

**PDFA Executive Council Meeting  
February 16, 2024  
Teleconference Meeting**

**Present:** AKM Shahid Ullah, President  
Sherif Ahmed, VP Communications  
MD Shaheen, VP Internal  
Alsayed Mostafa, VP External  
Alivia Mukherjee, Member-at-Large  
Henry Prown, Member-at-Large  
Razieh FirouziHaji, VP Operations  
Ahmed Badr, Member, VP Finance  
Shui Jiang, Member-at-Large

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

**Regrets:** Terry Sway, Labour Relations Officer

**1. Call to Order**

The meeting was called to order at 11:02 AM.

**2. Land Acknowledgment**

**3. Approval of Agenda**

<b>MOTION:</b> To approve the agenda for February 16, 2024 Shaheen/Ahmed	<b>CARRIED</b>
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**4. Approval of Minutes**

<b>MOTION:</b> To approve the minutes for January 23, 2024 Shaheen/Ahmed	<b>CARRIED</b>
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**5. Director of Operations/Labour Relations Officer Report (Joy Correia, Christianne Nylund & Terry Sway)**

**5.1. Sexual Assault Centre Meeting**

Joy and Shahid joined other presidents from the University community in a meeting to discuss the reduced level of service at the Sexual Assault Centre (SAC). The main objective of the meeting was to devise a plan that would encourage the university to restore services.

Shahid will take this matter to discuss further with the board members. They will decide whether to write a letter to the President of the University of Alberta to encourage them to bring the SAC back to full working order.

**5.2. LRO Report (Christianne Nylund)**

The LROs (Local Resource Officers) have noticed an increase in inquiries from the PDFs (Permanent Duty Stations) regarding extensions and maternity leave. Another topic that has been brought up more frequently is taxes. Specifically, one member has experienced some confusion regarding how to pay their taxes as an American working in Canada. The LROs have investigated this matter, but they recommend consulting a tax specialist for further guidance.

**6. Communications Strategist Report (Scott Harris)**

MailChimp has rolled out a new authentication process for anti-spam. Scott is currently in the process of getting this updated

and changed for the PDF email.

## 7. President's Report (AKM Shahid Ullah)

### 7.1. Travel Awards

The 2023 Travel Awards have been closed, and we have received confirmation from 50 out of 51 winners. Shahid will bring 50 signed cheques to the NASA office to be filled out. After filling out the cheques, Shahid will return and sign them as the second signing authority. Finally, the cheques will be distributed among the winners.

The first round of Travel Awards for the year 2024 has opened and will be advertised in the next newsletter.

### 7.2. Onboarding Event

The next PDF onboarding session is scheduled for March 7, 2024. The FGPS office has agreed to provide headshots for those interested in receiving one. The photographer will be available from 11 am to 4. Additionally, the photographer will be providing other sessions throughout that week for those who are interested. will be providing other sessions throughout that week as well for those who do not receive one at the onboarding event.

### 7.3. VP Communications

The position of VP Communications will be filled by Henry Prown. The position of Member-at-Large is now vacant.

<b>MOTION:</b> To appoint Henry Prown as VP Communications All voted in favour
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**CARRIED**

### 7.4. LinkedIn Session

A representative from the Career Centre will be conducting a session on how to effectively use your LinkedIn profile on March 21, 2024. The session will be held virtually between 2-3 pm. The registration will be created by FGPS and shared with the PDFA for distribution.

## 8. VP Finance Report (Ahmed Badr)

Ahmed and Shahid will be going to the bank to add Ahmed as a signing authority. The current bank balance is around \$150,000.

## 9. Member-at-Large Report (Henry Prown Shui Jiang, & Alivia Mukherjee)

Alivia reminded the board about the proposed LinkedIn PDF of the month award, which they hope to have up and running by March. Shui offered to assist Henry and Alivia in creating this award.

## 10. VP Operations Report (Razieh Firouzihaji)

Razieh and Alsayed had a meeting with the Staff Service to discuss immigration practices for the PDFs. Razieh believed that this would be a valuable resource for PDFs, as many of them have immigration questions.

## 11. VP External Report (Alsayed Mostafa)

Alsayed shared his thoughts on postdoctoral fellows who have received the Banting Fellowship at other institutions, and how those institutions provide them with additional pay. He would like to explore more on this topic and see if the University of Alberta also supports postdoctoral fellows who receive this award.

## 12. VP Internal Report (MD Shaheen)

MD formed a Travel Award Committee consisting of Henry, Alivia, Shui, Razieh and himself. The committee determined that 51 applicants won the 2023 travel awards, and all but one accepted the award.

MD mentioned that SunLife application and website information is still unclear for PDFs. Christianne has noted to investigate this further.

## **VP Communications Report – No Report (Vacant)**

### **13. Other Business**

There was no other business.

### **14. In Camera**

There was no in-camera session.

### **15. Adjournment**

The meeting was adjourned at 12:47 pm.

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AKM Shahid Ullah, President & Chair

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Kayanna Reff, Administrative Assistant