

## **TUPA Business Meeting Agenda – May 19, 2021**

\*Meeting will be recorded to the Secretary's hard drive and deleted once minutes have been approved. Please feel free to reach out to Emily Booth if you have any concerns ([tupa@temple.edu](mailto:tupa@temple.edu) or [embooth@temple.edu](mailto:embooth@temple.edu)).

Join via Zoom (recurring link): <https://temple.zoom.us/j/91849093206>

Dial in by telephone: +1 301 715 8592

Meeting ID: 937 4365 1418

**Attendees: Em Abbott, Sarah Beganskas, Emily Booth, Jason Pattis, Inés Quésada**

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

1. Brief introductions - **Sarah**

2. President(s) needed! - **Sarah**

- a. Emily Booth elected Co-President!
- b. New vice-president role: approved to change by-laws
- c. Poll: people present are generally more likely to self-nom. as vice- rather than co-pres.
- d. Em asked Sarah to name some things that were good, challenging or surprising about being TUPA president:
  - i. positives: provides mental break from regular work duties; most of the job is coordinating people and events; there's a lot of choice in what you get more or less involved in--the role is what you make of it
  - ii. challenges: easy to get heavily invested and take on a lot on your own, especially knowing that everyone already has many responsibilities--can be a challenge to manage volunteers as opposed to employees
  - iii. surprising: Sarah felt intimidated at first, but was pleasantly surprised--the role seemed scarier from the outside than it was--challenging but manageable.
  - iv. Sarah adds that if anyone is considering it, it's very rewarding and can offer more flexibility than some of the other officer roles
- e. Position of Secretary is now open; so is Vice-president
- f. Jason suggests making a Google doc for each officer to share thoughts and keeps track of the roles, what's worked or not worked, beyond the duties outlined in bylaws
- g. To figure out--how to add new officers to the outlook account (+ keep people in the TUPA google account)

3. Administrative updates - **Sarah**

New faculty consultant: Kathy Keefe

TUPA email switching over to Outlook today! Check access tomorrow.

Shared Drive: Check it out soon, anything else I can document?

- a. Sarah will be sending a refresher on how to access the shared drive
- b. Check in on Em getting into shared drive
- a. TUPA digest--bi-weekly (ish) format for summer, depending on what events there are

#### 4. Communications update - **Em**

- b. Em worked with Nina to arrange for TUPA members to give a short pitch at virtual TUPA orientations
- c. Nina has been great to work with
- d. Em can help with the digest (thanks Em!)
- e. Sarah asks--how to get existing TUPA members to give an orientation?
  - i. Jason suggests an email each time there's an orientation
  - ii. Em suggests a shared Outlook calendar invite
  - iii. ask Nina to email Outlook group
  - iv. Inés suggests shifting over more to Slack, which she and some other postdocs use a lot
  - v. Emily suggests using 2-3 channels (max) to accommodate different communication/app preferences without message overload
  - vi. Em will work with Nina to let her know we're working on a way to notify all the officers

#### 6. TUPA Budget & swag update - **Sarah**

- a. April's balance: \$3290
- b. Disbursements:
  - i. \$514.11 notebooks x150
  - ii. \$543.01 mugs x145
  - iii. \$650.60 water bottles x150
  - iv. \$450.77 tote bagss
  - v. \$50 Anypromo membership
- c. As of May 19, 2021 balance: \$1081.61
- d. Pending disbursements: \$100 Yoga Workshop (still processing)
- e. Sarah asks for officers to support Wei in creating the report for the end of the FY (in June)--to discuss at the next meeting
- f. Em suggests using funds to pay officers; Sarah points out that it might be a challenge in terms of how to spend the FOAPAL.
  - i. Sarah suggests a potential for \$500 grants for professional development for officers as incentive (although \$500/officer would be our full budget--we could request more)
  - ii. It could be easier to use 'slush money' funds instead to provide some \$ to officers
- g. We might want to mention in the budget report the services we're providing at no cost, as a way to show our value
- h. Jason asks about the process for requesting funding
  - i. Matt DiMarco is main FOAPAL liaison--Wei, Matt, and event coordinators might want to schedule a ~30min meeting to go through procedures, what is or is not acceptable, what can be reimbursed versus paid for in advance, if there's any wiggle room in the June 30th FY deadline to spend funds, etc.
- i. Helene has the TUPA swag--someone needs to coordinate with her to find storage for it. We have some storage in Dr. Whelan's lab on the health science campus. Could potentially do an outdoor event to distribute swag (for officers, speakers, TUPAC, etc.)--also a social event
  - i. Em can get to Dr. Whelan's lab without too much trouble

- ii. where is better to store it--in one place, or some on each campus?
- iii. Em suggests an event with cupcakes, Sarah suggests sometime on a weekend
- iv. Em will coordinate with the other officers to put something together for this

7. Upcoming events - **Jason, Amelia, Inés**

- a. Virtual poker night--tonight @ 6pm
  - i. To join: <https://www.pokernow.club/games/VNadCUPES0PpwN7EPg1wn7B4K>
  - ii. Give yourself 4000 chips
  - iii. Video chat with Zoom: <https://temple.zoom.us/j/2430172091>
  - iv. Jason and Inés will be taking over coordinating/hosting the TUPA lunches
  - v. Inés mentions that we will have to coordinate TUPA lunches at main/health campuses as we start being in-person again
    - 1. Sarah says that they used to be coordinated independently (one person for main, one for health), could potentially still be something like that
  - vi. Headshots are still on the table but not quite planned yet. It can be funded through us, as it's professional development. Need to have people sign up ahead of time.
- b. New event planned: bike ride to Wissahickon Brewery--Sunday, June 20th at 3:30
  - i. There's an Indego bike station near each end point of the ride for people who don't have bikes
  - ii. Ride up Kelly drive
  - iii. Outdoor seating. Sunday to avoid crowds
  - iv. There are food trucks available at the brewery
- c. Jason thinks that starting next month we might be ready for outdoor activities, other officers agree
- d. Em and Jason will work together on the headshots event

8. Other comments?

**ACTION ITEMS**

<b>Task</b>	<b>Person Responsible</b>
write vice-president role into bylaws	Sarah and Emily B
advertise new open positions: Secretary, Vice-President	Sarah and Emily B
create Google doc for Officer thoughts	Emily B
figure out how to add new officers to the Outlook account; updating officers in Google account	Emily B
send a refresher on how to access shared drive	Sarah
check on Em's access to Google drive	Emily B
create shared Outlook calendar	Emily B
offer support for Wei in creating report for end of FY (June 30)	all officers
budget report	Wei
help Emily B with TUPA digest once Sarah leaves	Em
schedule meeting with Matt DiMarco	Wei + event officers

coordinate with officers to figure out storage/distribution of TUPA swag	Em
coordinate with Nina/the officers to figure out the best way to schedule a TUPA officer to attend upcoming orientations	Em
coordinate TUPA lunches	Jason and Inés
work on coordinating headshots event	Jason and Em

**NEXT MEETING**

June 16, 2021 @5pm on Zoom (recurring link: <https://temple.zoom.us/j/91849093206>)