Coordinator’s Meeting Minutes:

Chair’s Update:

**National Postdoc A week (NPAW)**
Different organizations across institutions are sponsoring events for postdocs. **September 17th through the 21st**. Plan is one activity per committee.

This is an opportunity for advertising targeted to postdocs on campus. Some of the activities can be workshops that highlight the focus of our committees, or a virtual activity such as an email sent out via the YPA listserv

Examples of possible activities:
- A coupon for the postdocs from a local business
- An email containing professional development advice/resources sent to all postdocs

YPA Upcoming events for NPAW:
- “Special Happy Hour for NPAW”; YPA monthly happy hour **September 21st at Barcade**; it fits nicely and we can make it themed for postdoc appreciation, or host some special activity (e.g.: raffle) and make a special announcement.
- Advocacy Town Hall
- Mentorship Workshop in collaboration with the Center for Teaching and Learning (CTL).

Potential option:
- Asking the University President to write a letter to the postdoc community. Maybe ask Yale to put an acknowledgment on the website

Advocacy Committee

Creation of a database for postdoctoral/underrepresented opportunities:

Next Steps: Will, Nadia, and Daniel will follow up with John Alvaro before we go into more detail with this survey.

Community and Networking Committee

RSVP follow-through issues: Last Saturday at the Museum only had half showing of people who RSVP’d. Agreed to try and use “unlimited” RSVP to see how many people will register and how many people will show up (trial run)

NPA Week Activity Proposals:

Mentorship:
- **Workshop for Best Practices for Mentoring.**
  - It can accommodate 100 attendees. Duration is 1 to 1.5 hours (between 1:30 and 5PM): The committee will decide in a few days the exact date and time (**Update**: this event will be held on **September 18th, 3-5 PM**). They will order tea and cookies (an afternoon snack). They will get more information and help on how to organize this event including food purchasing. The YPA will provide coffee and coffee maker. Suggested the use of Cohen auditorium for the event
- Mentorship committee drafted a survey for the postdocs to get their interest in mentorship workshops. The Executive Board will give their feedback, and the goal is to have the survey out to postdocs by Friday (**August 17th**), through Facebook, Grace’s Newsletter, and then in the September newsletter.
**Advocacy Committee:**
- Discussed proposal for Town Hall Event. May face difficulty in scheduling representatives from all Yale offices with such a short deadline.
- Started to plan a “postdoc relax event during NPAW” and move the Town Hall event to the later in the fall.

**Community and Networking:**
- YPA September Happy Hour already happening that week. To make it special for NPAW, there will be some “surprise”. Discussed possibility for sponsored free items from industry/biotech companies to be given out as freebies/planning a theme for Happy Hour

**Professional Development:**
- Hoping to have our first podcast ready for NPAW. So far it is a 10 to 12-minute podcast.
- There is enough material for postdocs to voluntary to listen; they are waiting for feedback from others. Their goal is to have the Podcast released soon.
- OCS is very happy about the attendance of their events by postdocs. They want to do an event to raise awareness amongst the postdoc community.
  - Anne asked about availability for that week. They are already hosting another version of the career lab on Wednesday. We can roll that in, or we could do a workshop introducing the YPA.
  - Nadia: She likes the idea of an informal breakfast event. See if they would want to do a breakfast event.

**Secretaries:**
- Proposal of “Keep talking and nobody explodes”, which is an interactive exercise in communication. It would slot well into another event.

**Treasury:**
- Will use previous design to order T-shirts and will take 2-3 weeks. This time they will oversee the logistics.

**Action Item:**
- Daniel will talk with Treasury offline to find a better way to go about getting T-shirts. Moving forward, we will take care of the Venmo and the payment issue.