

## Executive Meeting

### January 21, 2021

1. Officer Updates (if there are any)
  - a. Vice President (Arpa)
  - b. Treasurer (Adam)
  - c. Secretary (Irvin)
  - d. IT Coordinator (Cassandra)
  - e. Graduate Council Rep (Chamari)
  - f. College Rep (Amro)
  - g. UCW Rep (Yuderka)
  - h. Social Activities Coordinator (Christine) – Winter Social!
2. Quick Notes as the new Newsletter – Promotion of career development workshops, ISU PDA events and more to be advertised in quick notes – An updated version has gone out in January – Plans for the next quick notes – January 25? **More work needed!**
3. General Meeting Planning
  - a. January 16, 1:30-3:30 PM: Virtual Winter Postdoc Social **Moderator – Christine**
    - i. Attendees: Not many
    - ii. **Need to reschedule**
    - iii. Add a calendar invite
  - b. January 28, 2-3 PM: Tax Workshop **Moderator Adam**
    - i. First advertised in the Quick Notes on January 11 – **Email advertisement needs to go out by tomorrow**
      1. Arpa email out a reminder
    - ii. Guest Speaker: Michael Bootsma
    - iii. Tax questions – Mostly from audience – Keep a few starter questions by Arpa (upload on the Cybox by Monday, January 25)
    - iv. Tax materials/links – Ask Michael for materials ahead of time – Save during the virtual workshop from the chat box and copy in the email to follow later with the recording of the meeting
  - c. February 25: Preparing Future Faculty Program **Moderator needed!**
    - i. **Contact Karen Bovenmyer (PFF) by January for guest speaker (Arpa)**
    - ii. Ask for alternative speaker if they are busy – like a PFF Postdoc Alum
  - d. March: Time and Stress Management **Moderator Needed!**
    - i. Ideas for speakers?
  - e. April: Industry panel
    - i. Carver fellowship – Natalie's contact
    - ii. Recent ISU or external postdoc who has transitioned into industry especially, during the pandemic – Adam and Arpa's contacts