

## TUPA Business Meeting Agenda – 3/18/20

**Attendees:** Charlotte, Yulia, Sarah, Battuya, Emily, Jennica, Drew

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

1. COVID-19 update – Charlotte
  - a) Limit in-person gatherings, suspension of face-to-face meetings until further notice
  - b) Continue business meetings as usual but via Zoom for the time being
  - c) Updates will be sent out by email.
2. Elections -- Charlotte/Drew
  - a) Feb 24th 2020 elections: 19 entries. Marth 9th 2020 elections: 13 entries.
  - b) Co-presidents: Charlotte Chun and Drew Peterson
  - c) Advocacy and Outreach Coordinator: Battuya Bayarmagnai
  - d) Communications Officer: Sarah Beganskas
  - e) Co-events Coordinators: Jennica Young and Lauren Frazee
  - f) Treasurer: Helene Khalid
  - g) Secretary: Emily Booth
3. FOAP progress -- Sarah, Charlotte, Inés
  - a) **FOAP** stands for: **Fund Organization Account Program**
  - b) We are required to indicate a department/college/entity to house the funds; which **Organization** to choose is yet unclear.
  - c) Need an allocated budget, in which funds are divided into categories ahead of time.
  - d) A **Program** number for TUPA needs to be decided.
  - e) Charlotte and Sarah are looking into how student groups and other postdoctoral associations navigate the same issues to help clarify TUPA's options.
  - f) It is difficult to attain a FOAP for a postdoctoral association—reasons from the administration are unclear.
  - g) Dr. Masucci is to be contacted once we have clear questions/goals.
  - h) Charlotte has heard from postdoc associations from Rutgers, CHOP, UPenn, and is waiting on others. None have their own FOAP account. Instead. they are housed within other departments with staff (i.e., Office of Postdoctoral Affairs). This provides greater flexibility than with a FOAP allocated budget.
  - i) No response yet from student organizations. Charlotte will be following up next week.
4. March/April Social -- Battuya
  - a) Cancelled due to COVID-19. Refunds will be issued through EventBrite.
5. Bylaws -- Sarah and Drew
  - a) We will use online voting only, with email addresses recorded.
  - b) All postdocs can vote in main elections. For bylaw modifications or special elections, elections will be sent only to committee members.
  - c) Annual meetings may be held in August/September.
  - d) More detail was added on how to create subcommittees, but specific subcommittee names were removed to provide greater flexibility.
  - e) Term limits are 3 years (2 for co-presidents). Terms of office for each position were combined into one section.

- f) Secretary will be primarily responsible for TUPA e-mail. Communications Officer will help with any issues, and Co-presidents have access.
  - g) Election terms start and end in March. Nominations in February, elections in advance of March monthly meeting.
  - h) Special elections held as needed (tentative positions, people who leave mid-term). Partial terms do not contribute to term limits.
  - i) Secretary will keep a list of active members and distribute information directly to them. OPA will distribute information to all postdocs.
  - j) Secretary keeps a list of supportive faculty (people we could reach out to help, or if we need an advisory board)
  - k) Elected members may delegate tasks; redistribution of responsibilities is possible if appropriate.
6. Other comments?
- a) Next meeting Wed., April 15th at 5pm. Probably on Zoom again, any updates will be sent out by e-mail.

**ACTION ITEMS**

| <b>Task</b>   | <b>Person Responsible</b> |
|---|---------------------------|
| Follow up on FOAP options and student/postdoc groups            | Sarah and Charlotte       |
| Take over email and active member list                          | Emily                     |
| Take care of yourselves and each other during this chaotic time | Everyone!                 |
|   |                           |
|   |                           |

**NEXT MEETING**

Wed April 15th, 5-7pm, Health Science Campus, or on Zoom as needed