

**PDFA Executive Council Meeting
June 15th, 2023
Teleconference Meeting**

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

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

Guests: Niloofar Pejman

Absent: Jorge Palacios Moreno, Member-at-Large

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 June 15th, 2023 Jeffery/MD	CARRIED
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4. Approval of Minutes

MOTION: To approve the minutes for May 18th, 2023 Lyndsey/Jeffery	CARRIED
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5. President's Report (Qutuba Karwi)

5.1. Interim President

MOTION: To appoint AKM Shahid Ullah as Interim President Jeffery/MD	CARRIED
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5.2. To Appoint new Member-at-Large

MOTION: To appoint Niloofar Pejman as new Member-at-Large Shahid/MD	CARRIED
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5.3. Member-at-Large Applications

Shahid (Interim President) to reach out to: Henry Prown and MD Shaheen closer to the next election in August.

5.4. S&S Committee

FGSR will create a selection committee for the new Dean of FGSR. Candidates will be discussing potential changes for Postdocs on campus.

Action Items:

- Qutuba and Shahid to join the next round of S&S committee meetings.

5.5. Briefing on meeting with Dr. Roger Epp

Qutuba and Shahid met with Dr. Roger Epp (Interim Dean of FGSR) to discuss the next Appreciation Week and Research Day for post-docs.

The PDFA will also forward the list of workshops/courses collected from the PDFA survey to be forwarded to FGSR.

Action Items:

- Jorge to schedule a meeting with the Appreciation Week/Research Day working Committee.
- Lyndsey to forward the workshop/course list to Dr. Epp.

5.6. PDFA Rep for Institute EDI Committee

Qutuba has asked members of the PDFA to consider putting their name forward for the Institute EDI committee as per their request. He has asked that nominations be sent to Sahid (Interim President of the PDFA)

Action Items

- Shahid will put his name forward to sit on the Institute EDI Committee.

5.7. Sunlife Seminar to discuss benefits/claims process.

Because the membership is having difficulty understanding the Sunlife processes and procedures, it has been proposed that the PDFA ask Sunlife to provide a seminar to the membership on this topic soon. This can then be recorded and added to a frequently asked questions page on the PDFA website.

Action Items:

- Joy to arrange this for Late July or early August.2023.

6. VP Finance Report (Md Monirujjama)

6.1. Signing Authority

MOTION: To appoint Shahid as replacement signing authority to Qutuba. Lyndsey/Priyanka	CARRIED
MOTION: To appoint Niloofar Pejman as the secondary signing authority Lyndsey/Priyanka	CARRIED

6.2. Current Account Totals

As of June 15th, 2023, there is \$92,003.17 in the PDFA account.

6.3. Travel Awards

Action Items:

- Kayanna to confirm the legal names of Travel Award winners.
- MD to issue cheques.

7. Communication Strategist Report (Scott Harris)

7.1. Website Content

Action Items:

- Qutuba to provide a statement regarding his exit as President.
- New Members-at-Large need to forward a short bio and photo to Scott to post on the PDFFA website.

8. Member-at-Large Reports (Jorge Palacios Moreno, Olena Mykhailenko & Abdullah Mohiuddin)

8.1. Abdullah Mohiuddin

Abdullah has been in touch with the GSA to be put in touch with the correct person in charge of Transit/ETS subsidy.

9. VP Operations Report (Priyanka Mittapelly)

9.1. PDFFA Logo

Currently, 62 postdocs have voted. 32% have voted for logo #4. The deadline for voting will be set to June 23rd, 2023, and postdocs will be reminded in a separate email.

Actions Items:

- Priyanka to forward details to Scott that will be sent to postdocs regarding voting for the new PDFFA logo.

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

Terry Sway and Christianne Nylund will now be working with the PDFFA jointly as Labour Relations Officers.

10.1. Member Access to Counselling

Terry shared details regarding a member who has endured bullying at the workplace and had reached out inquiring about how to access counseling services to help combat their situation. He provided some helpful tips and guided them in the

direction of counseling services. This is something that will be added as a NASA tip in an upcoming PDFFA update newsletter to inform members of their ability to access counseling services.

11. VP External Report (Jeffery Zielinski)

11.1. Social Events

Jeffery has received more interest in social events from the membership. He and Abdullah will be working together to arrange more social events soon.

11.2. Website

Jeffery is still researching web hosting. He has reached out to a few more companies and will provide more details in upcoming meetings.

Action Items:

- Jeffery to check on the cost of Google website bundles.

12. VP Internal Report (AKM Shahid Ullah)

12.1. Travel Awards

Shahid has been working with the Travel Award Working Committee to streamline the application process. They would like to have a cleaner, less complicated form for the application in the future.

13. VP Communication Report (Lyndsey Hahn)

13.1. Travel Awards

Lyndsey has been working with the Travel Award Working Committee to streamline the application process. They would like to have a cleaner, less complicated form for the application in the future.

Action Items:

- Lyndsey to schedule a meeting to discuss the next round of Travel Awards.

14. Other Business

Qutuba will write an appreciation letter to Sanaz, thanking her for her time spent on the PDFFA Executive Board.

15. In Camera

16. Adjournment

The meeting was adjourned at 12:55 pm.

Qutuba Karwi, President & Chair

Kayanna Reff, Administrative Office Assistant