

Minutes

Sunday, June 10, 2018, 3 pm ADT

Present: Wayne Richardson (WR), Paul Kushner (PK), Fiona Robertson (FR), Marie-France Gauthier (MFG), Gordon Griffith (GG), Tim Merlis (TM), Clark Richards (CR), Iain Russell (IR), Dave Wartman (DW).

Observers: Amir Shabbar, Bruce Angle, Bob Jones, Geoff Strong.

Regrets: Douw Steyn (DS), Boumy Sayavong (BS), Dominique Paquin (DP), Bob Sica (BSi), Martin Taillefer (MT), Felicia Kolonjari (FK), 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

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

2. APPROVAL OF MINUTES

Council meeting minutes March 22, 2018. Motion to adopt the minutes. (Kushner/Merlis). Carried.

Executive meeting minutes April 19, 2018. Motion to adopt the minutes. (Kushner/Robertson). Carried.

3. REPORTS FROM THE CONGRESSES LAC

3.1. HALIFAX 2018

See written report.

DW highlighted the importance of having great functional leads and stressed the amount of work required by the volunteers over the past two years to organize a congress. DW suggested that each volunteer that was a functional lead receive a thank you note from the CMOS Executive Committee.

The number of registrations is pushing 390; the target was 395. With respect to the budget, a small surplus in the order of \$20K is expected.

DW, Jim Abraham and CR are committed to write an end of Congress report. That report will include a section on successes and challenges. For example, CR explained that the process for online abstract submission was challenging and suggestions on how to improve it will be part of the end of Congress report.

DW continued to review his report and described the timing of the opening ceremony on Monday morning.

3.2. MONTREAL 2019

See written report.

According to DP's report, the main day of CMOS related events will be July 8th. Bruce Angle would like a copy of DP's report. MFG will send it to him after the meeting.

New A.I. MFG to send DP latest Activity Report to Bruce Angle.

4. AUDITED FINANCIAL STATEMENTS APPROVAL

GG informed Council that the Audit Committee has reviewed the financial statements for 2017 and recommended that Council approve them.

Motion to approve the Audited Financial Statements for 2017. (Gauthier/Russell). Carried.

5. ANNUAL CORPORATE SUSTAINABILITY REPORTING

PK introduced the agenda item. Then GG explained that organizations from both the not-for-profit and for-profit sectors include reporting on corporate sustainability activities in their annual reports. GG suggested that CMOS begin to look at what activities it could report on as a starting point and then gradually add more activities and details. One example is undertaking a carbon footprint self-audit. That work could be done by an adhoc working group and report on the progress in CMOS annual review.

Geoff Strong is very supportive of this idea and is interested in working on this project.

This is a long-term commitment that the organization must make for it to be worthwhile.

6. ATMOSPHERE-RELATED RESEARCH IN CANADIAN UNIVERSITIES (ARRCU) SIG APPROVAL

WR explained the process required to form a Special Interest Group (SIG) and informed Council that PK is seeking Council approval for the establishment of the Atmosphere-Related Research in Canadian Universities (ARRCU) Special Interest Group for CMOS.

PK described the work that has been done by the members of the group to become a SIG. He presented the terms of reference and signatories for Council's consideration, as well as a request for a \$1K budget for 2018-2019.

MFG asked if CMOS will be giving \$1K to the Arctic and Aviation SIG as well. GG explained the current and existing process in place for the SIGs to request funding accompanied by a

workplan in time for the annual CMOS budget development in the fall of year. After a good discussion, PK indicated that the goal of the motion is to approve the formation of the ARRCU SIG without any budget requirement.

Motion to approve the establishment of the ARRCU in CMOS. (Kushner/Merlis). Carried.

7. FILE SHARING OPTIONS

GG explained that he has received a request from Council members to look at options for more effective ways to share information for meetings and a request from Bob Jones for additional digital storage for archiving purposes. GG explained that he spoke with Dropbox. Dropbox Business Standard offers 2 Terabytes of storage/archiving. The fee is \$12.25 CAD/user/month. GG and PK will continue to follow up and collect other options.

During the Publications Committee meeting, Bob Jones would have liked to ask the committee what exactly CMOS must archive digitally. He would like a list of the Council and Executive documents that need to be kept in the archive. Currently he has paper copies of all minutes up to year 2000. FR pointed out that since 2015, minutes and accompanying documents are all posted on the CMOS website. **New A.I. DS to contact Bob Jones to discuss CMOS digital archiving needs.**

8. CONGRESS GUIDELINE UPDATE ADHOC WORKING GROUP

This agenda item has been removed. It will be part of a larger discussion on July 12th.

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 added that since June 1st, 2018, CMOS has recruited 43 new members; with a total of 103 new members for 2018. This is a significant update with the approach of the Congress. There was a discussion on the definition of student (student membership is open to full-time students) and free membership for students.

9.6. PAST PRESIDENT

No report.

9.7. EXECUTIVE DIRECTOR

See written report.

9.8. DIRECTOR OF PUBLICATIONS

See written report.

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

Nothing to report.

10. REVIEW OF OLD ACTION ITEMS

E6.1 Arrange for a meeting room for the Atmosphere Related Research in Canadian Universities (ARRCU) Special Interest Group (SIG) in Montreal during the IUGG Congress. **DP-Closed.**

DP needs the approximate number of attendees. PK has provided them.

E6.2 Contact the Natural Sciences and Engineering Research Council of Canada (NSERC) to see if they would like to hold a town hall meeting in Montreal in 2019. **PK-Closed.**

Contact sent out on May 28, 2018.

- E6.3** Update the draft Agenda for the AGM and to send it to GG and FR asap. **MFG-Closed.**
- E6.4** Create an ad-hoc working group at its second Executive meeting in August 2018 to review the current Congress guideline document. **Incoming Executive -Open (PK).**
This will be taken care of in 2018-2019.
- E6.5** With help from the chairs of past LACs, review the Congress guidelines document in fall 2018. **Ad-hoc working group-Open (PK).**
This will be taken care of in 2018-2019.
- E6.6** Review the April version of the Cycle of Activities document by May 03rd. **All-Closed.**
- E5.5** In collaboration with the chair of the Congress LAC, the Executive Committee will develop a Congress Report Template by August 1st, 2018. **PK-Open.**
This will be discussed at the upcoming July meeting with Halifax LAC members.
- C3.1** Write detailed procedures on the dissolving (merging) of Centres and post them on the CMOS website. **GG-Open.**
- C1.6** Look at options for the Executive and Council members to share documents. **GG-Open.**
Had introductory discussion with Dropbox Business service. See GG Activity Report for details.

11. OTHER BUSINESS

N/A.

12. UPCOMING MEETINGS

All the Council and Executive meetings for 2017-2018 have been held.

The new incoming Executive will propose new dates for 2018-2019. The first meeting will be held July 19th at 12PM EDT.

13. ADJOURNMENT

PK thanked the Ottawa Executive for their hard work. Motion to adjourn. (Gauthier/Kushner). Carried.

APPENDIX 1

New Action Items from Council Meeting #5

- C5.1** Send a copy of DP's Report to Bruce Angle. **MFG-Open.**
- C5.2** Contact Bob Jones to discuss CMOS digital archiving needs. **DS-Open.**

APPENDIX 2

Old Action Items

- E6.4** Create an ad-hoc working group at its second Executive meeting in August 2018 to review the current Congress guideline document. **Incoming Executive -Open (PK).**
- E6.5** With help from the chairs of past LACs, review the Congress guidelines document in fall 2018. **Ad-hoc working group-Open (PK).**
- E5.5** In collaboration with the chair of the Congress LAC, the Executive Committee will develop a Congress Report Template by August 1st, 2018. **PK-Open.**
- C3.1** Write detailed procedures on the dissolving (merging) of Centres and post them on the CMOS website. **GG-Open.**
- C1.6** Look at options for the Executive and Council members to share documents. **GG-Open.**