

Minutes

Thursday, March 22, 2018, 12 pm EDT

Present: Wayne Richardson (WR), Fiona Robertson (FR), Marie-France Gauthier (MFG), Gordon Griffith (GG), Douw Steyn (DS), Dave Wartman (DW), Dominique Paquin (DP), Tim Merlis (TM), Bob Sica (BSi), Iain Russell (IR).

Regrets: Paul Kushner (PK), Boumy Sayavong (BS), Clark Richards (CR), Felicia Kolonjari (FK), Nadja Steiner(NS), Sophie Cousineau (SC), Martin Taillefer (MT).

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

1. INTRODUCTIONS AND APPROVAL OF AGENDA

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

2. APPROVAL OF MINUTES

Council meeting minutes January 18, 2018. Motion to adopt the minutes. (Robertson/Paquin). Carried.

Executive meeting minutes February 15, 2018. Motion to adopt the minutes with a small proposed change by DW. (Steyn/Paquin). Carried.

3. REPORTS FROM THE CONGRESSES LAC

3.1. HALIFAX 2018

See written report.

DW reviewed his detailed report.

The launch meeting for the development of the Congress App was held on March 12, 2018 with Karen Bernique as functional lead. The LAC is slightly behind schedule but is confident that the deadlines will be met.

Steve Beauchamp, the functional lead for facilities, continues to work hard with the Halifax Convention Centre (HCC) on many of the details for the Congress. The budget remains on track. DW asked GG for a listing of CMOS National staff and related expenses (e.g. travel costs, staff time, etc.) in order that a refinement of these costs be included in the updated budget planning for the Halifax Congress.

New A.I. GG to send a list of CMOS National staff and related expenses that will required financial support to attend the Congress to DW.

The decision was taken that the company Basil will be the AV provider at an approximate cost of \$50-55k. Basil was also the provider during the last Congress held in Halifax in 2009.

Approximately 430 abstracts were submitted and the SPC is working on developing the session plan.

The proposal for G&C funding from ECCC was not approved but the LAC is hopeful that the one from DFO will be. A draft CMOS-MEOPAR financial agreement is being reviewed by GG. It will then be sent to MEOPAR for signature.

The LAC has been in contact with Denis Bourque with respect to the details of the CMOS Banquet and the Patterson-Parsons Lunch and associated awards ceremony.

DW asked GG to provide him with a list of all the meetings that will take place on Sunday to book the right number of meeting rooms. He pointed out that a room has been booked for the AGM on Monday and the Council meeting on Sunday.

DW confirmed that Steve Beauchamp is the functional lead to coordinate the meeting spaces for the Sunday CMOS meetings but suggested to contact him first. GG indicated that he will be sending an email to the Chairs of all CMOS Committees to find out who will need a meeting room on the Sunday of the Congress.

New A.I. GG to send an email to the Chairs of all CMOS Committees to find out who will need a meeting room on Sunday of the Congress.

3.2. MONTREAL 2019

See written report.

DP presented her report. She indicated that the IUGG-CMOS Congress will be completely different from any other CMOS Congress and that every day during the organizing brings surprises.

DP pointed out that it was during a meeting held on February 20th that she and other people learned that the scientific program was in its second draft. Spiros Pagiatakis wanted to include proposals from the Canadian community but found out that the deadline to do so was very short. Due to the short deadline and because the draft couldn't have been distributed widely, no general call for sessions was done. DP had some time to contact a few people to come up with three CMOS sessions: Earth System Model, Regional Climate Modeling and Bit Data. Spiros Pagiatakis will present these sessions in Vienna hoping to have them included in the final scientific program.

There was a lot of discussion around the process used to develop the call for scientific sessions for this IUGG-CMOS Congress. The sessions will be very IUGG oriented and we will have to accept that it will not be like a CMOS Congress. What was thought as an opportunity for CMOS a few years ago may not be so.

DP indicated that it will difficult to find dates to schedule the CMOS Banquet, Award Lunch given the IUGG's usual session structure.

With respect to the registration fees, IUGG for the first time is considering including a 1-day rate to allow many government scientists from across the region to participate. The problem is that for each registration, CMOS must give \$30 to IUGG no matter how many days the registration is for. This last point is now being discussed.

DP will not attend the Halifax Congress. It will be Richard Hogue who will represent the IUGG General Assembly during the banquet. SC is overseeing the budget for CMOS.

4. CMOS BUDGET 2019 ITEMS

4.1. PROPOSED MEMBERSHIP DUES INCREASE

GG explained that following the meetings of the Finance and Investment Committee, it is proposed that CMOS increase the membership dues. This time the proposal is an increase of \$10-\$20 depending on the type of membership.

Motion to accept the proposed membership dues increase starting in 2019. (Gauthier/Robertson). Carried. This increase will be published in the April Bulletin and presented at the AGM in June.

4.2. PROPOSED SERVICE INCREASE

GG explained the services that CMOS offers to its members. The current service fees have not been increased for many years. For example, the Private Sector Listing is costing CMOS about \$10K per year as this service is provided via a third-party contract. The proposed increase will allow CMOS to stop losing money while providing a service. DS has pointed out that CMOS must improve the content of the accredited consultant listing page to bring more value to those who have applied to this service.

Motion to accept the proposed service fees increase. (Gauthier/Steyn). Carried. This increase will be published in the April Bulletin and presented at the AGM in June.

5. BY LAW CHANGE

GG presented the current wording used to describe who could be eligible to be nominated for the Tertia MC Hughes Memorial Graduate Student Prize and the proposed new wording.

Motion to modify the wording describing the eligibility criteria for the Tertia MC Hughes Memorial Graduate Student Prize. (Gauthier/Robertson). Carried.

The modification to this By-Law will be published in the April Bulletin and presented at the AGM in June.

GG had received a request from the Prizes and Awards Committee about a clarification to the President Prize criteria. The current wording describing the eligibility criteria uses “recent paper”. The Chair of the Prizes and Awards Committee is looking for a definition of “recent paper” and is proposing “within the last 5 years” to represent “recent”.

Motion to approve that “recent” means “within the last 5 years” for the President Prize criteria. (Steyn/Gauthier). Carried.

This modification will be presented at the AGM in June.

6. ENDORSEMENT OF CMOS PRIZES AND AWARDS RECIPIENTS FOR 2017

Council has provisionally endorsed the list of prize and award recipients for 2017 as presented by the Prizes and Awards Committee. Council wanted additional time to review the list in detail and provide any concerns to Gordon Griffith by 5:00pm ET, Monday, March 26th. If no concerns are received, the current list will become formally endorsed by Council.

Motion to provisionally approve the proposed list. (Robertson/Steyn). Carried.

7. ANNUAL REVIEW REPORTS

FR reported that she has received 35 of 43 reports (81%) and that about half of the received reports have been edited and translated. FR reminded Council that CMOS National Office is not required to send funding to the Centre Chairs that do not provide their annual report. GG added that several reminders have been sent to the Chairs about preparing their report.

8. TOUR SPEAKER

FR reported that Dr. Brunet has completed the three BC Centres earlier this month. Montreal is scheduled on the 21st, followed by Ottawa on the 28th.

The last 4 Centres are scheduled for April.

9. COUNCIL MEMBER REPORTS

9.1. PRESIDENT

See written report.

9.2. VICE-PRESIDENT

See written report.

9.3. TREASURER

No report.

9.4. RECORDING SECRETARY

See written report.

9.5. CORRESPONDING SECRETARY

See written report.

FR indicated that she has received 9 new membership applicants yesterday and asked Council for approval. All Council members have approved.

9.6. PAST PRESIDENT

No report.

9.7. EXECUTIVE DIRECTOR

See written report.

9.8. DIRECTOR OF PUBLICATIONS

See written report.

DS and GG will be discussing over the next few weeks the current page charges cost for the A-O and a possible increase. The current cost is \$100 CDN per page.

The proposed increase if any will have to be approved at the Executive in April.

9.9. COUNCILORS-AT-LARGE

- BSi
 - Nothing to report
- NS
 - No report provided
- FK
 - No report provided
- IR
 - Nothing to report

9.10. CO-CHAIRS OF SCIENTIFIC COMMITTEE

No report provided.

10. REVIEW OF OLD ACTION ITEMS

- E5.1** Send the list of all the proposed registration category fees to MFG for her to seek Executive approval via e-mail. **DW/MFG-Closed.**
- E5.2** Discuss the congress budgeting spreadsheet template at the next Finance and Investment Committee scheduled for April 16, 2018. **PK-Open.**
- E5.3** Look at the financial sheets and provide suggestions to PK on how to reduce costs by April 16. **All-Open.**
- E5.4** Add 'Preparation of the Congress Report' one month after the Congress on to the Cycle of Activities and 'Preparation of the final financial statement' four months after the Congress. **FR-Closed.**
- E5.5** In collaboration with the chair of the Congress LAC, the Executive Committee will develop a Congress Report Template by June 1st, 2018. **All-Open.**
- C3.1** Write detailed procedures on the dissolving (merging) of Centres and post them on the CMOS website. **GG-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.**

11. CYCLE OF ACTIVITIES FOR THE NEXT 2 MONTHS

FR reviewed the activities that need to be looked after for the month of March and April. She pointed out at we should be discussing what needs to be done for the next Council Meeting, the AGM and the CMOS Annual Congress.

New A.I. GG to propose a list of procedures (activities) and responsibilities that need to be done for the next Council Meeting, the AGM and the CMOS Annual Congress and to present them at the April Executive meeting.

12. OTHER BUSINESS

DS has asked about the development of a template for the Committees and Center Chairs Annual Review Reports. GG had indicated that while editing this year's Annual Review Reports, he has tried to give each report the same structure. He will discuss this common structure at the AGM.

13. 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

14. ADJOURNMENT

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

APPENDIX 1

New Action Items from Council Meeting #4

- C4.1** Send a list of CMOS National staff and related expenses that will required financial support to attend the Congress to DW. **GG-Open.**
- C4.2** Send an email to the Chairs of all CMOS Committees to find out who will need a meeting room on Sunday of the Congress. **GG-Open.**
- C4.3** Propose a list of procedures (activities) and responsibilities that need to be done for the next Council Meeting, the AGM and the CMOS Annual Congress and to present them at the April Executive meeting. **GG-Open.**

APPENDIX 2

Old Action Items

- E5.2** Discuss the congress budgeting spreadsheet template at the next Finance and Investment Committee scheduled for April 16, 2018. **PK-Open.**
- E5.3** Look at the financial sheets and provide suggestions to PK on how to reduce costs by April 16. **All-Open.**
- E5.5** In collaboration with the chair of the Congress LAC, the Executive Committee will develop a Congress Report Template by June 1st, 2018. **All-Open.**
- C3.1** Write detailed procedures on the dissolving (merging) of Centres and post them on the CMOS website. **GG-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.**