

**PDFA Executive Council Meeting  
September 14<sup>th</sup>, 2023  
Teleconference Meeting**

**Present:** AKM Shahid Ullah, Interim-President, VP Internal  
Lyndsey Hahn, VP of Communications  
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  
Scott Harris, Communications

**Regrets:** Terry Sway, Labour Relations Officer  
MD Monirujjaman, VP Finance

**Absent:** Olena Mykhailenko. Member-at-Large

**1. Call to Order**

The meeting was called to order at 11:07 AM.

**2. Land Acknowledgment**

**3. Approval of Agenda**

<b>MOTION:</b> To approve the agenda for September 14th, 2023 Lyndsey/Shahen	<b>CARRIED</b>
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**4. Approval of Minutes**

<b>MOTION:</b> To approve the minutes for August 11th, 2023 Shaheen/Jeffery	<b>CARRIED</b>
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**5. President's Report (AKM Shahid Ullah)**

**5.1. 2023/24 Executive Board**

A new executive board has been formed. The new board will start on October 1<sup>st</sup>, 2023. The following positions have been assigned:

- President – AKM Shahid Ullah
- VP – Communications – Sherif Ahmed
- VP – Internal – Md Shaheen
- VP – External – VACANT
- VP – Operations – VACANT
- VP – Finance – VACANT
- Member-at-Large – Alsayed Mostafa

- Member-at-Large – Henry Prown
- Member-at-Large – Alivia Mukherjee
- Member-at-large – VACANT

## 5.2. **Special General Meeting**

A special general meeting on October 6th, 2023 at 12:00 pm replaces the AGM scheduled for September 13th, 2023 due to lack of quorum.

## 5.3. **Updates on Appreciation Week**

Appreciation Week/Research Day events are scheduled from September 25th to September 29th in the year 2023.

Joy, Terry and Christianne will attend the Onboarding Event set to take place on September 29<sup>th</sup>, 2023.

The deadline for RSVPing to the Appreciation Week BBQ and Dinner has been extended to noon on September 20th. Members will receive a reminder on September 15th that they need to RSVP for all events.

The prize money for the Speed Talk Awards has been revised to \$200 for the first-place winner and \$100 for the second-place winner in each room.

## 6. **VP Communication Report (Lyndsey Hahn)**

### 6.1. **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.

### 6.2. **Travel Awards**

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

## 7. **VP Finance Report (Md Monirujjaman) – No Report**

## 8. **Communication Strategist Report (Scott Harris) – No Report**

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

Shaheen has prepared a list of people attending the BBQ and has communicated with the other PDFA Executive Board members on what the expectations are for that day.

## 10. **VP Operations Report (Vacant)**

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

The Labour Board complaint timeline has lapsed, but the new board will decide next steps for PDFa.

NASA staff will be attending the Appreciation Week dinner.

**12. VP External Report (Jeffery Zielinski)**

**12.1. Website**

Jeffery has provided the development team with details, and they are currently working on the new PDFa website. The anticipated timeline for this is 3-4 months.

**13. VP Internal Report (AKM Shahid Ullah) – No Report**

**14. Other Business**

**15. In Camera**

**16. Adjournment**

The meeting was adjourned at 12:26 pm.

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AKM Shahid Ullah, Interim-President & Chair

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Kayanna Reff, Administrative Office Assistant