

**PDFA Executive Council Meeting
February 19th, 2023
Teleconference Meeting**

Present: Qutuba Karwi, President
Priyanka Mittapelly, VP of Operations
MD Monirujjaman, VP Finance
AKM Shahid Ullah, Member-at-Large
Lyndsey Hahn, VP of Communications
Jeffery Zielinski, VP External
Jorge Palacios Moreno, Member-at-Large

Staff: Terry Sway, Labour Relations Officer
Kayanna Reff, Administrative Office Assistant
Scott Harris, Communications
Joy Correia, Director of Operations

Regrets: Sanaz Hatami, VP Internal

1. Call to Order

The meeting was called to order at 11:01 AM.

2. Land Acknowledgment

3. Approval of Agenda

MOTION: To approve the agenda for February 10 th , 2023 Jeffery/Shahid
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CARRIED

4. Approval of Minutes

Minutes from January 19th meeting are to be approved by the board at the next meeting.

5. President's Report (Qutuba Karwi)

5.1. Meeting with Vice Provost of FGSR

Qutuba met with the Vice Provost and acting dean of FGSR, Dr. Roger Epp, to discuss the current lack of a director in the FGSR office and issues that Post Docs are facing at the U of A. They have decided to have regular meetings every 3 months. The next meeting will be scheduled for the end of March.

Some of the issues that have been brought to the table are:

- Communication between the U of A and PDFA when requested.
- Lack of awards/fellowships for Post Docs
- Post Doc decision making; Allowing for more participation for Post Docs on committees and councils.
- Very few resources for onboarding of new Post Docs (A onboarding event will be provided for new Post Docs on March 22nd and 23rd. Members of the PDFA will attend to allow for an introduction to the PDF community)

5.2. Digital Wayfinding

Qutuba attended another Digital Wayfinding meeting hosted by Danielle Zauscher. It has been proposed to install smart screens around campus to help Visitors, Students and Staff around campus. These screens will allow for digital art displays from local artists and highlight unsafe areas on campus.

5.3. Pandemic Support Team

Qutuba attended a Pandemic Support Team Meeting. The Chief Medical Officer of Edmonton was there to discuss the impact the Pandemic has had on the U of A, as well as its continued impact.

5.4. EDI Meetings

Qutuba attended the EDI meeting on January 18th, 2023. Going forward, Priyanka will attend EDI sessions.

5.5. PDFA Working Group List

Qutuba has asked that the members of the PDFA Executive board update the working group list on the drive.

6. VP Internal Report (Sanaz Hatami)

6.1. Travel Award

The Travel Award working group has finalized the list of winners. This list will be forwarded to Kayanna, and she will contact the winners to inform them, as well as collect a piece of confirmation that they attended the conference or event (i.e., Conference certificate, Hotel Receipt, etc.)

7. VP External Report (Jeffery Zielinski)

7.1. Social Events

Jeffery continues to receive feedback from members in regard to what Social Event/Activity that they might be interested in.

7.2. Web Hosting Canada

Jeffery met again with Web Hosting Canada. He was informed that web hosting could be done, however, the PDFA cannot have its own server, and a website would need to be created prior to receiving web hosting.

The PDFA may consider advertising in the monthly newsletter that they are looking for a fellow PDF to design the new website.

Jeffery will also investigate how much a Google website license would cost.

8. VP Finance Report (Md Monirujjama)

8.1. Dues

MD has received payments from about 50% of the Trainees/Guests who are required to pay dues. He has also heard from 3 Trainees/Guests who have stated that they are no longer on campus.

He will reach out with personalized emails in the coming week to the remaining Trainees/Guests who have not yet paid their dues to inquire as to why they have not yet paid.

9. VP Operations Report (Priyanka Mittapelly)

9.1. Social Event

Priyanka received 22 responses in total from the social event poll. 72% voted yes on Skating and 55% voted yes to Skiing. Closure of the current poll released by Jeffery will happen soon to decide what event will be chosen. Priyanka and Jeffery have also proposed a dinner to be hosted at the Faculty Club for the PDF's.

9.2. PDFa Logo Competition

Priyanka would like to advertise the logos submitted, as well as the original logo, in the Monthly Newsletter for PDF's to vote on.

10. VP Communication Report (Lyndsey Hahn)

10.1. PDF Digest

Lyndsey attended the Board of Governors meeting on January 20th, 2023, and discussed the Strategic Plan.

10.2. Travel Awards

Lyndsey aided Sanaz and Priyanka in finalizing the list of Travel Award Winners.

11. Member-at-Large Reports (Jorge Palacios Moreno & AKM Shahid Ullah)

11.1. Jorge Palacios Moreno

- Jorge will attend the Health and Safety Joint Committee meeting on February 17th. He will report back on the meeting at the next PDFa executive meeting.

11.2. AKM Shahid Ullah

- Shahid has set up a "Meet-and-Greet" for the PDFa Executive Committee at the Faculty Club. The invitation has been sent out via Google calendar invite.
- Shahid has put his name down to join some of the PDFa Executive Committee working groups.

12. Director of Operations/Labour Relations Officer Report (Joy Correia & Terry Sway)

12.1. Bargaining

Joy has asked that the PDFa Executive Board start brainstorming for bargaining and bring forward areas that need improvement for the next PDFa Executive Meeting.

Joy has also asked members of the PDFa Executive Board to put their name forward if they are interested in being part of the bargaining team.

12.2. LRO

Terry brought forward a pay discrepancy that was had with a member. He has asked that it be made clear to members to contact their LRO if they see any errors or discrepancies in their pay. This will also be added as a tip to the next monthly newsletter.

13. Communication Strategist Report (Scott Harris) – No Updates

14. Other Business

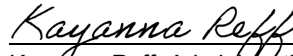
15. In Camera

16. Adjournment

The meeting was adjourned at 12:46 pm.



Qutuba Karwi, President & Chair



Kayanna Reff, Administrative Office Assistant