

Minutes CMOS Council 2018-2019 Meeting #1 2018-09-20
Procès-verbal du Conseil de la SCMO 2018-2019 Réunion #1 20-19-2018

Attending : Paul Kushner (PK), Kim Strong (KS), Gordon Griffith (GG), Alanna MacKenzie(AM), Amir Shabbar (AM), Wayne Richards (WR), Tim Merlis (TM), Iain Russell (IR), Felicia Kolonjari (FK), Douw Steyn (DS), Dominique Paquin (DP), Nadja Steiner

Regrets : Robert Sica, Clark Richards, Bruce Angle (BA)

Guest : Sarah Knight (SK)

1.	Approval of Agenda / Adoption de l'ordre du jour Moved (DS) and seconded (IR)
2.	Minutes/ procès-verbal Review of AGM Minutes (attachment 9) – acceptance moved (WR) and seconded (DP). For final approval by 2019 AGM.
3.	Congress Update/ mise à jour du congrès: (a) IUGG & CMOS <ul style="list-style-type: none"> - Key budget issues: Banquet, Executive travel, Student bursary program. No funding in IUGG budget for executive travel or CMOS student bursaries - (i) Banquet – plan is that CMOS members will receive a \$50 rebate on the registration fee and the banquet will cost \$100. Council tacitly approved. - (ii) Student Bursary program – usual allocation \$10K. No standing policy on selecting students for a bursary, and no one in Montreal LAC currently assigned to program. New Action Item C1.1: PK, FK to schedule a special telecon re student support program at IUGG - (iii) Executive travel – CMOS must cover this directly. PK suggested holding the AGM (and perhaps other meetings) by internet. New Action Item C1.2: GG to investigate legality of an AGM by internet (e.g webex) <ul style="list-style-type: none"> - No decision as yet on number of rooms required for CMOS meetings at IUGG - IUGG registration website opens Oct-1 New Action Item C1.3: TM, GG to work on CMOS website information re IUGG and ensure appropriate linkage to IUGG site. (b) Ottawa (PK for BA) <ul style="list-style-type: none"> - Planning meetings have been held and a venue identified.
4.	Committee Updates/ mise à jour des comités
4(a)	Congress Committee (PK) – see attachment 3 PK outlined the Terms of Reference (TOR) of this proposed ad hoc committee, which would continue for two years, with meetings quarterly. Moved (PK,GG) Council approves the creation of this committee. Consensus.
4(b)	School and Public Education Committee (SPEC) (DP) <ul style="list-style-type: none"> - KS: committee needs a new chair (replace DP after 3 years) and a review of TOR - DP: issue is of provincial competence and thus hard to do anything at a pan Canadian level, except perhaps to co-ordinate local programs. Centres should be more involved. New Action C1.4: AS to approach Education Coordinator of Toronto Centre re Chair position New Action C1.5: KS to discuss SPEC at the next Centre Chairs meeting (Nov-8)

4(c)	<p>Committee Re-Structuring (KS)</p> <ul style="list-style-type: none"> - report on review of existing committees tabled (attachment 4). - PK has sent a call to committee chairs re membership and a review of respective TORs, which should at least be translated. - <u>Advisory Committee on Atmosphere/Ocean</u>: Moved (DS, seconded KS) that committee be stood down. Unanimous - <u>Membership Committee</u> – KS discussed transferring functions to Centre Chairs Committee at its Sept-13 meeting <p>New Action C1.6: KS and PK to prepare a merger proposal. KS and FK to discuss off-line</p>
4(d)	Centre Chair Meeting #1 (September 13) - KS tabled meeting minutes: no discussion.
5.	<p>CMOS Bulletin & Communications Update/ Bulletin SCMO et mise à jour des communications (SK)</p> <ul style="list-style-type: none"> a) Introduction: expanded role in CMOS: SK is working on improved visibility of CMOS, by identifying what CMOS does for the benefit of media and the public (e.g. a spokesperson list) organized by themes and sub-themes b) Communication Strategy for Congress: SK endorsed the idea of a Congress Committee, and is working of a communication strategy for 2019, including SK’s presence at IUGG. At the Toronto Congress an identified media contact was useful c) Increasing revenues and engagement in CMOS Bulletin: need to increase reach of the Bulletin (i.e. Google Analytics results) to get advertisers. Two new advertisers are on hand. SK suggested “sharing” articles to improve reach; leads or story ideas are welcome.
6.	<p>AMOS/CMOS Collaboration / Collaboration SAMO/SCMO <i>Attachment #3 – MoU_AMOS-CMOS-v PJK</i> <i>Attachment #4 – Marshall and Kushner 2018-09-11</i></p> <ul style="list-style-type: none"> - PK described his meeting with the Australian Meteorological and Oceanographic Society (AMOS) President Peter Marshall and the proposed MOU on collaboration, similar to existing MOUs with the American Meteorological Society (AMS) and the Royal Meteorological Society (RMS). <p>Moved (PK), seconded (IR), that Council authorizes PK to finalize the MOU with AMOS based on the draft tabled, which the Executive can then approve.</p> <p>New Action C1.7 : PK to finalize AMOS-CMOS collaboration MOU for Executive approval.</p>
7.	<p>International Forum of Meteorological Societies/ Forum international des sociétés météorologiques (IFMS) – PK opted to skip this item in the agenda – see update of Action Item E2.2</p>
8.	<p>Executive Reports (provided by PK, KS, GG, AM, AS and DS) – tabled with no further discussion. KS tabled the Minutes of the Centre Chairs Committee (attachment 8).</p>
9.	<p>Cycle of Activities / cycle d'activités – Sept-Oct activity items tabled. PK asked if a letter to ECCC and DFO about Congress attendance is required for 2019. FK advised that gov’t employees still need CMOS pressure to attend, as relevance and attendance count are always issues.</p> <p>New Action Item C1.8: PK,KS,GG to draft the letter about travel support, and coordinate with DP.</p>
10.	<p>Review of Action Items / examen des éléments d'action – no discussion. Updated list in Attachment 5.</p>

11.	Upcoming Meetings/ réunions à venir – PK noted the dates of upcoming meetings – no discussion.		
	Executive Committee	Centre Chair Committee	Council
	Thursday	Thursday	Thursday
	October 18	November 08	November 15
	December 13	January 10	January 17
	February 14	March 07	March 21
	April 18	June 06	June 13
12.	Adjournment / ajournement : Moved by PK, Seconded by DS.		

Attachment 1

Attachments to the Minutes

CMOS Council Meeting 2018-19 #1

1.	Attachment to the Minutes
2.	New and Updated Old Action Items
3.	Congress Committee (Ad Hoc) - Terms of Reference
4.	CMOS Committees – Status and Actions for 2018-19
5.	Draft AMOS/CMOS MOU
6.	Notes of Meeting: Marshall-Kushner
7.	CMOS Cycle of Activities for Sept-Oct
8.	Minutes: CMOS Centre Chairs 2018-19: Meeting No. 1
9.	Minutes: CMOS 2018 AGM
10.	Executive Reports <ul style="list-style-type: none">• President• Vice-President• Executive Director• Director of Publications• Treasurer• Corresponding Secretary

Attachment 2
New And Updated Old Action Items
(Year is 2018-19 unless noted)

C1.1	PK,FK	schedule a special telecon re student support program at IUGG
C1.2	GG	GG to investigate legality of an AGM by internet (e.g webex)
C1.3	TM,GG	to work on CMOS website information re IUGG and ensure appropriate linkage to IUGG site
C1.4	AS	approach Joan Klaassen of Toronto Centre re Chair position
C1.5	KS	discuss SPEC at the next Centre Chairs meeting (Nov-8)
C1.6	KS,PK	prepare a proposal for a merger of the Membership Committee with the Centre Chairs Committee. KS and FK to discuss off-line
C1.7		
C1.8		
E2.1	GG	GG to: <ul style="list-style-type: none"> • Contact the IUGG LA to make RJ a member of the IUGG budget committee as a CMOS rep - done • To provide an update on the IUGG budget to the next meeting of the Executive – awaiting update from JPDL • To prepare an estimate of costs for Congress 2019 for executive travel and the student bursary fund, based on recent Congresses.
E2.2	PK	PK to prepare a proposal for Council re CMOS partnership in the IFMS <i>Will ask this to be added to the agenda item at the next meeting.</i> <i>Instead of proposal, we will simply follow IFMS member application</i>
E2.3	PK	PK to draft a CMOS endorsement of the March for Science for discussion at the Nov Council meeting <i>Have asked KS to get in touch with Victoria Centre for further input</i>
E2.4	GG	GG to prepare a support paper for a CMOS Green Initiative, and to discuss with AM. GG and AM have started discussions
E2.5	PK, KS,GG	PK to prepare and update of the VP's duties in discussion with KS and GG <i>This will be postponed until the next executive meeting, following the September 13 Centre Chairs meeting.</i>
E2.7	GG,PK	GG and PK to explore status of revenue generation from advertisements in the Bulletin. <i>Sarah Knight provided an update at C1.</i>

E2.8	GG	GG to prepare a SOW for a contract with Sarah on CMOS Communications with regard to the upcoming IUGG and ongoing CMOS issues. – In Progress
E2.9		New Congress Planning Committee to review Congress Guideline Document and Report Template. Closed – included to Committee TOR approved at C1.
2016-17.AG1	KS	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. <i>As the impact and value analysis couldn't be completed after only one year of waiving the student membership fees, Council has approved providing free membership to students for 2018 and 2019. The impact and value analysis will be completed in 2019. – to VP KS, Open</i>
2017-18.E6.1	GG	Arrange for a meeting room for the Atmosphere Related Research in Canadian Universities (ARRCU) Special Interest Group (SIG) in Montreal during the IUGG Congress. Referred to GG.
2017-18.C3.1	GG	Write detailed procedures on the dissolving (merging) of Centres and post them on the CMOS website. GG-Open.
2017-18.C1.6	GG	Look at options for the Executive and Council members to share documents. GG-Open.
2017-18.C5.6	GG,AS PK	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-Open.
2017-18.AG1	Awards & Prizes	The Awards and Prizes Committee to review the description of the Tertia MC Hughes Memorial Graduate Student Prizes to identify the eligible fields of study
2017-18.AG2	EXEC	Executive to look at the option of creating a new type of registration for retirees.
2017-18.AG3	GG	Sarah Knight to follow up on writing an article of membership benefits for consultants. Open.
2017-18.AG4	EXEC	Executive to follow up with Bob Jones for further work on Weathercaster fee structure. Open.
E1.1	GG	Clarify membership of CMOS Council, with particular reference to Committee Chairs. GG-Open.
E1.3	EXEC	Ensure the adoption of the Code of Conduct developed for the Congress 2018 by the upcoming Congresses. Exec-Open.

E1.8	PK,KS, GG	Prepare a proposal to rationalize the Membership Committee and Centre Chairs Committee for the September Centre Chairs Meeting and subsequently the Council meeting Open: PK, KS, GG. KS had initial discussion with Centre Chairs on Sept 13
Congress Committee 1	GG	: GG to find the explanation for variance from year to year of the HST rebate as part of Congress receipts. Not all provinces subscribe to HST. Maritime provinces and Ontario use HST, all provinces west of Ontario and Quebec still use PST and GST, Quebec uses QST instead of PST. CMOS can reclaim HST or only GST depending on in which province the Congress is hosted.
Congress Committee 2		RJ please report back to proposed congress committee on CMOS banquet and awards night. Closed with C1 report
Congress Committee 3		the proposed Congress committee should identify key parts for revision of congress guidelines, budget, and report documents as part of its terms of reference. Closed – in Committee TOR approved at C1.
Congress Committee 4		: the proposed Congress committee should consider sponsorship within its terms of reference, noting the discussion on particular points above. Closed – in Committee TOR approved at C1