

# Minutes

**Thursday, January 19 2017, 12 pm EDT**

**Present:** Martha Anderson (MA), Martin Taillefer (MT), Fiona Robertson (FR), Mike Crowe (MC), Marie-France Gauthier (MFG), Gordon Griffith (GG), Douw Steyn (DS), Bob Sica (BSi).

**Regrets:** Nadja Steiner(NS), Ron Bianchi (RB), Wayne Richardson (WR), Adam Monahan (AM), Dave Wartman (DW).

**ACTION ITEMS from this meeting are listed in APPENDIX 1 at the end of the document.**

## 1. APPROVAL OF AGENDA

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MT welcomed everyone and wished a Happy New Year to all.

Motion to adopt the agenda. (Gauthier/Steyn). Carried.

## 2. APPROVAL OF MINUTES

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Council meeting minutes November 17, 2016. Motion to adopt the minutes. (Anderson/Robertson). Carried.

Executive meeting minutes December 15, 2016. Motion to adopt the minutes. (Taillefer/Anderson). Carried.

Review of 2016 AGM minutes. All members agreed with the content of the minutes. These minutes are ready to be published in the 2016 Annual Review.

**New A.I. MT to complete the action item from the last AGM “The Finance and Investment Committee to prepare an impact and value analysis of waiving the student membership fees indefinitely and to report findings by the next AGM”.**

## 3. REPORTS FROM THE CONGRESSES LAC

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### 3.1. TORONTO 2017

No report.

MT explained that Laura Gillard was not initially involved in the planning of the Social Events for students but now she is. MA indicated that such information should be included in the Congress preparation guidelines document. MT indicated that while working on the travel policy with GG there was a lot of discussion on the accountability of a LAC and if there should be any penalty for a LAC running a Congress deficit.

**New A.I. MT to contact RB to review the planned attendance and suite of registration fees before the information gets posted on the Web.**

**New A.I. MT to contact RB to review the LAC Congress 2017 budget.**

### **3.2. HALIFAX 2018**

No report.

## **4. 50<sup>TH</sup> ANNIVERSARY PLANNING**

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### **4.1. ANNOUNCEMENT MADE JANUARY 1, 2017**

As per MA report.

### **4.2. 50<sup>TH</sup> ANNIVERSARY BOOK**

As per MA report.

DS added that the name of David Grimes will be added without a signature underneath the foreword. MT asked MA if the sponsorships letters have been sent out. MA explained that Harinder Ahluwalia is out of the country but that she could call his assistant.

**New A.I. MT/MA to find out if the sponsorship letters from Harinder Ahluwalia have been sent out.**

### **4.3. WEBINAR - IMPACT OF LOSS OF CCF PARTNERSHIP**

MA is looking for guidance on how to proceed now that CCF is eliminating all of their operational costs (including permanent staff and office space) even if 3 of their board of directors would like to continue to help.

The question is can CMOS afford to pay \$5,000 instead of \$2,500 to complete the proposed webinar? The funds could come from either the Development Fund or the Golden Jubilee Fund (GJF). MC asked if we have a plan for spending the money from those funds. MA explained the 3 activities listed on the web site for spending the money from the GJF and that we had been funding the Arctic SIG from the Development Fund.

MT proposed that we proceed with this activity.

Motion to approve spending \$5,000 to support the production of the webinar.  
(Taillefer/Steyn). Carried.

**New A.I. MT to reach out to the Executive Director of MEOPAR to seek funding for the production of the Webinar.**

## 5. BUDGET

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MC reported that some of our CMOS investments are coming up for renewal and after a discussion with GG and Qing Liao, suggested that we invest the money for a very short term in GIC's until we have a solid draft of the business and strategic plan.

MC also asked for more information about the Finance and Investment Committee. MT provided some background information and explained the vice-president is leading that committee to understand the CMOS finances better when he/she becomes president.

GG indicated the GIC's are coming from the Reserve Fund and that cannot be moved around and are used for specific items. MA replied that historically the Reserve Fund was used to cover Congress deficits.

**New A.I. MT to include WR in the Business and Strategic planning meeting in February.**

**New A.I. MT to reach out to Ian Richardson to discuss the historical use of the Reserve Fund.**

Motion to approve the reinvestment of \$210,000.00 for 5 years at the best rate of return. (Anderson/Taillefer). Carried.

## 6. UPDATE ON BULLETIN (CHANGE IN FORMAT).

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MT and DS provided a history of the Bulletin and the rationale to change its format.

DS listed and explained the possible options.

Motion to approve option 2a and charge Sarah Knight with the task of implementing the change. (Steyn/Robertson). Carried.

**New A.I. GG to work with Sarah Knight in contacting OlaTech and explain the plan to change the format of the Bulletin.**

MT asked if the online version would be available to the public. FR pointed out that one of the benefits of being a CMOS member is getting access to the Bulletin. MT replied that perhaps the time has come to redefine the benefits of being a CMOS member. MT suggested that we bring the opening of the CMOS Bulletin to the public at the next AGM.

## 7. TRAVEL POLICY

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MT explained that the travel policy for CMOS was a bit ad hoc and needed to be updated to provide guidance on who is eligible to get travel expenditures reimbursed by CMOS.

GG discussed the red line version of the document that was sent as an accompanied document for the meeting. The main piece of the policy revision pertains to Congress

attendance by the Executive members and the National Office staff. Any outside request (not an Executive member) for funding for travel will come back to Council for approval.

MA indicated that pieces of the guideline for Congress preparation/attendance are in conflict with the content of the proposed new travel policy. Both documents need to be reviewed to resolve any contradiction.

MT brought up the accountability of the LAC in managing the Congress budget including the travel portion of it.

There was a discussion on the travel policy for the members/guests of the Special Interest Group (SIG) members. GG pointed out that the CMOS By-Laws speak on the creation of SIGs but are quiet on how they are funded.

Motion to approve the CMOS Travel Policy (Taillefer/Anderson). Carried.

## 8. TOP TEN WEATHER STORIES UPDATE

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As indicated in her report MA is seeking a decision about translation services. The 4 page version of the Top Ten Weather Stories is translated and posted on the CMOS web page. The long document (25 pages) is only available in English. MA suggested that we post it on our Web site even though the document is in English only. MFG indicated that she is not comfortable with this approach.

FR asked if the long version could be stored somewhere in the background. GG suggested that we only keep the 4 pages' bilingual version of the document on the CMOS web site and that we keep the lengthy version on the archive. Everyone agreed with that proposal. MA will contact Bob Jones to see if the long version of the document can be made available from the archive.

**New A.I. MA to contact Bob Jones to see if the long version of the Top Ten Weather Stories can be made available from the CMOS archive.**

As MA will no longer be part of the Executive/Council after Congress 2017, she will not be involved in the 2017 Top Ten Stories. MT confirmed his intention of following up as he sees this task, a task for the past president. MA indicated that we have learned several lessons on working with Communications, and that it would be preferable to have this file assigned to one person than to a different past president every year. Perhaps Sarah Knight or GG could look after this.

## 9. REVIEW OF CYCLE OF ACTIVITIES FOR JANUARY AND FEBRUARY

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FR brought our attention to the accompanying documents that were sent for this meeting. She reviewed the list of activities for January and February that needs to be completed as they mostly pertain to the preparation of the 2016 Annual Report for the June Congress.

MFG asked who will be producing the Annual Review. FR responded that Paul-André Bolduc will be creating the document (template) and that GG and her will be editing it. FR also invited members to review the Annual Cycle of Activities Table to see if there is anything to add.

## 10. COUNCIL COMMITTEE REPORTS

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### 10.1. PRESIDENT

No written report.

**New A.I. MT to send an email to the Executive/Council members to find out who will need financial support to attend the upcoming Congress in Toronto.**

### 10.2. VICE-PRESIDENT

See written report from the Center Chair meeting.

### 10.3. TREASURER

See written report.

### 10.4. RECORDING SECRETARY

See written report.

### 10.5. CORRESPONDING SECRETARY

See written report.

FR added that we have just approved 17 new members. FR pointed out that we have not thanked Pat McCarthy for looking after the Toronto Chair while we were looking a permanent one.

### 10.6. PAST PRESIDENT

See written report.

MA indicated that her next priority will be to find the new Vice-President from the Toronto Center.

### 10.7. EXECUTIVE DIRECTOR

See written report.

### 10.8. DIRECTOR OF PUBLICATIONS

See written report.

DS explained that Stephen Dery will step down as Co-Editor at the end of his term (presumably July 1<sup>st</sup>) and that he will have to find a replacement.

#### 10.9. COUNCILORS-AT-LARGE

- BSi

Nothing to add.

- NS

Not at the meeting.

#### 10.10. CHAIR OF SCIENCE COMMITTEE

Not at the meeting.

### 11. REVIEW OF OLD ACTION ITEMS

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- E4.1** Officially respond to the Chair of the LAC recommending that the public lecture remains part of the Congress program. **MT-Closed.**

*This was communicated back to LAC Chair Ron Bianchi AND the SPC Chair. All understood and agreed with the way forward.*

- E4.2** Review past practice to determine if the SPC members have had free registration to Congress like the volunteers have had. If not, to find out why? **GG-Closed.**

*LAC and SPC members whose employers do not cover the Congress registrations typically get free registrations.*

- E4.3** Review the insurance policy that CMOS nationally has for the Congress to ensure we are properly covered in case of accident or disaster. **GG-Closed.**

*CMOS' commercial insurance policy includes all the necessary coverage for congresses.*

- E4.4** Review the accountability of the LAC in organizing a Congress and propose changes to their delegation authority if needed. **MT/GG – Open.**

*A policy/guideline is being reviewed and developed.*

- E4.5** Contact David Grimes 'Office to ask financial support for to publication of the 50<sup>th</sup> Anniversary book. **MT-Open.**

*This is being coordinated between MT and MC.*

- E4.6** Contact MA and discuss the approval process of stories for The Weather Network. **MFG-Closed.**

*Spoke to MA about the story approval process. Both MA and me don't see the need for it. The experts that will be working with TWN are dedicated people and trustworthy.*

- E4.7** Prepare and send a message to members highlighting the importance of January 1<sup>st</sup> with respect to CMOS 50<sup>th</sup> Anniversary Celebration on January 1<sup>st</sup> 2017. **MT-Open.**  
*MT will send a message by Jan 31<sup>st</sup>.*
- E4.8** Work with RB and Sarah Knight to develop a draft business plan along with budget and key deliverables for the Congress 2017 Media Consultant. **GG-Open.**
- E4.9** Add the promotion and preparation of the Weather Trivia Calendar and Top Ten Weather Stories to the cycle of activities. **FR-Closed.**
- E4.10** Contact Louis Lefèvre (Center Chair of Montreal Center) to ask him to participate in the IUGG Steering Committee. **MT-Open.**  
*MT will complete this action by the end of the week.*
- E4.11** Discuss the preparation of the Annual Review document with DS. **FR-Closed.**
- E4.12** Get more information from DFO on the level of details required to renew the contribution agreement. **GG-Open.**  
*Received input from Michael Crowe, Martin Taillefer and Wayne Richardson on revision to contribution agreement. Submitted to DFO for consideration.*
- E4.13** With help from MC to update the contribution agreement and follow the signing process. **GG-Closed.**
- C2.2** Contact Heritage Canada and investigate the possibility of getting funding for the publishing of CMOS 50<sup>th</sup> Anniversary book. **DS-Closed.**  
*There is no room on back or front cover for Canada 150 logo so did not contact Heritage Canada.*
- C2.4** Council members to review Sarah Knight's proposal and provide comments to DS and MT. **All-Closed.**
- C2.7** Contact the acting chair of the Toronto center to set up a vote via email on the acceptance of Amir Shabbar as new Center Chair. **WR-Closed.**  
*Amir Shabbar has accepted the position of Chair of the Toronto center.*
- C2.8** Contact the Fellows committee chair (Susan Woodbury) and ask if she is concerned with the 5% cap knowing that Council has an interest in including long term service candidates eligible for that award. **WR-Open.**
- C1.3** Seek a meeting with Senior Executives at DFO to discuss relations between CMOS and their department including accommodations. Propose dates for upcoming Executive and Council meetings including the date for the Centre Chairs meetings. **MT-Open.**
- E2.5** Develop the briefing points on the Bulletin renewal proposal before the next Council meeting (September 22). **MT/DS – Closed.**
- E1.5** Start looking at finding the next VP from the Toronto centre. **MA-Open.**  
*This will become a top priority now that we have a new Centre chair on Toronto.*

- C5.2** Review the travel policy for CMOS. **MT/GG-Closed.**
- C3.9** Draft an agreement document between CMOS and CRSS and share it with Council members. **GG-Open.**

## 12. OTHER BUSINESS

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### 12.1. CLIMATE CHANGE FORUM (CCF)

GG explained the Climate Change Forum (CCF) is going quiet by eliminating all operational expenses including all staff positions, their office space and the file storage where they have 89 banker boxes. CCF is asking if CMOS would be ready to pay \$50 per month to keep those boxes until someone has had time to go through their content. DS indicated that based on his experience there is a legal aspect for keeping that material.

Motion to approve the expenditure and review the content. (Anderson/Steyn). Carried.

### 12.2. COUNCILLOR AT LARGE

MA is seeking the approval of Patrick Roussel as new councillor-at-large for three and a half years.

Motion to approve Patrick Roussel at CMOS new councillor-at-large (Anderson/Gauthier). Carried.

### 12.3. SPECIAL INTEREST GROUP (SIG)

MT brought up the Arctic SIG and asked if we are going to approve funding for both SIGs. MA asked if we had funds for the SIGs in the budget for 2017 that was presented at the last AGM. GG responded no.

**New A.I. MT to contact both SIG chairs to see if they need money for 2017 and if yes, request their work and budget plans by mid-February.**

## 13. UPCOMING MEETINGS

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- Next executive meeting / Prochaine rencontre de l'exécutif : February 16<sup>th</sup>.
- Next council meeting / Prochaine rencontre du conseil : March 16<sup>th</sup>.



## 14. ADJOURNMENT

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Motion to adjourn. (Steyn). Carried.

## APPENDIX 1

### New Action Items from Council Meeting #3

- C3.1** Complete the action item from the last AGM “The Finance and Investment Committee to prepare an impact and value analysis of waiving the student membership fees indefinitely and to report findings by the next AGM”. **MT-Open.**
- C3.2** Contact RB to review the planned attendance and suite of registration fees before the information gets posted on the Web. **MT-Open.**
- C3.3** Contact RB to review the LAC Congress 2017 budget. **MT-Open.**
- C3.4** Council members to review Sarah Knight’s proposal and provide comments to DS and MT. **All-Open.**
- C3.5** Find out if the sponsorship letters from Harinder Ahluwalia have been sent out. **MT/MA-Open.**
- C3.6** Reach out to the Executive Director of MEOPAR to seek funding for the production of the Webinar. **MT-Open.**
- C3.7** Include WR in the Business and Strategic planning meeting in February. **MT-Open.**
- C3.8** Reach out to Ian Richardson to discuss the historical use of the Reserve Fund. **MT-Open.**
- C3.9** Work with Sarah Knight in contacting OlaTech and explain the plan to change the format of the Bulletin. **GG-Open.**
- C3.10** Contact Bob Jones to see if the long version of the Top Ten Weather Stories can be made available from the CMOS archive. **MA-Open.**
- C3.11** Send an email to the Executive/Council members to find out who will need financial support to attend the upcoming Congress in Toronto. **MT-Open.**
- C3.12** Contact both SIG chairs to see if they need money for 2017 and if yes, request their work and budget plans by mid-February. **MT-Open.**

## APPENDIX 2

### Old Action Items

- E4.4** Review the accountability of the LAC in organizing a Congress and propose changes to their delegation authority if needed. **MT/GG – Open.**
- E4.5** Contact David Grimes 'Office to ask financial support for to publication of the 50<sup>th</sup> Anniversary book. **MT-Open.**
- E4.7** Prepare and send a message to members highlighting the importance of January 1<sup>st</sup> with respect to CMOS 50<sup>th</sup> Anniversary Celebration on January 1<sup>st</sup> 2017. **MT-Open.**
- E4.8** Work with RB and Sarah Knight to develop a draft business plan along with budget and key deliverables for the Congress 2017 Media Consultant. **GG-Open.**
- E4. 10** Contact Louis Lefèvre (Center Chair of Montreal Center) to ask him to participate in the IUGG Steering Committee. **MT-Open.**
- E4.12** Get more information from DFO on the level of details required to renew the contribution agreement. **GG-Open.**
- C2.8** Contact the Fellows committee chair (Susan Woodbury) and ask if she is concerned with the 5% cap knowing that Council has an interest in including long term service candidates eligible for that award. **WR-Open.**
- C1.3** Seek a meeting with Senior Executives at DFO to discuss relations between CMOS and their department including accommodations. Propose dates for upcoming Executive and Council meetings including the date for the Centre Chairs meetings. **MT-Open.**
- E1.5** Start looking at finding the next VP from the Toronto centre. **MA-Open.**
- C3.9** Draft an agreement document between CMOS and CRSS and share it with Council members. **GG-Open.**