

Executive Meeting December 10, 2020

1. Officer Updates (if there are any)
 - a. Vice President (Arpa)
 - i. Postdoc SWE: Informal coffee meet-ups – contacted Christine and she'll help us get the word out during the Winter Social
 - ii. Getting ready for Winter Social – please contact Natalie or me for help!
 - b. Treasurer (Adam)
 - c. Secretary (Irvin)
 - i. Advertisement for December Winter Social meeting
 - ii. First "Quick Notes" as the newsletter out – December 10
 1. **Send in PDF form and using Bcc option**
 2. **Formatting and content to be improved further**
 3. **Junk email problem – Account setup needed from Graduate College – Misty will help**
 - iii. Next "Quick Notes" to be out in 2 weeks – discuss plans with Natalie
 - d. IT Coordinator (Cassandra)
 - i. Zoom Pro account set up for Winter Social
 - ii. Zoom link – meeting link set up? Please send the Zoom link to Natalie/Arpa/Irvin to get the advertisement out very soon
 - e. Graduate Council Rep (Chamari) - none
 - f. College Rep (Amro) - none
 - g. UCW Rep (Yuderka) - restoration – results in January
 - h. Social Activities Coordinator (Christine) - **Account number for Zoom Pro charge – in contact with Natalie/Cassandra – Jackbox ready – tested with her lab group – breakout rooms with multiple games possible – Misty for help**
2. Departmental Postdoc Representatives - Dr. Cutrona clarified that this is going to be a *faculty*, not Postdoc working for Postdocs in each department. Natalie and Arpa worked with her to provide detailed feedback on what areas the Dep Postdoc Rep should focus their work on to help Postdocs – relevant documents shared with Dr. Cutrona
3. Quick Notes as the new Newsletter – Dr. Cutrona, Natalie and Arpa discussed about having "Quick Notes" out each bi-weekly instead of a long and detailed Newsletter each month for Postdoc activities – Promotion of career development workshops, ISU PDA events and more to be advertised in this quick notes
4. General Meeting Planning
 - a. November General meeting – 11-12 postdocs attended. Recording has been sent to postdocs with several links to related resources
 - b. December 19, 1-3 PM: Virtual Winter Postdoc Social **Moderator – Christine**
 - i. **Games Jackbox list** – officers, please vote for your favorite game here: <https://docs.google.com/document/d/1dXJH5V1DVK9EZFi8v6O7poxldbWSJ8z7C8evWma0isY/edit?ts=5fc1894f>
 - ii. Ice breaker questions listed
 - c. January: Tax Workshop **Moderator needed!**

- d. February: Preparing Future Faculty Program **Moderator needed!**
- e. March: Time and Stress Management?