

Minutes of PDA Executive Committee Meeting University at Buffalo, December 5, 2007

Location: Cooke Hall 540, North Campus

Attendees: Dr. Marilyn Morris, Jessica Zhang, Janet Waterhouse, Silvia Brown and Juergen Bulitta.

The Executive Committee of the PDA met on Dec 5 and discussed the following topics:

1. Progress update:
 - 1) The second monthly coffee hour was held at the south campus on Nov 16th.
 - 2) Eunice Yuen has officially stepped down from the EC.
 - 3) Email to all postdocs will be sent on Wednesdays through postdocs@buffalo.edu. In the future, those emails will be sent out on Mondays.
2. Online survey:

The survey form has been finalized. A message announcing the survey will be sent out Monday, Dec 10th. The online survey will continue for one month. A number of prizes will be given to about 20% of the postdocs who provide their name and email address information on the survey form.
3. Holiday party:

EC members voted for the time and location of the holiday party. The final agreement was:

 - 1) It will be held on Dec 18th at the south lake village community building 6-9 pm.
 - 2) Food will be catered.
 - 3) Postdocs and their families are invited.
 - 4) Party invitation message will be sent out next Monday.
 - 5) We will ask postdocs to RSVP for this party by Friday, Dec 14th.
 - 6) Party planning
 - Jessica will make reservations for the South Lake Community Building, buy dessert and provide music.
 - Janet will write the party invitation message.
 - Juergen will order the food and buy drinks.
 - Silvia and Janet will buy party decoration materials.
4. The third coffee hour is scheduled for Thursday, Dec. 13th from 4 to 5 pm in 508 Cooke Hall, North Campus.
5. Next committee meeting is scheduled for Wednesday Jan 9, 2008 on the South Campus.

-Submitted by Jessica Zhang