

**Minutes of PDA Executive Committee meeting  
University at Buffalo, July 10<sup>th</sup>, 2007**

Location: Biomedical Research Building Conference Room 110, South Campus

Attendees: Dr. Marilyn Morris, Janet Waterhouse, Jessica Zhang, Eunice Yuen, Silvia Brown. Armanath Maitra and Juergen Bulitta sent their apologies, as they were unable to attend.

The executive committee of the PDA met on July 10<sup>th</sup> and discussed the following topics:

1. Letter of intent for the Postdoc Leadership Mentoring Program team visit has been submitted and the full application will be submitted on July 18<sup>th</sup>, 2007.
2. Goals for the team visit were discussed and prioritized: 1) planning educational events; 2) establishing PDA policies and procedures; 3) defining areas of responsibility in PDA; 4) establishing a website for PDA; and 5) sustaining leadership of PDA. These goals will be discussed in a “coaching intensive” format with the PDA committee.
3. During the team visit, we will hold a half-day symposium (“town hall” format). It will be an open-attendance event for all UB postdocs. Proposed sections of the symposium will include: 1) getting the most out of the postdoctoral experience, and 2) career opportunities: how to transition from a postdoctoral position into a successful career.
4. An estimated budget (\$3000 maximum) for the team visit was discussed; this consists of the travel, accommodation and catering costs.
5. The team visit is proposed for August-October 2007. Availability of our executive committee members will be determined to achieve the best representation for the team visit.
6. The first PDA social event, 2007 Summer Picnic, is scheduled for July 28<sup>th</sup> at Ellicott Creek Park (off of Niagara Falls Blvd) shelter #7, 12:00pm – 3:00pm. Postdocs and their families are welcome to attend. PI’s of the committee members are also invited, to show appreciation of PI support for the PDA.
7. Reminders for the picnic will be sent out via the listserv. Flyers will be posted around common-use buildings on the North and South campuses to increase awareness of the event.
8. Carpooling will be available at designated areas of the UB North Campus (Flint Loop) and South Campus (Main Circle). Janet, Silvia and Eunice will carpool.
9. Free food, such as hot dogs, hamburgers and soft drinks will be provided. Those attending are encouraged to bring a salad, appetizers or dessert to share. Silvia has priced food, drinks, plates, cups, charcoal, lighter fluid, *etc.* She and Janet will purchase these items the day before the picnic.
10. Next committee meeting date is scheduled for Wednesday, August 8<sup>th</sup> North Campus Cooke Hall, room TBA.

-Submitted by Eunice Yuen