

## TUPA Business Meeting Minutes – 2/19/2020

**Attendees:** Inés, Helene, André, Sarah, Drew, Amilkar, Charlotte (7)

**Agenda** (planned agenda in black; outcomes in blue)

- 1) Vote in bylaws – Drew
  - a) The bylaws received 5 out of 6 affirmative votes; the bylaws passed and are officially in order
  - b) Bylaws can be amended at business meetings with a two-thirds vote of the members
  
- 2) Present nominations for leadership positions and describe voting process – Drew
  - a) Voting will occur online for 1 week, beginning tentatively on Mon Feb 24<sup>th</sup> – Drew will create a voting platform and manage results
  - b) Voting will only occur for positions with at least 1 nominee, and will be a ranked (1<sup>st</sup> choice – 3<sup>rd</sup> choice) voting, with a write-in option available.
  - c) Nominees for each position were presented and introduced themselves
  - d) Open positions were noted: 2<sup>nd</sup> co-president, secretary, 2 events coordinators
  - e) Charlotte will email active members (anyone who's come to an event in past few months) and encourage them to self-nominate for the open positions
  
- 3) Check in about FOAP progress – Sarah
  - a) We had an email exchange with Dr. Kendrick and provost office; they will not provide a FOAP
  - b) Sarah's advisor suggested we talk to Dr. Masucci for a FOAP since in the past she has provided exceptions to the policy that postdocs cannot have FOAPs
    - i) Part of the concern is that accounts can be easily overspent – need allocated budget because you can withdraw even if there are not enough funds in the account
  - c) Richard Deeg, Dean of CLA, also suggested we talk to Dr. Masucci, and we can come back to him as a resource if run into obstacles
  - d) Charlotte brought up Battuya's suggestion to remove mention of FOAP/funding from letter of support and talk to Dr. Masucci first to see if she can establish us as an official organization and house us
  - e) We would like to try to get better understanding of how FOAPs work. Options for how to do this:
    - i) Meet with a faculty member to get explanation of FOAPALs – Sarah
    - ii) Send emails to bursar/budget office, controller's office, buying and paying office – Sarah and Charlotte
    - iii) Meet with Dr. Masucci directly – wait until after
  - f) **The group agreed that we should get a better understanding of how university financial accounts work before heading to Dr. Masucci**
    - i) Then we will update the letter of support accordingly and try to schedule a meeting with Dr. Masucci once we are better informed

- 4) Letter of support – Charlotte
  - a) Pulled up the letter of support online and asked for comments
  - b) Noted Battuya’s comment to add in NPA toolkit steps
  - c) Everyone will read on their own time and make comments. Charlotte will add people to Drive and email out link to letter of support
  
- 5) Check in on upcoming events
  - a) March social – Battuya will plan: event TBD
  - b) April social – Organizer TBD; delegate to group of active members – Charlotte
  - c) May social – Sarah will plan: Wissahickon hike
  
- 6) Other Comments
  - a) Postdocs leaving – congrats to Drew, Brian, and André on new positions!
    - i) Drew’s last day is March 13<sup>th</sup>, Brian sometime and André in May
    - ii) Someone will keep alumni list for inviting alumni to social events and keep as future contacts (for professional development panels, etc.) – Charlotte will keep for now (add alumni tab to contact list), maybe secretary can take over once we have one
    - iii) Make sure to switch shared documents you are owner of over to TUPA email and back up files on Owl Box

### **ACTION ITEMS**

<b>Task</b>	<b>Person Responsible</b>
Organize online voting and manage results	Drew
Create TUPA OwlBox	Drew
Switch shared documents you are owner of over to TUPA email (must be done one by one)	Drew ASAP ( <b>Everyone</b> else start working on soon)
Upload documents to OwlBox to back up	Drew ASAP ( <b>Everyone</b> else start working on soon)
Finalize and post Bylaws to the Website and email announcement to TUPA members	Drew and Sarah
Provide comments on letter of support	<b>Everyone</b>
Schedule meeting with faculty member to get explanation of FOAPALs	Sarah
Schedule bursar/controller/budget meeting	Sarah and Charlotte
Add all members attending meetings to shared drive	Charlotte
Email out Google Drive link to letter of support	Charlotte
Reach out to active members to self-nominate for leadership positions	Charlotte
Divide our shared excel sheet into separate social and admin sheets; delete old social events tabs; create active members contact list in Admin tab	Charlotte
Create alumni list	Charlotte
Ask group who can plan April social	Charlotte
Book HSC room for next meeting	Charlotte delegate to Jennica (or Dimo)

**NEXT MEETING**

3rd Wednesday of the month: Wed March 18th, 5-7pm, Health Science Campus (HSC)