

**Minutes of PDA Executive Committee meeting
University at Buffalo, June 6th, 2007**

Attendees: Amarnath Maitra, Elizabeth Liberts, Eunice Y. Yuen, Janet Waterhouse, Jianping (Jessica) Zhang, Krishna Mohan Thamattoor, Marybeth Pysz, Melissa Menasco, Dr. Marilyn Morris.

The executive committee of the PDA met on June 6th and discussed the following topics:

1. Jessica gave an overview of the NPA team visit program.
2. The structure of the NPA team visit program was discussed and the application process to get funding from the NPA was elaborated. The options for the NPA team visit program were also brought forward for consideration.
3. Jessica and Janet mentioned the various challenges facing our institution and discussions were held as to where we stand currently.
4. Pros and cons of the two timings of the NPA team visit program were discussed.
5. Dr. Morris mentioned that the Office of Postdoctoral Scholars (OPS) and our PDA will apply for the Postdoc Leadership Mentoring Program (PLMP) team visit together.
6. Based on our discussion, vote was taken as to when the NPA team visit should be planned. The results were 6-2 in favor of the earlier visit (Aug-Dec 2007).
7. Full application for the NPA team visit program will be a priority of our next meeting.
8. Picnic options were discussed and decided that the date will be July 28th.
9. Setting up the website and creating the by-laws were designated as our next priorities.
10. Another suggestion was made to create a mission and goals first and progress from there.
11. Seminar on presentation skills by Paul Buckley was proposed to be moved to September.
12. Next committee meeting date was decided to be July 10th from 5-6pm on South Campus Biomedical Research Building, room TBA.

- Submitted by Amarnath Maitra