

Minutes of the CCR-FYI Steering Committee (SC) Meeting

March 31, 2005, Thursday 12:00-1:00 pm

Bethesda: Building 37, Rm 4041, 301-435-7427 (phone: 301-402-9194)

Frederick: Building 549/Conf Rm B (700-848-1113) (phone: 301-846-5864)

In attendance were:

Bethesda – Christina Annunziata, Val Bliskovsky, Jeffrey Chiang, Kathleen Dohoney, Heidi Erickson, Martin Guimond, Tamaro Hudson, Aparna Kotekar, Haiqing Li, Girish Patel, Jennifer Shen, Lawanda Schief, Renuka Sivendran, Kwang Suh.

Frederick - Maja Bumke, Kevin Chang, Arindam Dhar, Humcha Hariprakash, Susan Lindtner, Melissa Maderia, Joseph Manimala, Valance Washington, Arti Santhanam.

Excused absences – Sohrab Bodaghi, Ramalakshmi Darbha, Melinda Merchant, Margaret Pratt, Anil Shanker.

- 1) The meeting was called to order.
- 2) Points of Interest:
 - a. Welcome to new members! In Bethesda - Christina Annunziata, Heidi Erickson, Aparna Kotekar, Haiqing Li, Girish Patel, Jennifer Shen, Lawanda Schief. In Frederick - Joseph Manimala.
 - b. New members should subscribe to the Steering Committee Listserv
 - c. We need to establish a system for nominating and hosting CCR grand rounds speakers and increasing attendance at the brown bag lunches.
 - i. Jennifer Shen and Haiqing Li volunteered to coordinate this effort.
 - d. National Postdoc Meeting Updates.
 - i. Jonathan and Melissa reported (*per Kwang's notes*)
 1. *Obtained some info*
 2. *Especially International Affairs*
 3. *Set up workshop in seminar series*
 4. *Separate Mentorship (Jennifer Shen and Heidi Erickson volunteered to coordinate this effort)*
 - e. Nomination of New Officers.
 - i. Please let Melissa know if you will be here next year and would like to serve as an officer

3) Subcommittee Reports

a. Retreat Subcommittee:

- i. **2005 Survey Results**: Completed surveys will be sent out to everyone who volunteers to help enter the retreat surveys into survey monkey and tabulate results.
- ii. **2006 CCR-FYI Retreat**: Lawanda Schief, Arti Santhanam, Maja Bumke, and Tamaro Hudson volunteered to chair next year's retreat.

b. Publicity/Social Subcommittee:

- i. **Newsletter**: Lakshmi is taking submissions and needs some help. Please contact her at: lakshmi@ncifcrf.gov.
- ii. **Website**: Space is available on the website to post images from the most recent and past retreats. Space can be increased by request as needed.
- iii. **E-Mail**: Jennifer Shen volunteered to monitor and answer email that gets sent to the website.
- iv. **Brown bag lunches**: Discussed above!
- v. **Happy Hour**: The CCR-FYI party was a ton of fun, thanks to everyone who attended and thanks to Melissa for hosting!
- vi. **NPA and FELCOM**: Arti Santhanam and Martin Guimond volunteered to serve as our NPA representative. Heidi Erickson is our new FELCOM representative.

c. Scientific Subcommittee

- i. **Post-doc seminar Series**: Haiquig Li and Aparna Kotekar volunteered to organize the seminar series. It was suggested that for each seminar we have 2 speakers, each giving a 20 minute presentation.
- ii. **Survey**: Joseph Manimala and Valance Washington from Frederick and Christina Annunziata from Bethesda volunteered to be in charge of the retreat/scientific survey.

d. Community Life

- i. **Guide Doc Program**: Get involved and make suggestions on how to help Nicole and improve Guide Docs.

e. By-Laws/Policy Subcommittee

- i. **By-Laws**: Thanks to Sohrab for the reminder about the nomination of new officers.

4) The floor was opened for new business or announcements. There were none.

The CCR-FYI member list will be updated to reflect the new members.

5) The meeting was adjourned.

Respectfully submitted,
Margaret Pratt
Ramalakshmi Darbha
CCR-FYI Secretaries
April 14, 2005