

**PDFA Executive Council Meeting
August 11th, 2023
Teleconference Meeting**

Present: AKM Shahid Ullah, Interim-President, VP Internal
Lyndsey Hahn, VP of Communications
Olena Mykhailenko, Member-at-Large
MD Monirujjaman, VP Finance
Abdullah Mohiuddin, Member-at-Large
Jeffery Zielinski, VP External
MD Shaheen, Member-at-Large
Henry Prown, Member-at-Large

Staff: Kayanna Reff, Administrative Office Assistant
Joy Correia, Director of Operations
Christianne Nylund, Labour Relations Officer

Regrets: Terry Sway, Labour Relations Officer
Scott Harris, Communications

1. Call to Order

The meeting was called to order at 11:04 AM.

2. Land Acknowledgment

3. Approval of Agenda

MOTION: To approve the agenda for August 11th, 2023 Jeffery/MD	CARRIED
--	----------------

4. Approval of Minutes

MOTION: To approve the minutes for July 14th, 2023 Lyndsey/Jeffery	CARRIED
--	----------------

5. President's Report (AKM Shahid Ullah)

5.1. CRO Appointment

Scott will send an email seeking volunteers for the Chief Returning Officer (CRO) position in the upcoming elections.

5.2. EDI Committee Meeting (July 17, 2023)

Shahid attended the monthly EDI committee meeting and requested an Executive Board member to be a backup if he is unable to attend.

5.3. Meeting with Dr. Roger Epp (July 20, 2023)

On July 20, 2023, Shahid and Dr. Roger Epp discussed ideas for the upcoming Appreciation Week/Research Day. Dr. Epp will send an email co-signed by the President and Provost acknowledging the PDFA.

5.4. Meeting with Dr. Verna Yu (July 25, 2023)

On July 25, 2023, Shahid and Dr. Verna Yu discussed ideas for the upcoming Appreciation Week/Research Day.

5.5. Appreciation Week/Research Day

This will be discussed in the future by the Appreciation Week/Research Day working group.

Shahid has requested Kayanna's assistance in locating a venue suitable for hosting a dinner on September 29th, accommodating a group of 100-150 postdocs.

5.6. Revision of PDFA Honoraria Policy

The PDFA has decided to maintain the current Honoraria policy without revisions.

6. VP Finance Report (Md Monirujjama)

6.1. Current Account Totals

As of July 11th, 2023, there is \$95,716.55 in the PDFA account.

6.2. Travel Awards

Kayanna has been asked by MD to check in with the Travel award recipients to confirm they have received and cashed their cheques. Additionally, it was noted that a new cheque will need to be issued to a winner who has recently changed their address and has not yet received their original cheque.

7. Communication Strategist Report (Scott Harris) – No Report

8. Member-at-Large Reports (Olena Mykhailenko, Henry Prown, MD Shaheen & Abdullah Mohiuddin) – No Report(s)

9. VP Operations Report (Vacant)

10. Director of Operations/Labour Relations Officer Report (Joy Correia, Christianne Nylund, Terry Sway) – No Updates

11. VP External Report (Jeffery Zielinski)

11.1. Website

Jeffery is currently finalizing details for the new PDFA website but has encountered delays due to professional obligations. He plans to provide an update on his progress at the next PDFA executive meeting.

11.2. Social Events

Jeffery has received feedback from members requesting more social events. In response, the executive board plans to create a separate event planning committee.

12. VP Communication Report (Lyndsey Hahn) –

12.1. Research Day Email

Lyndsey will compose an email to inform members of the upcoming Appreciation Week/Research Day. The email will then be forwarded to Scott for distribution.

12.2. Travel Awards

Lyndsey informed the team that there are currently 19 applications for the new wave of travel awards.

13. In Camera

14. Adjournment

The meeting was adjourned at 12:16 pm.

AKM Shahid Ullah, Interim-President & Chair

Kayanna Reff, Administrative Office Assistant