrets