

# Minutes

**Sunday, June 04, 2017, 5 pm EDT**

**Present:** Wayne Richardson (WR), Fiona Robertson (FR), Mike Crowe (MC), Marie-France Gauthier (MFG), Douw Steyn (DS), Gordon Griffith (GG), Martha Anderson (MA), Martin Taillefer (MT), Dave Wartman (DW), Jim Abraham (JA), Bob Jones (BJ).

**Regrets:** Bob Sica (BSi), Nadja Steiner(NS), Paul Kushner (PK), Adam Monahan (AM), Ron Bianchi (RB), Patrick Roussel (PR).

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

## 1. APPROVAL OF AGENDA

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

MT welcomed all participants to the meeting. Four items were added to the agenda under Other Business.

## 2. APPROVAL OF MINUTES

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Council meeting minutes March 16, 2017. Motion to adopt the minutes. (Crowe/Richardson). Carried.

Executive meeting minutes April 20, 2017. Motion to adopt the minutes. (Steyn/Anderson). Carried.

## 3. REPORTS FROM THE CONGRESSES LAC

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### 3.1. TORONTO 2017

No written report.

GG indicated that again we had issues with the hotel rooms not being used. He explained that to support the students, CMOS had contracted rooms at the Chestnut Residence at the University of Toronto. A block of 70 rooms had been reserved and only seven rooms had been reserved. After some negotiation with the Residence, the attrition penalty for the unreserved rooms was reduced to \$17K + HST down from \$36K. It appears that students are using Airbnb and are finding other less expensive alternative accommodations. GG believes that we are doing much better with the Hilton but doesn't have the numbers yet.

MT added that hotel rooms are usually the expenditure where CMOS loses money as we must pay the penalty when the block of rooms is not fully booked. He asked if we should hold our Congresses in the downtown area or if we could be in a less expensive area? Members discussed the booking process by the LAC and the challenges of contract negotiation. There was a time when Congresses were held at universities but as Congresses got bigger, the logistics of organizing them became more complex. That is why LACs turned to conference centres and hotels. WR pointed out that the Ottawa Congresses (2) have not had any penalties nor lost money due to under booking.

DW indicated that there are no attrition clauses in the contract with Dalhousie University but there are with the hotel. The cost of a hotel room in Halifax will be \$159 per night including breakfast. Currently, the Halifax LAC has blocked 125 rooms and whatever is not booked by a certain date will be released to avoid penalties. Congress attendees who book at the last minute will have to find their own accommodation.

DS pointed out that typically it's the students' supervisors that are paying the expenditures and the students prefer to pay less money. A lot of people are booking through Airbnb these days.

MT asked if there should be liquidated damages when a congress is not successful. CMOS anticipates the annual congresses to be a revenue generator for the society as is that the A-O publication. This question triggered several comments and discussions. GG suggested that CMOS form an ad hoc working group to further discuss how to move forward to ensure the financial health of congresses, to better define the accountability of each future LAC and to update the congress preparation guidelines. GG will ask RB and William Ward for help. DW, JA, MFG and FR expressed interest in being part of the working group. JA pointed out that event planners are people specialised in contract negotiations. This suggestion will be reviewed by this working group.

**New A.I. GG to lead an ad hoc working group to discuss how to move forward to ensure the financial health of congresses, to better define the accountability of the LAC and to update the congress preparation guidelines.**

Then MT presented the APP and asked Council members to use it throughout the Congress to identify what is working well and what is not.

**New A.I. MT asked members to use the APP and to provide feedback to GG well before the Halifax Congress.**

### **3.2. HALIFAX 2018**

See detailed written report.

DW spoke about the definition of a successful congress. The financial benefits and Centre's revitalization are some indicators of a successful congress. He then highlighted the key elements of his report with respect to venue, budget, communications, program and MEOPAR. JA added that he will be meeting with companies during the Toronto Congress to get them on board early and to solicit marketing ideas for 2018. MT indicated that companies are not making money from buying booths at congresses. DW asked why the subsequent congress LAC has to pay for a booth to promote the next congress. MT also asked who determines the cost of the booth and why not offer the booth free of charge for excellence in sponsorship? That will be another item for discussion for the ad hoc working group.

DW hopes that being part of the Toronto LAC meetings during the Toronto Congress will be very informative and useful.

## 4. AUDITED FINANCIAL STATEMENTS

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### 4.1. APPROVAL OF THE AUDITED FINANCIAL STATEMENTS

GG presented the audited financial statements and recommended that Council approve them. Motion to approve the audited financial statements. (Anderson /Robertson). Carried.

## 5. SUCCESSION PLANNING

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### 5.1. IDENTIFICATION OF MAKE-UP AND WHAT ATTRIBUTES OF THE GROUP

MA indicated that the membership of the CMOS Council is currently very balanced between meteorologists and oceanographers and that we can have replacements from either group. Perhaps future members should still be employed and perhaps from academia. GG asked if geographic location should be considered? FR added that CMOS develop a list of skill sets or knowledge-base from which future members can be selected.

JA indicated that perhaps we should bring someone that is linked with our strategic planning exercise. Perhaps someone with specific knowledge on climate change from the Canadian Climate Forum (CCF) could be useful.

### 5.2. COUNCILOR-AT-LARGE SUGGESTIONS

There were no suggestions made.

**New A.I. MT to propose attributes of the group to form the next Executive and Council including Councilor-at-large as part of a succession plan.**

## 6. PUBLICATIONS

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### 6.1. UPDATE ON EDITORS

MT attended the Publication Committee meeting and reported on behalf of DS. MT indicated that there is an increase in papers submitted but not in good quality papers. The quality of the Canadian papers is excellent; it is the quality of the international papers that are not as good.

MT indicated that he asked Sarah Knight to put more advertisements about the A-O in the CMOS Bulletin. BJ pointed out that the A-O is present in the Bulletin but not advertised as such. Then MT presented the 50<sup>th</sup> Anniversary Book to the meeting attendees.

## 7. CMOS STRATEGIC PLAN DEVELOPMENT

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GG indicated that the draft Strategic Plan has been posted on the CMOS Web site for comments. The draft version will remain on the web until the end of August at which time the working group will finalize the strategic plan based on the comments collected.

MT reviewed the importance of the development of this plan and indicated that more work is needed to reflect the financial health of the Society.

GG added that there will be an information session on Wednesday afternoon, June 7, 2017 and invited all to attend. WR reported that he had discussed the development of this plan with the Centre Chairs and encouraged them to provide comments.

MT promised to highlight the importance of having such a plan and of hiring a media consultant at the AGM.

MA indicated that CMOS relationship with David Philips should be part of CMOS Strategic Plan. MC responded that the Strategic Plan is at a high level and sees the relationship with David Phillips is part of our operations. MA asked GG if he had signed a contract to produce the Trivia Calendar for this year.

**New A.I. GG to prepare and sign a new contract to produce the Trivia Calendar for this year.**

## 8. CANADIAN CLIMATE FORUM (CCF) FUTURE WITH CMOS

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MT explained that Deidre Laframboise sent a message wondering if a relationship with CMOS could be possible. She also sent an Amalgamation Concept Proposal document to Council prior to the meeting. MT invited JA to explain his views on the subject. JA explained that he has been a board member of the CCF for several years. While on the board of directors, the idea of joining with other organizations has been raised several times. Now that the funding for CCF is running out, a proposal has been written to amalgamate CCF with CMOS. JA asked

Council if the idea of an amalgamation is acceptable in principle and suggested that a small working group be formed to discuss and recommend a path forward. JA sees this as an opportunity and is asking council to adopt this idea in principle.

MT indicated that this proposal is a good idea but that there are numerous questions that need to be answered and that Council is not ready to present this proposal at the AGM tomorrow. However, MT supports the idea of forming a working group to explore the mechanics of the amalgamation and decide if it would be possible.

MA and BJ indicated that they are worried about the recruitment of volunteers to make the amalgamation a reality and where would the money be coming from to support both groups?

Motion to approve the establishment of a working group to explore the potential and the options proposed by the CCF. (Taillefer/Anderson). Carried.

MT and MC have volunteered to be part of the working group.

## 9. SPECIAL INTEREST GROUPS (SIG)

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### 9.1. CMOS FINANCIAL SUPPORT YES OR NO?

MT provided background information about the SIGs. He informed Council that he is trying to get the Canadian Space Agency to form a SIG and believes that CMOS should support the SIGs.

MA added that the SIGs must provide a business plan to justify their allocation including a section on how they plan to become self-sufficient in the future. GG suggested that we fund the SIGs according to their membership. SIG's members are not necessarily CMOS members.

After a lengthy discussion, Council agreed that CMOS should support the SIGs but is not ready to identify the amount yet.

Council agreed that if the SIGs request funding, they provide their business plan along with their financial request by November. The Corresponding Secretary will send a note to the SIGs in October requesting their business plan by end November. Council will determine in January if funds are available. This new procedure is to be added to the Cycle of Activity. Council agreed to support the SIGs given that CMOS has the funds to do so. GG reported that there is no funding for the SIGs in the 2018 budget.

**New A.I. FR to add the SIGs business plan production in CMOS Cycle of Activity.**

**New A.I. MT, GG and MC to look at the possibility of financially supporting the SIGs in the next budget cycle (2019) if funds are requested by the SIGs.**

## 10. IUGG (INTERNATIONAL UNION OF GEODESY AND GEOPHYSICS) MEETING MONTREAL 2019

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### 10.1. UPDATE ON PLANNING

MT reported that he has not looked at the latest communication he received from the IUGG but will follow-up right after the Congress. WR reported that the Chair of the Montreal Centre has not attended the last few Centre Chairs Meetings. The Montreal Centre should be involved in assisting in the planning of the CMOS-specific activities like the Patterson-Parsons Luncheon and the CMOS Banquet.

## 11. 50<sup>TH</sup> ANNIVERSARY UPDATE

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MA indicated that she will be providing a 50<sup>th</sup> Anniversary update at the AGM tomorrow. The only remaining point is the presentation of the video. RB and the LAC will decide if and when to show it.

MA will send a thank you note to the Webinar panelists.

MT thanked MA for all her efforts in preparing the celebration of the 50<sup>th</sup> Anniversary. All Council members concurred and applauded.

## 12. COUNCIL COMMITTEE REPORTS

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### 12.1. PRESIDENT

See written report. All the items in MT report have been discussed during the meeting.

### 12.2. VICE-PRESIDENT

See written report from the Center Chair meeting.

### 12.3. TREASURER

See written report.

### 12.4. RECORDING SECRETARY

See written report.

### 12.5. CORRESPONDING SECRETARY

See written report.

#### 12.6. PAST PRESIDENT

See written report.

#### 12.7. EXECUTIVE DIRECTOR

See written report.

#### 12.8. DIRECTOR OF PUBLICATIONS

See written report.

#### 12.9. COUNCILORS-AT-LARGE

- BSi

N/A.

- NS

N/A.

- PR

N/A.

#### 12.10. CHAIR OF SCIENCE COMMITTEE

N/A.

### 13. REVIEW OF OLD ACTION ITEMS

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- E6.1** Contact RB to get a room and meeting time to hold a working session on CMOS Strategic Plan at the Congress. **GG-Closed.**  
*It is scheduled for Wednesday, June 7, 2017 from 1:00pm to 2:30pm in the Harris Room.*
- E6.2** Update the Strategic Plan and SWOT analysis based on the input from this Executive meeting and send to broader Council and post on web by early May. **GG, MC, WR, MT-Closed.**
- E6.3** Develop a policy with respect to SIG's funding. **WR, MT-Closed.**  
*This was discussed at length during the meeting. Council agreed to support the SIGs given that CMOS has the funds to do so*
- E6.4** Reach out to his counterpart/contact at the IUGG to discuss CMOS participation to the Montreal 2019 meeting. **GG-Closed.**
- E6.5** Sign the Articles of Incorporation Endorsement form and to officially respond that CMOS wants to have oversight on the bylaws as they are developed and any future financial obligations. **GG-Closed.**

- E6.6** Review the content of the leaf and provide feedback to Bob Jones by May 5<sup>th</sup>. **All-Closed.**

*Leaflets are printed and ready for congress.*

- E6.7** Contact the publishing company to resolve the Anniversary book misunderstanding. **GG-Closed.**

*Books received and ready to be sold at congress.*

- 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.**

*MT indicated that since the number of student memberships has doubled in the past year, he proposed that we continue to do this indefinitely.*

*FR asked how long a person can get student status. Currently there is no timeline.*

*WR proposed that we continue to offer free membership for 2018 and 2019. All agreed.*  
**Motion to approve free membership for students for the next two years (2018-2019). (Richardson/Roberson). Carried.**

- C3.8** Reach out to Ian Rutherford to discuss the historical use of the Reserve Fund. **MT-Open.**

*MT was planning to talk to Ian Rutherford at the Congress but he just found out that Ian is not coming.*

- 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-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. 10** Contact Louis Lefavre (Center Chair of Montreal Center) to ask him to participate in the IUGG Steering Committee. **MT-Open.**

*MT attempted to reach out to Montreal Chairs on 3-4 occasions. No responses.*

- 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.**



## 14. OTHER BUSINESS

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### 14.1. STUDENT MEMBERSHIP FEES

MT expressed his opinion with respect to student membership fees. He would like to waive the fees indefinitely. WR added that Centre Chairs have reported that they have seen an increase of interest from students in their respective Centre activities.

FR asked how long an individual can maintain the “student” membership status. BJ responded that some people have been getting the student status for decades.

GG indicated that he currently has a revenue of \$2,000 in the budget for 2018 for student memberships.

WR proposed that CMOS continue to offer free membership for 2018 and 2019. Council agreed.

Motion to approve free membership for students for 2018 and 2019. Membership fees will be reviewed for 2020. (Richardson/Roberson). Carried.

### 14.2. MEDIA CONSULTANT

MT described the work done by Sarah Knight to showcase CMOS prior to and during the Congress. He proposed that we add a line item in the budget for a Media Consultant.

GG explained that budget 2018 has 10K identified for a Communications Officer/Special Projects/Annual Review Editor.

### 14.3. BULLETIN

As discussed under item 6, MT indicated that he asked Sarah Knight to put more advertisements about the A-O in the CMOS Bulletin.

### 14.4. RESTRICTION ON ARCHIVING THE FINANCIAL INFO IN THE ANNUAL REVIEW – OTHER BUSINESS

BJ asked if the financial information should be archived? Currently there is an embargo of 5 years before archiving financial information.

MT indicated that any financial information gets misinterpreted when made publicly available and should not appear on our website. GG will investigate what other non-profit organizations are doing with financial information.

**New A.I. GG to do a survey on the best practices of non-profit organisations when publishing their financial information.**

## 15. UPCOMING MEETINGS

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These dates will be reviewed by the members after the Congress.

<b>Executive Committee</b>	<b>Centre Chair Committee</b>	<b>Council</b>
<b>Thursday</b>	<b>Thursday</b>	<b>Thursday</b>
July 20	----	-----
August 17	September 14	September 21
October 19	November 09	November 16
December 15	January 11	January 18
February 15	March 08	March 15 (March Break?)
April 19	May - At Congress Sunday	June At Congress Sunday

## 16. ADJOURNMENT

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Motion to adjourn. (Gauthier/Robertson). Carried.

## APPENDIX 1

### New Action Items from Council Meeting #5

- C5.1** Lead an ad hoc working group to discuss how to move forward to ensure the financial health of congresses, to better define the accountability of the LAC and to update the congress preparation guidelines. **GG-Open.**
- C5.2** Asked members to use the APP and to provide feedback to GG well before the Halifax Congress. **MT-Open.**
- C5.3** Propose attributes of the group to form the next Executive and Council including Councilor-at-large as part of a succession plan. **MT-Open.**
- C5.4** Prepare and sign a new contract to produce the Trivia Calendar for this year. **GG-Open.**
- C5.5** Add the SIGs business plan production in CMOS Cycle of Activity. **FR-Open.**
- C5.6** Look at the possibility of financially supporting the SIGs in the next budget cycle (2019) if funds are requested by the SIGs. **MT, GG, MC-Open.**
- C5.7** Do a survey on the best practices of non-profit organisations when publishing their financial information. **GG-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.**
- 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 Lefaiivre (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.**