

**PDFA Executive Council Meeting
May 18th, 2023
Teleconference Meeting**

Present: Qutuba Karwi, President
MD Monirujjaman, VP Finance
AKM Shahid Ullah, Member-at-Large
Lyndsey Hahn, VP of Communications
Jeffery Zielinski, VP External
Olena Mykhailenko, Member-at-Large
Jorge Palacios Moreno, Member-at-Large
Abdullah Mohiuddin, Member-at-Large

Staff: Terry Sway, Labour Relations Officer
Samantha Spurrier, Executive Assistant
Joy Correia, Director of Operations
Scott Harris, Communications

Regrets: Priyanka Mittapelly, VP of Operations

1. Call to Order

The meeting was called to order at 11:03 AM.

2. Land Acknowledgment

3. Approval of Agenda

MOTION: To approve the agenda for May 18th, 2023 Shahid/MD	CARRIED
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4. Approval of Minutes

MOTION: To approve the minutes for April 14th, 2023 Lyndsey/Jeffery	CARRIED
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5. President's Report (Qutuba Karwi)

5.1. New VP Internal

MOTION: To make AKM Shahid Ullah VP Internal Qutuba/ (all in favour)	CARRIED
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5.2. To Appoint new Member(s)-at-Large

MOTION: To appoint Abdullah Mohiuddin & Olena Mykhailenko as new Member(s)-at-Large Qutuba/(all in favour)	CARRIED
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Other members expressed interest in becoming member-at-large: Henry Prown, MD Shaheen, and Niloofar Pejman.

Elections will be held in August. The President will be concluding his term with the PDFA. This means that there will be (at least one) vacancy. He requested that current board members submit their interest for a smooth transition before the end of this week. If no current board members express interest, then general members will be invited to run.

5.3. **Bargaining**

One of the new members-at-large inquired how union time works during work time. This may be a discussion point during bargaining. The PDFA will not open bargaining until next year.

5.4. **Position of President**

The next meeting will be Qutuba's last meeting as president.

6. **VP Finance Report (Md Monirujjama)**

6.1. **Trainees & Guests**

There are currently 33 Guests & Trainees. Most have paid dues.

MD has reached out to those who have not paid to inform them that they cannot participate in PDFA activities if their dues remain unpaid. He has also requested that they no longer receive PDFA communication until they are up to date with the payment of dues.

6.2. **Travel Awards**

MOTION: To increase Travel Awards to 36 for the next round. Qutuba/Shahid

CARRIED

6.3. **Current Account Totals**

The PDFA has paid \$11,300 to NASA. There is currently \$79,000 in the PDFA account.

6.4. **Legal Fund**

MD and Terry have discussed a saving account proposed by a credit union.

The PDFA may wish to consider a Legal expense fund and/or a Strike fund.

7. **Communication Strategist Report (Scott Harris)**

7.1. **Photos and Bios**

Scott has requested that new members of the committee send him a picture and a short bio to add to the PDFA website.

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

8.1. **AKM Shahid Ullah**

8.1.1. Shahid is discussing travel award applications with Priyanka and Lyndsey. They would like to change the application format going forward, as the application could be simpler for applicants. They will grade all of them and create an average for accuracy. They will meet in early June and continue to screen for legitimacy.

9. **VP Operations Report (Priyanka Mittapelly) – Report provided via email.**

9.1. **PDFA Logo**

Priyanka has coordinated with Kayanna to create a form for members to vote on the logo. Priyanka will reach out to Scott and Lyndsey in order to share this with members in the next communication.

9.2. **ETS/ARC Card**

Reached out to ETS and would like some help on the transit initiative. Trying to get a discount/monthly pass for UofA post-doc members, similar to the grad students. There is a program called low-income transit passes. Post-doc income

is higher than this threshold - probably. Recommended letting people know about low-income transit passes. Tax stuff too.

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

10.1. Contract Renewal

A member's contract renewal was incorrect and could not be signed. It took over a month for this member to receive pay and benefits due to this. PDFO (Roger Epp) needed to be involved to solve this issue.

A contingency fund needs to be put into place for incidents like this so that someone in this situation can continue to receive pay.

11. VP External Report (Jeffery Zielinski)

11.1. Jeffery added two items to the calendar.

11.1.1. Request Events under the drive

11.1.2. Medicine Google Sites

11.1.3. YG Digital

11.2. Web Hosting Canada

Jeffery has spoken with Web Hosting Canada. They use a Google domain that would increase the functionality of the website for members. This would cost \$125 plus \$4500 for a setup fee. They are an Edmonton-based company and will include hosting as well as maintenance for the site.

Jeffery will investigate Google Sites and report on it at the next meeting.

12. VP Communication Report (Lyndsey Hahn)

12.1. Travel Awards

The next round will be July-December conferences. It could be changed to May-December. The Travel Award sub-committee will decide whether to change the dates.

13. Other Business

MOTION: To remove Sanaz and appoint Shahid as a new signing authority MD/Jeffery
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CARRIED

MD will arrange a meeting with TD to add Shahid as new signing authority.

14. In Camera

15. Adjournment

The meeting was adjourned at 12:58 pm.

Qutuba Karwi, President & Chair

Kayanna Reff, Administrative Office Assistant