

PdOC Society

DRAFT Minutes 14 September 2016

Minutes of the meeting held at The Postdoc Centre, 16 Mill Lane at 6pm on Wednesday 14 September

Present: Adina Feldman (President) **AF**, Paul Coxon **PC** (Vice-President), Nicky Blanning **NB**, Paul Bennett **PB**, Alexia Cardona **AC**, Marta Costa **MC**, Laura Fachal **LF**, Alice Hutchings **AH**, Arne Jungwirth **AJ**, Stephen Kell **SK**, Susanne Lager **SL**, Alessandro Rossi **AR**, Sarah Steimer **SS**, Lori Turner **LT** (Treasurer), Joy Warde **JW** (Secretary).

In attendance: Rob Wallach and Karina Prasad for items 1-4

1. **Apologies:** Franck Courbon **FC**, Ghina Halabi **GH**, Tariq Masood **TM**, Elizabeth Savage **ES**

2. **Minutes**

The minutes of the meeting held on 24 August (**2016_08_24 minutes.docx**) were approved as an accurate record.

3. **Declarations of Interest**

SK is a member of the Board of Scrutiny (item 8)

4. **OPdA – update on current activities** (Rob Wallach and Karina Prasad)

AF welcomed Rob (RW) and Karina (KP) to the meeting. Updates were provided on the following issues

4.1. Committee of Postdoctoral Matters

RW outlined the membership and draft terms of reference for the new Committee of Postdoctoral Matters. This new committee, chaired by the PVC Research, will report directly to Council and the General Board. Formation has been approved by Council and is pending from General Board. The new committee will contain two postdocs as nominated by PdOC (it is anticipated that these will be the PdOC President and Chair of the DPCCN) and approved by General Board. Other members include PVC for Institutional and International affairs, Director of HR, plus 2 members appointed by General Board, 2 members appointed by Council, 1 Head of House + 3 additional members. First meeting is expected to be in January 2017. The OPdA Steering Committee will be redundant.

AF welcomed the formation of this committee and inclusion of this committee in University statutes and ordinances.

Action: JW to circulate full terms of reference to committee when approved.

4.2. Postdoc Centre at North West Cambridge

RW reported on the NW Cambridge postdoc centre. The space is 600 square metres, rent free in a central prominent location and contains a 250 seater meeting room. Provisional launch date of first week of June 2017. It is planned to move all OPdA inductions to NWCambridge. RW and KP welcome PdOC to contribute ideas for the launch event(s) and future events. Issues around evening and weekend transport are still on the agenda. The central postdoc centre at Mill lane will remain until 2019. Potential new city centre sites are being explored.

Several PdOC committee members to tour the NWCambridge site on 29 September.

4.3. Postdoc Centre at Biomedical Campus

The new postdoc centre is now fully open. Building is available for 5 years. Julie Menke is the full time administrator for the centre.

Action: JW to confirm arrangements for card access and induction

Action: JW to confirm PC provision for PdOC

4.4. OPdA staffing

Aim to move OPdA staff to Chest funded positions. Julie Menke is now the full time administrator at Biomedical Postdoc Centre. New operations manager post to be advertised based in NW Cambridge. Potential of additional admin post to support PdOC and EPOC. KP and RW welcome suggestions for staffing ideas to support PdOC in the light of new needs and expansion to three sites.

Action: PdOC to consider staffing/funding needs and reply to RW and KP by early October.

4.5. European collaborative project

The 1 million Euro Erasmus + bid was rejected. However, a significant number of the Academic and Industrial partners have agreed to contribute funds to a three year project. This funding will be matched (in part) by the Isaac Newton Trust. An updated Erasmus + bid will be submitted in 2017.

5. President's Report (AF)

5.1. AF reminded all about the actions for the PdOC ctte away day on 17 September.

5.2. Veronica Egorova Veronica.Egorova@admin.cam.ac.uk will be providing 1 day/week admin support for PdOC until end December. Her PdOC day is Thursday.

5.3. AF reminded the ctte that letters were sent to 11 Faculties to encourage them to add all postdocs to their list of faculty members proposed for the Roll of Regent House. Written replies have been received from Vet School (all postdocs will be added), Biology (no change from last year). AF is expecting correspondence with the Clinical School.

5.4. Carl Spickett is interested in the vacant PdOC marketing officer position. The ctte agreed to co-opt new members using the standard AGM nomination form.

Action: AF to invite Carl to the October ctte meeting

Action: AF/JW to send Carl the PdOC nomination form for completion

AF also informed the ctte that Elizabeth Savage will be leaving Cambridge and hence the PdOC Committee (31 October). Franck Courbon has also decided to step down from the ctte with immediate effect.

6. Treasurer's Report (LT)

6.1. LT provided a written summary of the PdOC accounts (**PdOC_main_accounts_20160914.pdf**). The current effective balance currently stands at £4816.79. Bookings for the PdOC lecture in October are lower than expected.

Action: All ctte members to promote to their colleagues. Poster available at

<http://www.pdoc.cam.ac.uk/events/crossingthebarriers12Oct2016>

6.2. JW informed the ctte that ctte members have confirmed that they meet the conditions as set out by Endsleigh for insurance (see minute 6.4 from August 2016). A response was outstanding from FC and ES but this is now not relevant due to their departure from the PdOC committee. A written record is stored in the Dropbox.

7. PdOC Constitution updates (AF)

AF outlined three proposed updates to the PdOC constitution as outlined in **PdOC constitution update proposal.docx**. These are

7.1. Code of conduct reference in section 4g

7.2. Adding "values" to PdOC aims in section 2b

7.3. PdOC ctte meeting quorum in section 5i

The committee agreed to the proposed changes in 4g and 2b with some wording changes.

The committee agreed to propose an increase to ctte quorum 1/3 of ctte members.

It was also agreed to update 5h and 5j to state that the Vice-President will chair meetings in the absence of the President.

Action: PC to update working for 5h and 5j

Action: AF to collate and update all the changes and circulate to whole committee

NB left the meeting

7.4. PdOC membership

The ctte agreed to form a working group to propose alternative definition(s) of Postdocs as given in section 3a.

Action: SK/PC to lead formation of working group and report back to the main ctte

7.5. EGM date

Agreed to hold EGM in January (preceding regular ctte meeting) to ratify changes as outlined in 7.1, 7.2 and 7.3. **ADINA TO ADD WORKING RE GU**. Any changes to membership and postdoc definition will be proposed for the AGM in summer 2017.

Action: JW to circulate doodle pool for 2017 meeting dates.

MC left the meeting

8. Response to Board of Scrutiny Report (AF)

(<http://www.admin.cam.ac.uk/reporter/2015-16/weekly/6433/section7.shtml#heading2-38>)

AF proposed a number of suggestions for inclusion in the PdOC remarks to the 2016 Board of Scrutiny report as outlined in **PdOC_Scrutiny_speech_points_20160912.docx**.

Action: The PdOC comments will be discussed in more detail on Sat 17 September.

Action: AF to circulate draft of comments during first week of October

Action: AF to circulate template email to ctte to ask permission (if not a member of Regent House) to attend the discussion on Tuesday 11 October.

9. Events Report (SK/SS)

9.1. SS and SK reported on the activities of the PdOC events sub-committee. The day trip to Norfolk coast was very well attended. The Xmas dinner is confirmed for 15 December at Newnham College.

SK has requested more help to cover Tuesday lunches at the University Centre.

10. AOB

10.1. Ctte members expressed concerns about the impact limited evening/weekend public transport to NW Cambridge on the ability of PdOC to host events at NW Cambridge.

10.2. The ctte meeting on 22 November will be held at 6pm in the new Postdoc Centre @ Biomedical Campus.

Action: JW to enquire if PdOC could have a group induction at 5.30pm

10.3. A new email address of contact@pdoc.cam.ac.uk will be set up to replace pdoc@admin.cam.ac.uk on the website and posters.

11. Date of future meetings – Wed 19 October, Tue 22 November, Wed 14 December