

**PDFA Executive Council Meeting
March 21, 2024
Teleconference Meeting**

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

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

Regrets: Shui Jiang, Member-at-Large

1. Call to Order

The meeting was called to order at 11:17 AM.

2. Land Acknowledgment

3. Approval of Agenda

MOTION: To approve the agenda for March 21, 2024 Razieh/Alivia	CARRIED
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4. Approval of Minutes

MOTION: To approve the minutes for February 16, 2024 Razieh/Ahmed	CARRIED
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5. Director of Operations/Labour Relations Officer Report (Joy Correia, Christianne Nylund & Terry Sway)

5.1. LRO Report (Christianne Nylund& Terry Sway)

The LROs have not received many inquiries in the last month, except for one ongoing question about how postdocs can access their vacation entitlements. It can be a bit difficult to locate this information since there is no specific area in the collective agreement that deals with vacation. Terry will write instructions on how to calculate time off entitlements based on the collective agreement for the next PDFA update newsletter.

6. Communications Strategist Report (Scott Harris)

Scott and Henry discussed the duties of the VP of Communications.

Scott will update the website with the new Travel Award form. Once the Travel Award call is posted on the website, Scott

will send an email to all PDFs to let them know that the form is now available.

7. President's Report (AKM Shahid Ullah)

7.1. Member-At Large Applications

Shahid has asked the executive board to review the member-at-large applications before the next meeting.

7.2. Review of Onboarding Event

The onboarding event was a great success, with attendees providing positive feedback about the event. During the event, FGPS offered headshots to anyone who wished to have one taken. The PDFA is considering holding another onboarding event during PDF appreciation week.

7.3. Events

Shahid expressed his ongoing interest in organizing a skating event and a paint night for the members. He has assigned Razieh to take charge of organizing the skating event and has asked Shaheen, Henry, and Shui to collaborate and arrange the paint night.

7.4. Lanyards

Shahid is considering distributing lanyards to PDFs bearing the PDFA logo. Kayanna has sent him some design options for ordering, and he wants to share those options with the rest of the board to get their input and make a decision.

8. VP Finance Report (Ahmed Badr)

Ahmed received an email from a postdoc who requested a letter confirming their payment of dues for tax purposes. Kayanna prepared this letter and sent it to the postdoc who requested it. In case of any future requests, Kayanna can create similar letters for other postdocs who need them.

Joy has advised Ahmed to reach out to Kristine (NASA Bookkeeper) for assistance in issuing T4s to the Executive Board.

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

Alivia and Henry are collaborating on the PDFA spotlight project. Alivia has shared a document containing a set of questions that they plan to ask postdocs who will be featured in the spotlight. She has requested the executive board to review the questions before they are finalized and put into use.

10. VP Operations Report (Razieh FirouziHaji)

No Report

11. VP External Report (Alsayed Mostafa)

Alsayed received an email from Katrine, who works with The Canadian Association of Postdoctoral Scholars (CAPS). She mentioned that she recently joined as the Vice Chair of Communications on their board. She offered to arrange CAPS meetings for anyone on the PDFA executive board who would like to attend in the future.

12. VP Internal Report (MD Shaheen)

During the Joint Health and Safety Committee meeting, MD attends every 3 months, the ongoing issue of members on campus who refuse to work due to the temperature in their working environments was discussed. The lack of a concrete policy on the matter has resulted in confusion among the workers. To address this, Labour Relations Officers have

advised the members not to refuse to work, as this could be deemed as insubordination. Instead, they suggest following the guidelines on comfort at work until a more concrete policy can be established.

VP Communications Report – No Report (Henry Prown

Henry shared Alivia's questions with the board for review and plans to post the onboarding event photos on social media once received.

13. Other Business

There was no other business.

14. In Camera

There was no in-camera session.

15. Adjournment

The meeting was adjourned at 12:27 pm.

AKM Shahid Ullah, President & Chair

Kayanna Reff, Administrative Assistant