

**PDFA Executive Council Meeting
July 18, 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

Regrets: Scott Harris, Communications

1. Call to Order

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

2. Land Acknowledgment

3. Approval of Agenda

MOTION: To approve the agenda for July 18, 2024 Shaheen/Razieh
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CARRIED

4. Approval of Minutes

MOTION: To approve the minutes for June 20, 2024 Shaheen/Sarita

CARRIED

5. Director of Operations/Labour Relations Officer Report (Joy Correia & Terry Sway)

5.1. Joy and Terry are currently working on the Bargaining survey for the PDFA membership. They are hoping to have it circulated by the end of August/ Early September.

Henry has put his name forward to be a member of the bargaining committee. However, there needs to be at least one other individual on the committee. The PDFA Executive board needs to decide whether they would like appeal to the

membership for another person to sit on the bargaining committee, or if they would like someone else from the board to join.

The notice for Bargaining will be sent out in October/November of 2024 and will commence in 2025.

Joy will touch base with Scott upon his return from vacation to discuss the ordering of lanyards.

6. Communications Strategist Report (Scott Harris) Regrets – No Report

7. President's Report (AKM Shahid Ullah)

7.1. PDFA Paint Night Debrief

The paint night went well and there is demand for more activities similar to the paint night. Unfortunately, due to the rescheduling of the event, the turnout was not as high as was hoped. There were over 100 RSVP's, but only 35 members attended.

7.2. PDFA Appreciation Week

The PDFA appreciation week will take place during the week of September 23rd. This will include an onboarding event, a talk, a Research Day event, a BBQ, and a dinner.

Shahid has urged members of the PDFA Executive Board to choose what role they would like to play in planning the Appreciation week.

7.3. PDFA AGM

Shaheed has reiterated that it is important that quorum be met at the AGM so that it may move forward. This means, at least 30 members need to be in attendance.

8. VP Finance Report (Simran Kaur)

Simran has ordered printable checks for the bookkeeper, Kristine. Once they arrive, Kristine will print the Travel Awards for the successful winners and notify Simran. Simran will then visit the office to sign the checks before sending them out.

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

Thinh, Sairta, and Shaheen have worked on finalizing the Travel Award winners and launching the new round of Travel Award submissions.

Thinh has also been keeping an eye on LinkedIn. There are currently 100 followers.

Shui will be leading the Mental Health talk on July 19th, 2024. A debrief of this talk will be done at the next PDFA meeting on August 15th, 2024.

10. VP Operations Report (Razieh Firouzi)

Razieh participated in Paint Night. She stated that it went well, but the attendance was disappointing.

Razieh also participated in the finalization of the list of Travel Award winners.

11. VP External Report (Alsayed Mostafa)

Alsayed had his first meeting as a CAPS board member. The main discussion was membership fees and benefits.

Alsayed and Henry will be taking the lead on potentially hosting a symposium for members.

12. VP Internal Report (MD Shaheen)

MD, Sarita, and Thinh have finalized the list of Travel Award winners and have sent it to Kayanna. Kayanna will contact the winners to collect their mailing information and confirmation of acceptance of the award.

The new cycle of Travel Award applications has started. A new question will be added to the application form, asking applicants if they have applied before, as members can only win once during their University of Alberta Postdoctoral term.

13. VP Communications Report (Henry Prown)

Henry and Thinh have been working together to improve communication on LinkedIn. Henry has added Thinh as a Super Admin, as he has experience with LinkedIn.

Henry has discussed with members of the board, and they have determined that including mental health posts to social media would help with their presence, as well as improve engagement.

14. Other Business

There was no other business.

15. In Camera

There was no in-camera session.

16. Adjournment

The meeting was adjourned at 12:52 PM.

AKM Shahid Ullah, President & Chair

Kayanna Reff, Administrative Assistant