

Minutes of Einstein Postdoctoral Association (EPA) - Meeting on November 28th, 2012

Total number of postdocs present:

**Carola Wilczek
Valeria Antico Arciuch
Melissa James
Adrian Santos
Ulrich Kadolsky
Christophe Lemetre
Katie Stiles
Sayani Dasgupta
Regina Hanstein
Thomas Jandl
Esther Arwert
Eloy Bejarano Fernandez**

Guests: Jon Backer, Mary Anne Clifford

Missing: Komal Rasaputra, Jeannine Gerhardt; Sonja Schaetzlein; Fernando Pereira Bruno; Cristina Caescu; Zoi Tampaki; Natalie Silmon De Monerri; Deepak Jayakumar; Sanal Madhusudana Girija; Anne-Laure F Surena;

Topics discussed with all the Reps:

1. Quality of Life Committee - Valeria described the purpose of the QOLC and the duties of the postdoctoral reps. From now on **Regina Hanstein** will replace Valeria Antico Arciuch as postdoctoral representative (together with Carola Wilczek).
2. Survival kit: It has been decided that once a postdoc uses a survival kit, he/she can keep the kit for 2 weeks. After this time the rep should contact him/her and make arrangements to get the kit back to the department - completely refilled. Extensions can be made (by the rep) depending on the situation.
3. The Reps were updated (again) about the recent meeting of the Co-chairs (Carola and Komal) with Dr. Jonathan Backer (director of Belfer) and administrator Mary Anne Clifford (since there were only few people at the meeting in October). The topics included
 - A new PO number will be generated to order pizza for the Interdepartmental Seminars from Patricia's pizzeria for the new year. Mary Anne will also try to get an open PO number for purchases from Costco for the annual postdoctoral BBQ.

- Decision: to have the minutes of the EPA meetings available online at the EPA website, there will be a link to them from the Belfers' website, as well as a link to the EPA handbook.
 - A feedback is required from the postdocs to decide about the service hours of the security guards at Rhinelander housing.
 - The postdoctoral orientation was decided to be held three times a year instead of only two.
4. New Co-Chair: **Adrian Santos** will replace Komal Rasaputra as Co-Chair in 2013.
 5. Jeannine Gerhardt will be part of the Subcommittee for the Interdepartmental seminar with Thomas Jandl and Christophe Lemetre.
 6. Jon and Mary Anne attended the meeting in order to meet all the reps and answered questions concerning dental care, open enrollment, the EPA budget, the emails to the faculty regarding the survival Kit etc....

General-

- Discussed the new dental care situation - change to Cigna DHMO (1. Jan. 2013). Decision to send out an email to all the postdocs to better inform them about it and their possibilities (Thomas Jandl will send the email since he went to the information session together with Christophe Lemetre).
- Each rep got 3 welcome mugs in order to welcome the new postdocs in their department without having to get a new mug each time from the stock.
- We need more advertisement for the EPA and its activities! Katie Stiles and Adrian Santos made flyers for the interdepartmental seminar (general ones and individualized ones depending on the presenter). Jeannine will adjust the specific one according to the presenter each month, convert it into a pdf-document and send it to the Reps a week before the seminar. Each rep is supposed to put the flyers in his/her department.
- Encouraged all the reps to reply to the email about new incoming postdocs to let the Co-Chairs know if the postdoc will be taken care of. It is okay to say you don't have time for it or the lab/office will take care of the postdoc, as long as the Co-Chairs are informed. That way we will have a better overview and know who still needs to be welcomed.
- Budget: we need to make a plan for the whole year before March in order to get the according budget for it.

- Reminded everyone to sign up for the postdoc-database!