

Minutes

Thursday, January 18, 2018, 12 pm EDT

Present: Wayne Richardson (WR), Fiona Robertson (FR), Marie-France Gauthier (MFG), Gordon Griffith (GG), Paul Kushner (PK), Tim Merlis (TM), Dave Wartman (DW), Bob Sica (BSi), Dominique Paquin (DP), Felicia Kolonjari (FK), Iain Russell (IR).

Regrets: Douw Steyn (DS), Sophie Cousineau (SC), Clark Richards (CR), Martin Taillefer (MT), Boumy Sayavong (BS), Nadja Steiner(NS).

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

1. INTRODUCTIONS AND APPROVAL OF AGENDA

CMOS Council welcomed two new Councillors-at-Large, Felicia Kolonjari and Iain Russell. Their nominations to Council will be endorsed by CMOS membership during the 2018 Annual General Meeting.

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

2. APPROVAL OF MINUTES

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

Executive meeting minutes December 14, 2017. Motion to adopt the minutes. (Kushner/Robertson). Carried.

3. REPORTS FROM THE CONGRESSES LAC

3.1. HALIFAX 2018

See written report.

DW presented his written report. He highlighted a few points including the availability of a Communication Plan by the first week of February. The LAC will be employing a formalized approach to execution during the Congress week, articulating the specifics of the numerous required tasks minute by minute using a specific tool (an execution guide). Approximately \$60K of sponsorship and exhibits has been confirmed and an additional \$40K is possible. The LAC is in the process of finalising the registration package including the fee structure. As students are key stakeholders of the Congress, many feasible activities were tabled for validation with the student community including a mentorship program.

PK reported that at the last Centre Chair meeting, Jim Abraham lead a discussion about professional mentorship and asked if CMOS should initiate a mentorship program. PK pointed out that it will require dedicated resources. DW believes that locally there are mentorship programs and suggested that CMOS starts small; it's all about relationships between a mentor and a mentee. DW is planning to initiate some activities with respect to mentorship at the Congress but these activities require buy-in from students. PK will follow-up with this idea.

3.2. MONTREAL 2019

See written report.

DP reported that Louis Lefavre has asked how the revenue will be split between the local and national offices? GG responded that the Executive will have to discuss the preferred approach. Usually, there is a base amount allocated to the local arrangements committee and a percentage of any possible profit. DW underscored the importance of generating a profit from the Congress for the local chapter. GG explained that it is the national office that takes the financial risk by signing the major contracts and paying for the expenditures.

DP explained that a video advertising the Montreal Congress will be produced over the next few months and would like to have it shown during the 2018 banquet. It was confirmed that receipt of the video a few days before would be good enough. DP added that other advertisement material will be developed and made available at the CGU and CMOS booths.

An executive member from the Quebec Centre has asked DP if it would be possible to merge the Quebec Centre with the Montreal one as the Quebec Centre has only 12 members. GG responded that the bylaws have guidance on dissolving a Centre. GG explained that the Quebec Centre must send a request to the CMOS Council to be dissolved. The members from the Quebec Centre would then have to identify themselves as members of the Montreal Centre in the CMOS Membership database.

It was agreed to write a procedure about the dissolving and/or merging of Centres.

New A.I. GG to write detailed procedures on the dissolving (merging) of Centres and post them on the CMOS website.

4. CMOS DRAFT BUDGET 2019

GG presented the proposed budget for 2019 and explained the Excel worksheets. The draft budget is showing a small deficit. This budget has been developed assuming two main points. First, the national office staff should receive a small increase in salary and second, the Bulletin subscriptions revenue is nil. However, with the new Bulletin format it is believed that an increase in revenue from advertisement could be realized.

The Finance and Investment Committee will meet next week to review this first draft and commence discussions on the medium to long term viability of the Society.

5. ANNUAL REVIEW

FR reported that she has received three reports and that we still need an editor/producer for the Annual Review. GG informed the group that Sarah Knight is not available to do it and that he has sent an email to Paul-André Bolduc to see if he would be interested to do it. FR added that if Paul-André is not available, she may have found someone, but funds will be needed. (Secretary Note: Paul-André Bolduc declined via email subsequent to the Council meeting).

New A.I. FR and GG to discuss how much money CMOS could pay for editing/producing the Annual Review.

6. TOUR SPEAKER

FR reported that all Tour Speaker dates are booked and that the schedule is posted on the CMOS website. See the Corresponding Secretary Report for more details.

7. COUNCIL MEMBER REPORTS

7.1. PRESIDENT

See written report.

7.2. VICE-PRESIDENT

See written report.

PK informed members that at the last Centre Chairs' meeting, the Vancouver Island Centre has confirmed its plan to host the 2021 Congress in Victoria and the Saskatoon Centre, the 2022 one. There was also a discussion on the lack of material on meteorology and climate to carry out outreach activities in schools and the desire to have a designated spokesperson to deal with the media.

PK will clarify the steps that need to be taken to ensure a smooth transition of the Executive from Ottawa to Toronto.

7.3. TREASURER

No report.

7.4. RECORDING SECRETARY

See written report.

MFG added that she has reserved her hotel room at the Cambridge Suites for the June 2018 Congress. She also pointed out that the airfare with Porter and WestJet are the cheapest and that the flight schedules are very good.

7.5. CORRESPONDING SECRETARY

See written report.

The first call for matching funds for Science Fair and Awards Nomination emails have been sent out. The deadline for submitting nominations for the various CMOS prizes and awards is Feb. 15 and the deadline for submitting nominations for CMOS Fellowship is March 15.

7.6. PAST PRESIDENT

No report.

7.7. EXECUTIVE DIRECTOR

See written report.

7.8. DIRECTOR OF PUBLICATIONS

See written report.

7.9. COUNCILORS-AT-LARGE

- BSi
- NS
- FK

FK asked if there is some coordination with respect to outreach activities and material availability. PK responded that CMOS has two Committees (the School and Public Education Committee and the University and Professional Education Committee) that are involved in outreach but that these committees do not have enough volunteers to carry out all the duties. WR added that perhaps FK can spend her volunteering time in that field.

- IR

7.10. CHAIR OF SCIENTIFIC COMMITTEE

TM explained that two members of the SC have stepped down and that he is looking for replacements.

8. REVIEW OF OLD ACTION ITEMS

- E4.1** CMOS Executive to consider measures to ensure continuity of successes and lessons learned in the organization of congresses from one year to the next. **All-Open.**
- E4.2** Contact Gilbert Brunet to ask his permission to record one of his talks and to post it on the CMOS Website. **FR-Open.**
- E4.3** Contact Sarah Knight and Gilbert Brunet to discuss the idea of conducting an interview as a means of advertising the CMOS Speaker Tour. **FR-Closed.**

PK suggested that we remove this action. All agreed.

- E4.4** Contact Sarah Knight to ask if she has the capacity to undertake the task of preparing the Annual Review and to provide a cost estimate. **GG-Closed.**

Sarah Knight's schedule does not allow her to take on this additional task.

- E4.5** Send a message to the Executive Members asking them to update their portion of the Cycle of Activities document. **FR-Closed.**

Message sent Jan 15.

- C1.2** Find more information about the Montreal Congress registration fees and if an option to attend the CMOS portion only could be offered to participants. **GG-Open.**

- C1.6** Look at options for the Executive and Council members to share documents. **GG-Open.**

- C1.8** Find two councilors-at-large. **PK-Closed.**

Two councilors at large have been identified. Additional ideas were received by PK at the Centre Chairs meeting on January 11.

- E2.3** Work with MT, GG and WR to establish an actual Finance and Investment Committee instead of having the associated duties done by the Vice-President. **PK-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, BS-Closed.**

Draft Budget 2019 development included assessing SIG funding requests.

9. CYCLE OF ACTIVITIES FOR THE NEXT 2 MONTHS

FR reviewed the activities that need to be looked after for the month of February and March. GG explained that the name of the nominees for the Toronto Executive must be published in the CMOS Bulletin before the next AGM.

10. OTHER BUSINESS

10.1. CMOS UNDERGRADUATE SCHOLARSHIPS

BSi explained that currently scholarships can only be used by students in the Meteorology program. BSi would like to discuss the possibility of offering scholarships to bright physics students in atmospheric science. GG suggested that BSi contact the Chair of the Awards Committee as a starting point.

11. UPCOMING MEETINGS

Proposed dates for upcoming meetings.

Executive Committee	Centre Chair Committee	Council
Thursday	Thursday	Thursday
July 20	----	-----
August 17	September 14	September 21
October 19	November 09	November 16
December 14	January 11	January 18
February 15	March 08	March 15 22
April 19	June 10 - At Congress	June 10 - At Congress

12. ADJOURNMENT

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

APPENDIX 1

New Action Items from Council Meeting #3

- C3.1** Write detailed procedures on the dissolving (merging) of Centers and post them on the CMOS website. **GG-Open.**
- C3.2** Discuss how much money could CMOS pay for the edition of the Annual Review. **FR/GG-Open.**
- C3.3** Verify the deadline for nominating candidates for CMOS various awards. **GG-Open.**

APPENDIX 2

Old Action Items

- E4.1** CMOS Executive to consider measures to ensure continuity of successes and lessons learned in the organization of congresses from one year to the next. **All-Open.**
- E4.2** Contact Gilbert Brunet to ask his permission to record one of his talks and to post it on the CMOS Website. **FR-Open.**
- C1.2** Find more information about the Montreal Congress registration fees and if an option to attend the CMOS portion only could be offered to participants. **GG-Open.**
- C1.6** Look at options for the Executive and Council members to share documents. **GG-Open.**
- E2.3** Work with MT, GG and WR to establish an actual Finance and Investment Committee instead of having the associated duties done by the Vice-President. **PK-Open.**