

Minutes

Thursday, March 16 2017, 12 pm EDT

Present: Wayne Richardson (WR), Fiona Robertson (FR), Mike Crowe (MC), Marie-France Gauthier (MFG), Bob Sica (BSi), Nadja Steiner(NS), Patrick Roussel (PR), Ron Bianchi (RB).

Regrets: Douw Steyn (DS), Gordon Griffith (GG), Martha Anderson (MA), Martin Taillefer (MT), Dave Wartman (DW), Adam Monahan (AM).

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

1. APPROVAL OF AGENDA

Motion to adopt the agenda. (Robertson/Bianchi). Carried.

2. APPROVAL OF MINUTES

Council meeting minutes January 19, 2017. Motion to adopt the minutes. (Bianchi /Crowe). Carried.

Executive meeting minutes February 16, 2017. Motion to adopt the minutes. (Bianchi /Crowe). Carried.

3. REPORTS FROM THE CONGRESSES LAC

3.1. TORONTO 2017

No written report.

RB indicated that the costing for the registration fees have been finalized. Early bird fees will be extended until April 24th. RB informed Council of the cost numbers and will send an email detailing the fees later. BSi indicated that the difference between the members and non-members should be larger. WR indicated that the fees are similar to those seen at other conferences. RB will look at the budget and registration fees one more time.

RB and MT have discussed the content of the opening ceremony. RB found out that all the responses to the dignitaries' invitation letters have not been received and that we should have received confirmation within 15 days. RB has reissued all the invitation letters.

The AMS President will attend the Congress and address the delegates. The president of RMS will send her welcome greetings via a video and live telecommunication.

Sarah Knight is working on developing a plan to attract media attention throughout the Congress.

The entertainment has been booked.

The Apps for the Congress are moving along and almost ready for testing.

We have received up to \$30K from sponsorship without counting the financial support from ECCC and DFO which should come later.

The leads looking after the venue are quite pleased with how things are unfolding. The SPS's are happy with the Congress program.

MC indicated that GG shared a draft of the LAC budget a few weeks ago and that MA had provided several comments. He will send the comments to RB.

3.2. HALIFAX 2018

No report.

4. SUCCESSION PLANNING (PAST-PRESIDENT REPORT)

4.1. IDENTIFICATION OF NOMINEE AS V-P

As per MA report. Dr Paul Kushner has agreed to be named as the nominee for Vice-President.

4.2. TORONTO ACCEPTANCE OF EXECUTIVE ROLES

As per MA report. Amir Shabbar, Toronto Centre Chair, would like to confirm Toronto Centre's commitment to take on the 3-year national executive role at their AGM on 4 April. He has a few people committed to taking on roles. After that meeting, MA will finalize the draft submissions for the Annual Review.

4.3. SLATE OF NOMINEES NEED TO BE ADVERTISED TO THE MEMBERS

As per MA report. MA indicated that we need to alert the membership about the slate of nominees in the April Bulletin or by email as the By-laws say that we should allow the membership the opportunity to name other nominees. GG to follow-up with MA before April 4th.

New A.I. GG to contact MA before April 4th to discuss how to best alert the membership about the slate of nominees from the Toronto Centre.

5. OLATECH CONTRACT RENEWAL (EXECUTIVE DIRECTOR REPORT)

As per GG report, the original contract between CMOS and OlaTech Business Hosting Corporation (OlaTech) was signed on January 21, 2014 and officially terminated 1095 days (3 years) later.

FR presented the cost options for renewal of the contract and indicated that GG has recommended Option A.

Motion to support Option A for 24 months. (Steiner /Gauthier). Carried.

6. CMOS STRATEGIC DEVELOPMENT PLAN

6.1. REVISION OF COMMENTS AND NEXT STEPS

The SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis draft document was sent to all the CMOS Centre Chairs and Executive Members for feedback. The comments received have been captured. GG and MT are not attending this meeting.

New A. I. MC will follow up with GG and MT by March 24th and put together a path forward to be presented at the next AGM.

7. ANNUAL REPORTS

FR reported that over 88% of reports have been received and translated.

8. CYCLE OF ACTIVITIES FOR MARCH AND APRIL

FR brought our attention to the accompanying documents that were sent for this meeting. She reviewed the list of activities for March and April.

9. COUNCIL COMMITTEE REPORTS

9.1. PRESIDENT

No report.

9.2. VICE-PRESIDENT

See written report from the Center Chair meeting.

WR added that Saskatoon is interested in hosting the Congress in 2022.

9.3. TREASURER

See written report.

9.4. RECORDING SECRETARY

See written report.

9.5. CORRESPONDING SECRETARY

See written report.

FR needs to confirm the time of the presentations for Newfoundland and New-Brunswick centers with the tour speaker and has asked WR help in contacting these centers.

9.6. PAST PRESIDENT

See written report.

9.7. EXECUTIVE DIRECTOR

See written report.

9.8. DIRECTOR OF PUBLICATIONS

See written report.

9.9. COUNCILORS-AT-LARGE

- BSi

Nothing to add.

- NS

Nothing to add.

- PR

WR welcomed Patrick Roussel.

9.10. CHAIR OF SCIENCE COMMITTEE

Not at the meeting.

10. REVIEW OF OLD ACTION ITEMS

E5.1 Send a copy of the budget and registration fees to the Executive by end of week. **RB – Closed.**

E5.2 Change the date of its LAC meeting to avoid conflict with the Executive/Council. **RB – Closed.**

- E5.3** Ensure that CMOS has someone to sign checks after April 2017. **GG-closed.** *Fiona Robertson and Wayne Richardson have agreed to become signing authorities, giving CMOS a bit more flexibility in check processing.*
- E5.4** Discuss the archiving issues with Farida Dehghan and Bob Jones. **GG-Open.**
- 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.**
- C3.3** Contact RB to review the planned attendance and suite of registration fees before the information gets posted on the Web. **MT-Closed.**
- C3.4** Contact RB to review the LAC Congress 2017 budget. **MT-Closed.**
- C3.5** Find out if the sponsorship letters from Harinder Ahluwalia have been sent out. **MT-Closed.**
- C3.8** Reach out to Ian Richardson to discuss the historical use of the Reserve Fund. **MT-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.**
- C3.13** 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-Closed.**
- E4.4** Review the accountability of the LAC in organizing a Congress and propose changes to their delegation authority if needed. **MT/GG – Open.**
- E4.7** Prepare and send a message to members highlighting the importance of January 1st with respect to CMOS 50th Anniversary Celebration on January 1st 2017. **MT-Closed.**
- E4. 10** Contact Louis Lefèvre (Center Chair of Montreal Center) to ask him to participate in the IUGG Steering Committee. **MT-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-Closed.**
- 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-Closed.**
Dr Paul Kushner has agreed to be nominated.
- C3.9** Draft an agreement document between CMOS and CRSS and share it with Council members. **GG-Open.**

11. OTHER BUSINESS

11.1. VIDEO PROPOSAL

WR explained the proposal for video recording at the congress he received from Dominique Paquin. RB indicated that he would like for Dominique to work with Sarah Knight. The cost of the production is estimated at \$500.

Motion to support the production/presentation of the video. (Gauthier/Roberson). Carried.

11.2. ENDORSEMENT OF THE WHITE PAPER/DRAFT LETTER

AM asked if Council would be ready endorse the White Paper draft letter. FR suggested that Council members review the draft letter and provide feedback to GG.

New A.I. Council to review the draft letter supporting the White Paper and provide feedback to GG by March 31st.

12. UPCOMING MEETINGS

- Next executive meeting / Prochaine rencontre de l'exécutif : April 20th.
- Next Center Chair Meeting/Prochaine rencontre des chefs de groupe : June 4th at Congress in Toronto.
- Next council meeting / Prochaine rencontre du conseil : June 4th at Congress in Toronto.

13. ADJOURNMENT

Motion to adjourn. (Gauthier). Carried.

APPENDIX 1

New Action Items from Council Meeting #4

- C4.1** Contact MA before April 4th to discuss how to best alert the membership about the slate of nominees from the Toronto Centre. **GG-Open.**
- C4.2** Follow up with GG and MT by March 24th and put together a path forward to be presented at the next AGM. **MC-Open.**
- C4.3** Review the draft letter supporting the White Paper and provide feedback to GG by March 31st. **All-Open.**

APPENDIX 2

Old Action Items

- E5.4** Discuss the archiving issues with Farida Dehghan and Bob Jones. **GG-Open.**
- 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.**
- C3.8** Reach out to Ian Richardson to discuss the historical use of the Reserve Fund. **MT-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.**
- 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. 10** Contact Louis Lefèvre (Center Chair of Montreal Center) to ask him to participate in the IUGG Steering Committee. **MT-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.**
- C3.9** Draft an agreement document between CMOS and CRSS and share it with Council members. **GG-Open.**