

**PDFA Executive Council Meeting
June 20, 2024
Teleconference Meeting**

Present: AKM Shahid Ullah, President
MD Shaheen, VP Internal
Alsayed Mostafa, VP External
Henry Prown, VP Communications
Razieh FirouziHaji, VP Operations
Simran Kaur, VP Finance
Shui Jiang, Member-at-Large
Sarita Bassil, Member-at-Large
Thinh Nguyen, Member-at-Large

Staff: Kayanna Reff, Administrative Assistant
Joy Correia, Director of Operations
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 June 20, 2024 Shaheen/Razieh	CARRIED
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4. Approval of Minutes

MOTION: To approve the minutes for May 16, 2024 Shaheen/Sarita	CARRIED
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5. Director of Operations/Labour Relations Officer Report (Joy Correia & Terry Sway)

5.1. Director of Operations Report (Joy Correia)

Joy has requested that the PDFA executive board start putting together a sub-committee for upcoming bargaining.

5.2. LRO Report (Terry Sway)

There appears to be a mild outbreak of confusion around Article 13: Paid Leave and Sick Leave Provisions.

13.01 Effective August 1, 2022, a full-time PDF Employee is entitled to paid days of leave per year according to the following schedule:

First and second year of employment Twenty (20) days

Third to fifth (or greater) year of employment Twenty-five (25) days

There will be no carryover of unused days.

13.02 Effective August 1, 2022, a full-time PDF Employee will be eligible for up to five (5) paid sick leave days during each year of employment. There is no carry forward of unused paid sick leave days.

The confusion appears to be, what is meant by per year. Assume you begin employment on September 1, 2023, as your first year of employment. This means you have 20 days of paid leave to be used by August 31, 2024. There is no

requirement for approval from the Supervisor, and the days can be used for whatever purpose the PDF chooses to use the leave. The days can be taken as one day at a time or as many as all 20 days taken consecutively.

I would suggest that the PDF provide the Supervisor with as much notice as possible, particularly when taking multiple days. Should the letter of appointment say you are entitled to 10 days of vacation, this is not in addition to the Article 13 provisions. It is a case of the Supervisor not being properly advised that you are under a collective agreement (CA) and the terms and conditions of the CA determine the amount of paid leave, not the letter of appointment.

6. Communications Strategist Report (Scott Harris)

Scott has requested that everyone send him all the information they would like to see in the next newsletter, as he will be going on vacation. He has also asked for a confirmed timeline for the AGM and Election process to update the website.

Shahid has also requested that Scott investigate individual emails for each executive member. This will help streamline their processes.

Shahid has also requested that Scott create a version of the logo to put on lanyards that will be distributed at the appreciation week in September.

7. President's Report (AKM Shahid Ullah)

7.1. PDFA Paint Night

The PDFA paint night needed to be rescheduled, as there were no available rooms on campus. The members of the PDFA have been emailed to inform them of this change.

7.2. PDFA Appreciation Week

The PDFA executive board will be creating a sub-committee to organize week-long events during the PDFA appreciation week in September. These events will include an onboarding session, a BBQ, a guest speaker, a research day, and the week will end with a gala dinner.

7.3. PDFA AGM

The AGM will be held on August 14, 2024. The PDFA executive board needs to prepare reports and submit them to Kayanna to compile.

Shahid has asked that the Executive board reach out to fellow PDFs on campus to ensure that they join the AGM to reach a quorum.

8. VP Finance Report (Simran Kaur)

Simran is now the second signing authority for cheques. Simran has also ordered printable cheques that will be delivered to NASA for Kristine to use on behalf of the PDFA.

9. Member-at-Large Report (Shui Jiang, Sarita Bassil & Thinh Nguyen)

Thinh will be working with Henry soon to beef up the social media presence of the PDFA, as well as streamlining communication between the PDFA exec and their members.

Shui is prepared to give her mental health talk on July 19th from 1 to 2 pm. She has asked Kayanna to create a zoom link for the event on the PDFA account. This will then be sent to Scott and added to the newsletter.

10. VP Operations Report (Razieh FirouziHaji)

Razieh has finalized the last-minute things that need to be done to facilitate the upcoming Paint Night.

11. VP External Report (Alsayed Mostafa)

Alsayed had a meeting with the head of the Canadian Association for Postdoctoral Scholars (CAPS). During their meeting, Alsayed was asked to inform the executive board that CAPS will be releasing a survey in the near future. CAPS wants the survey to be distributed to the postdocs within the PDFA newsletter. This survey aims to provide a better understanding of the number of postdocs in the country and their needs.

Additionally, Alsayed has been invited to join the CAPS committee as a member-at-large. Shahid has been requested to send an email cc'ing Alsayed, expressing his support for Alsayed joining the CAPS committee.

12. VP Internal Report (MD Shaheen)

The winners of the Travel Awards from January 1st to July 30th, 2024, will be announced. Md will send the list to Kayanna, who will then contact the winners to obtain their mailing addresses to send their awards.

Information about the next round of Travel Awards for the period of July 31st to January 1st will be communicated soon.

13. VP Communications Report (Henry Prown)

Henry will share information about the rescheduled Paint Night across all social media platforms.

Henry has joined the board of an English as a Second Language (ESL) program called CCI-LEX. He plans to include opportunities for postdocs to volunteer their time teaching ESL in the upcoming newsletters.

Henry and Thinh, the Member-at-Large, will soon meet to discuss ways to use LinkedIn more effectively.

Henry has asked the members of the PDFA executive board to brainstorm how to source individuals for the PDFA spotlight. Currently, only the PDFA executive board members are spotlighted, but they would like to include other PDFA members.

Henry attended meetings involving campus associations and unions to discuss the encampment and protest in the quad. There will be a third-party investigation, and the board of directors will make the final decision on who will conduct it.

14. Other Business

There was no other business.

15. In Camera

There was no in-camera session.

16. Adjournment

The meeting was adjourned at 12:46 pm.

AKM Shahid Ullah, President & Chair

Kayanna Reff, Administrative Assistant