

**CMOS Council 2018-2019 Meeting #4 2019-03-21**  
**Procès-verbal du Conseil de la SCMO 2018-2019 Réunion #4 21-03-2019**

**Attending/ présent :**

|                   |                             |                |  |                      |                               |          |
|-------------------|-----------------------------|----------------|--|----------------------|-------------------------------|----------|
| <b>President</b>  | <b>Paul Kushner (PK)</b>    | <b>√</b>       |  | <b>Science Comm.</b> | <b>Tim Merlis (TM)</b>        | <b>√</b> |
| <b>Vice-Pres.</b> | <b>Kim Strong (KS)</b>      | <b>√</b>       |  | <b>Science Comm.</b> | <b>Clark Richards(CR)</b>     |          |
| <b>Treasurer</b>  | <b>Amir Shabbar (AM)</b>    | <b>√</b>       |  | <b>At Large</b>      | <b>Robert Sica (RS)</b>       | <b>√</b> |
| <b>Cor. Sec.</b>  | <b>Alanna MacKenzie(AM)</b> | <b>Regrets</b> |  | <b>At Large</b>      | <b>Felicia Kolonjari (FK)</b> |          |
| <b>Rec. Sec.</b>  | <b>Fred Conway(FC),</b>     | <b>√</b>       |  | <b>At Large</b>      | <b>Nadja Steiner (NS)</b>     |          |
| <b>Past Pres.</b> | <b>Wayne Richards (WR)</b>  | <b>√</b>       |  | <b>At Large</b>      | <b>Iain Russell (IR)</b>      |          |
| <b>Exec Dir</b>   | <b>Gordon Griffith (GG)</b> | <b>√</b>       |  | <b>IUGG</b>          | <b>Dominique Paquin (DP)</b>  | <b>√</b> |
| <b>Dir. Pub.</b>  | <b>Douw Steyn (DS)</b>      | <b>√</b>       |  | <b>Congress 2020</b> | <b>Bruce Angle (BA)</b>       | <b>√</b> |

**Attachments to Minutes/Pièces jointes**

|   |                                       |    |                                      |
|---|---------------------------------------|----|--------------------------------------|
| 1 | Action items from Council-4           | 7  | CMOS Cycle of Activities March-April |
| 2 | Updated Action Items                  | 8  | CMOS Leaflet Feb 2019                |
| 3 | CMOS 2022 Contract                    | 9  | CMOS Slideshow Mar 2019              |
| 4 | Draft Minutes – Centre Chairs Mtg #4  | 10 | Executive and LAC Reports            |
| 6 | Draft TOR – CMOS Nominating Committee |    |                                      |

|      |   |
|------|---|
| 1.   | <b>Approval of Agenda / Adoption de l'ordre du jour. Moved FC), seconded KS). unanimous</b>   |
| 2.   | <b>Approval of Minutes/ Approbation du procès-verbal (Exec-5)</b><br><b>Moved (FC), seconded (AS). KS noted that the provision of statistical information on student membership recorded in the update to action item 2016-17.AG1 should be recorded as an action item for Gordon. Change accepted by consensus and amended minutes accepted unanimously.</b>   |
| 3.   | <b>Congress Update/ mise à jour du congrès:</b>   |
| 3(a) | <b>IUGG2019 in Montréal (DP) – see report in Attachment 6.</b> <ul style="list-style-type: none"> <li>○ <b>Abstracts:</b> 5000 submitted to date</li> <li>○ <b>Participants :</b> based on number abstracts, estimating 4000</li> <li>○ <b>Exhibits :</b> number booked to date low, suggesting a possible \$1000 loss on conference</li> <li>○ <b>French Language visibility :</b> complaints of a lack of French in current materials. DP will raise with JPDL (IUGG LAC meeting on Mar 21 pm.</li> <li>○ <b>Awards :</b> David Grimes, ADM of ECCC, supportive of brief Patterson/Parsons ceremony at CMOS Banquet.</li> <li>○ <b>Volunteers :</b> 100 so far, need at least 100 more. When program is finalized will know final number needed. <ul style="list-style-type: none"> <li>○ Douw : one student tried to volunteer for CMOS (not IUGG as such).</li> <li>○ DP : such students should identify CMOS in e-mail to volunteer co-ordinator and they will be put with CMOS-related activities.</li> </ul> </li> <li>○ <b>Student Activities</b> confirmed. More details soon so that reservations can be made.</li> <li>○ <b>CMOS meetings :</b> noted on IUGG2019 website with business meetings</li> <li>○ <b>Media Coordinator :</b> found a volunteer living in Inuvik. Need one in Montreal and in French.</li> <li>○ <b>Next IUGG LAC meeting :</b> Mar 21 pm.</li> </ul> <p>GG : as of Mar 20, have 475 registrants (35 CMOS). A reminder will be sent to CMOS members to register for IUGG2019.</p> |

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|------|---|
|      | KS : noted that she will have a conflict with CMOS meetings at IUGG2019   |
| 3(b) | <p><b>Ottawa (BA) -</b></p> <ul style="list-style-type: none"> <li>• <b>Venu for 2020 Congress</b> – secured</li> <li>• <b>Theme</b> – about finalized</li> <li>• <b>Engagement</b> <ul style="list-style-type: none"> <li>○ in engagement meetings, yielding priority to IUGG2019</li> <li>○ <b>DFO</b> – very committed to CMOS Congress, on board with marketing and with Parsons/Patterson Awards at Banquet rather than separate Patterson luncheon</li> <li>○ <b>ECCC</b> – to meet on April 5. Will also ask about Awards at Banquet</li> <li>○ <b>NRCan, Public Safety</b> – contacts requested. <ul style="list-style-type: none"> <li>▪ PK suggested Don Lemmen for NRCan.</li> </ul> </li> <li>○ <b>CMOS Science Committee</b> – Congress Science Program Committee has been in touch to establish a liason between CMOS Sci Comm and Ottawa SPC.</li> <li>○ <b>CMOS Congress Committee</b> – looking at greater continuity in Congress planning</li> </ul> </li> <li>• <b>Issues :</b> <ul style="list-style-type: none"> <li>○ Want a template of a CMOS presentation for marketing material <ul style="list-style-type: none"> <li>▪ PK suggested use of CMOS slide show (attachment <b>XX</b>).</li> </ul> </li> <li>○ Graphics Design Contract – was to issue an RFP for a small contract (\$1.5-2.5K) <ul style="list-style-type: none"> <li>▪ New Action Item C4.<b>XX</b> – GG to work with LAC2020 on proposed contract</li> </ul> </li> <li>○ Potential Exhibitors – traditionally just use list of last Congress exhibitors, but desirable to have a full list of historic exhibitors.</li> </ul> </li> </ul> <p><b>KS</b> – the new CMOS national student rep (Ellen Gute of UofT) is interested in working with local Centres to support activities.</p> <p><b>Year-End DFO Funding :</b></p> <ul style="list-style-type: none"> <li>• GG was advised of this possible source of funding for CMOS.</li> <li>• Suggestions for use focussed on early payments in venue contracts for upcoming Congresses.</li> <li>• <b>New Action Item C4.1</b> – GG to follow up on opportunity year-end funding from DFO</li> </ul> |
| 3(c) | <p><b>CMOS 2022 – Saskatoon. (See venue contract in attachment <b>XX</b>)</b></p> <ul style="list-style-type: none"> <li>• GG pointed out changes he had negotiated to the original</li> <li>• A motion to approve signature of the contract was proposed, but PK noted that GG as Executive Director was authorized to do so: no Council motion or endorsement needed.</li> </ul>  |
|      | <b>BA and DP</b> left the meeting before the next item  |
| 4.   | <b>Committee Updates/ mise à jour du comité</b>   |
| 4(a) | <p><b>Centre Chair Meeting #4/Réunion des présidents des Centres (Mar-7 –see attachment XX)</b></p> <p>KS:</p> <ul style="list-style-type: none"> <li>• Professional Member Classification – no support from Centre Chairs <ul style="list-style-type: none"> <li>○ <b>Decision</b> – drop this idea</li> </ul> </li> <li>• CMOS Member Code of Conduct – some support from Chairs <ul style="list-style-type: none"> <li>○ <b>New Action Item C4.2</b> – GG to prepare a draft Code of Conduct for the April meeting, for presentation to the AGM</li> </ul> </li> </ul>   |

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|------|--|
|      | <ul style="list-style-type: none"> <li>• Suggestion – Dawn Conway suggested contacting retired Communications people as potential volunteers to help CMOS National Office.</li> <li>• CMOS Slide Deck – presented. Deck (English only) to be used now but also translated for use in French-language contexts. <ul style="list-style-type: none"> <li>○ <b>New Action Item C4.3</b> – GG to arrange translation of CMOS slide deck.</li> </ul> </li> </ul>   |
| 4(b) | <p><b>Finance and Investment Committee (FIC)</b><br/> KS,AS: FIC had a recent telecon with AS as chair (GG preparing telecon notes for circulation)</p> <ul style="list-style-type: none"> <li>• FIC TOR need to be updated</li> <li>• Current 2019 budget projects a \$5K deficit</li> <li>• Audit process behind schedule. GG noted that Office Manager Qing has been away and that the Auditor has requested postponement of work until May.</li> <li>• Next FIC meeting in June</li> </ul>   |
| 4(c) | <p><b>Private Sector Committee (PSC)</b></p> <ul style="list-style-type: none"> <li>• KS is trying to revive committee: need new chair, members and TOR review</li> <li>• KS has identified possible membership (new and old): suggested contacts welcome.</li> <li>• No volunteer for chair, KS looking for way forward</li> </ul>  |
| 4(d) | <p><b>School and Public Education Committee (SPEC)</b></p> <ul style="list-style-type: none"> <li>• KS still working on recruiting new members and a chair</li> <li>• PK suggested that \$ may be required and we may not be able to rely entirely on CMOS volunteers. He suggested starting with a revision of the TOR and simplification of the job</li> <li>• <b>Centre Chair Action Item 2018-19.CC4.2:</b> KS to bring Canada STEM program to attention of STEM when reactivated</li> </ul>   |
| 5.   | <p><b>New Council Members/ nouveaux membres du conseil (KS)</b></p> <ul style="list-style-type: none"> <li>• One councillor-at-large’s term is up : that person suggested two possibilities for replacement</li> <li>• Need to confirm about another recently elected councillor’s availability to continue</li> <li>• Identified another councillor who had been on Council a long time and might need to be replaced.</li> <li>• KS will continue search</li> </ul>  |
| 6.   | <p><b>Nominating Committee/ comité de mise en candidature (PK)</b></p> <ul style="list-style-type: none"> <li>• Revised TOR for committee tabled (attachment XX). Effect is to clarify that the chair (Past President) serves for one year and the other members serve for three</li> <li>• <b>Moved</b> (PK, seconded DS) that Council approves the proposed new TOR. Unanimous.</li> <li>• <b>New Action Item C4.4 –KS Comments:</b> <ul style="list-style-type: none"> <li>• Committees should be renewing themselves</li> <li>• Fewer gov’t members are offering to serve: creates a problem in finding members</li> </ul> </li> </ul> |
| 7.   | <p><b>Executive Reports/Rapports de l’exécutif (provided by PK, KS, GG, AM, AS and DS)</b><br/> (attachment XX) :</p> <ul style="list-style-type: none"> <li>• No additions to reports from <i>President, Vice-President, Exec Director, Treasurer, or Director of Publications</i></li> <li>• Corresponding Secretary Report : <ul style="list-style-type: none"> <li>○ <b>Moved</b> (DS, Seconded KS) : Council approves the new memberships listed in this report.</li> </ul> </li> </ul>   |
| 8.   | <p><b>Cycle of Activities / cycle d'activités (attachment 6)</b></p>   |

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|                         | <ul style="list-style-type: none"> <li>Search for Vice-President (KS) – contacted two possibles (declined). Awaiting response from a third.</li> </ul>   |                     |                        |         |     |          |          |          |          |             |          |          |  |          |         |         |         |               |  |  |  |          |  |  |  |          |                  |             |      |                         |                   |             |      |                        |                  |             |       |                 |                   |             |      |                        |                   |             |      |
|-------------------------|--|---------------------|------------------------|---------|-----|----------|----------|----------|----------|-------------|----------|----------|--|----------|---------|---------|---------|---------------|--|--|--|----------|--|--|--|----------|------------------|-------------|------|-------------------------|-------------------|-------------|------|------------------------|------------------|-------------|-------|-----------------|-------------------|-------------|------|------------------------|-------------------|-------------|------|
| 9.                      | <b>Review of Action Items / examen des éléments d'action</b> – no additional discussion  |                     |                        |         |     |          |          |          |          |             |          |          |  |          |         |         |         |               |  |  |  |          |  |  |  |          |                  |             |      |                         |                   |             |      |                        |                  |             |       |                 |                   |             |      |                        |                   |             |      |
| 9.                      | <p><b>Upcoming Meetings/ réunions à venir – Update of tabled list.</b><br/> <b>PK</b> – since the AGM will be on July 9, an Exec meeting in late May will be added, but starting at 2 pm rather than 12 pm to suit attendee calendars.</p> <table border="1"> <thead> <tr> <th>Executive Committee</th> <th>Centre Chair Committee</th> <th>Council</th> <th>AGM</th> </tr> <tr> <th>Thursday</th> <th>Thursday</th> <th>Thursday</th> <th>Thursday</th> </tr> </thead> <tbody> <tr> <td>February 14</td> <td>March 07</td> <td>March 21</td> <td></td> </tr> <tr> <td>April 18</td> <td>June 06</td> <td>June 13</td> <td>July 18</td> </tr> <tr> <td>May 27 – 2 pm</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">IUGG2019</td> </tr> <tr> <td>CNC-SCOR</td> <td>Mon, July 8, 9am</td> <td>MCC-Floor 5</td> <td>524B</td> </tr> <tr> <td>Centre Chairs Committee</td> <td>Mon, July 8, 1 pm</td> <td>MCC-Floor 5</td> <td>524B</td> </tr> <tr> <td>Publications Committee</td> <td>Mon, July 8, 1pm</td> <td>MCC-Floor 5</td> <td>5224A</td> </tr> <tr> <td>Council Meeting</td> <td>Mon, July 8, 3 pm</td> <td>MCC-Floor 5</td> <td>524A</td> </tr> <tr> <td>Annual General Meeting</td> <td>Mon, July 9, 6 pm</td> <td>MCC-Floor 5</td> <td>518C</td> </tr> </tbody> </table> | Executive Committee | Centre Chair Committee | Council | AGM | Thursday | Thursday | Thursday | Thursday | February 14 | March 07 | March 21 |  | April 18 | June 06 | June 13 | July 18 | May 27 – 2 pm |  |  |  | IUGG2019 |  |  |  | CNC-SCOR | Mon, July 8, 9am | MCC-Floor 5 | 524B | Centre Chairs Committee | Mon, July 8, 1 pm | MCC-Floor 5 | 524B | Publications Committee | Mon, July 8, 1pm | MCC-Floor 5 | 5224A | Council Meeting | Mon, July 8, 3 pm | MCC-Floor 5 | 524A | Annual General Meeting | Mon, July 9, 6 pm | MCC-Floor 5 | 518C |
| Executive Committee     | Centre Chair Committee   | Council             | AGM                    |         |     |          |          |          |          |             |          |          |  |          |         |         |         |               |  |  |  |          |  |  |  |          |                  |             |      |                         |                   |             |      |                        |                  |             |       |                 |                   |             |      |                        |                   |             |      |
| Thursday                | Thursday   | Thursday            | Thursday               |         |     |          |          |          |          |             |          |          |  |          |         |         |         |               |  |  |  |          |  |  |  |          |                  |             |      |                         |                   |             |      |                        |                  |             |       |                 |                   |             |      |                        |                   |             |      |
| February 14             | March 07   | March 21            |                        |         |     |          |          |          |          |             |          |          |  |          |         |         |         |               |  |  |  |          |  |  |  |          |                  |             |      |                         |                   |             |      |                        |                  |             |       |                 |                   |             |      |                        |                   |             |      |
| April 18                | June 06  | June 13             | July 18                |         |     |          |          |          |          |             |          |          |  |          |         |         |         |               |  |  |  |          |  |  |  |          |                  |             |      |                         |                   |             |      |                        |                  |             |       |                 |                   |             |      |                        |                   |             |      |
| May 27 – 2 pm           |  |                     |                        |         |     |          |          |          |          |             |          |          |  |          |         |         |         |               |  |  |  |          |  |  |  |          |                  |             |      |                         |                   |             |      |                        |                  |             |       |                 |                   |             |      |                        |                   |             |      |
| IUGG2019                |  |                     |                        |         |     |          |          |          |          |             |          |          |  |          |         |         |         |               |  |  |  |          |  |  |  |          |                  |             |      |                         |                   |             |      |                        |                  |             |       |                 |                   |             |      |                        |                   |             |      |
| CNC-SCOR                | Mon, July 8, 9am   | MCC-Floor 5         | 524B                   |         |     |          |          |          |          |             |          |          |  |          |         |         |         |               |  |  |  |          |  |  |  |          |                  |             |      |                         |                   |             |      |                        |                  |             |       |                 |                   |             |      |                        |                   |             |      |
| Centre Chairs Committee | Mon, July 8, 1 pm  | MCC-Floor 5         | 524B                   |         |     |          |          |          |          |             |          |          |  |          |         |         |         |               |  |  |  |          |  |  |  |          |                  |             |      |                         |                   |             |      |                        |                  |             |       |                 |                   |             |      |                        |                   |             |      |
| Publications Committee  | Mon, July 8, 1pm   | MCC-Floor 5         | 5224A                  |         |     |          |          |          |          |             |          |          |  |          |         |         |         |               |  |  |  |          |  |  |  |          |                  |             |      |                         |                   |             |      |                        |                  |             |       |                 |                   |             |      |                        |                   |             |      |
| Council Meeting         | Mon, July 8, 3 pm  | MCC-Floor 5         | 524A                   |         |     |          |          |          |          |             |          |          |  |          |         |         |         |               |  |  |  |          |  |  |  |          |                  |             |      |                         |                   |             |      |                        |                  |             |       |                 |                   |             |      |                        |                   |             |      |
| Annual General Meeting  | Mon, July 9, 6 pm  | MCC-Floor 5         | 518C                   |         |     |          |          |          |          |             |          |          |  |          |         |         |         |               |  |  |  |          |  |  |  |          |                  |             |      |                         |                   |             |      |                        |                  |             |       |                 |                   |             |      |                        |                   |             |      |

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**Attachment 1**  
**Action Items from CMOS Council 4**

|             |    |   |
|-------------|----|---|
| <b>C4.1</b> | GG | Follow up on opportunity year-end funding from DFP  |
| <b>C4.2</b> | GG | Prepare a draft Code of Conduct for the April meeting, for presentation to the AGM                                |
| <b>C4.3</b> | GG | Arrange for translation and distribution of CMOS slide deck, English immediately and French as soon as available. |
| <b>C4.4</b> | GG | Arrange translation of new TOR of Nominating Committee and include in package for the AGM                         |

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**Attachment 2**

**Outstanding Action Items Updated from CMOS\_Council\_4**  
**(Year is 2018-19 unless noted)**

|             |          |   |                              |
|-------------|----------|---|------------------------------|
| <b>E5.1</b> | GG/DP    | Report findings of JPDL, CMOS LAC, IUGG LOC and CGU February 14, 2019 3:00pm meeting. A special meeting of the Executive Committee will be scheduled to discuss IUGG abstract and registration issues if required.  | Done                         |
| <b>E5.2</b> | GG       | Complete CMOS Information Leaflet revision and updating by March 1, 2019.   | Done.                        |
| <b>E5.3</b> | AM       | Ensure the application form includes a request for contact information from the student applicant's supervisor or program advisor.  | In Progress                  |
| <b>E5.4</b> | GG,KS    | Deliver report on impact of waiving student membership fees to 2019 AGM.<br>KS to prepare and deliver report.<br>GG to provide supporting information to KS: <ul style="list-style-type: none"> <li>• Year by year annual counts, for five years, 2015-2019 of <ul style="list-style-type: none"> <li>○ Number student members</li> <li>○ Number of student members as % of total CMOS membership</li> <li>○ resulting impact on fees lost, so number from item 1 x student fee,</li> <li>○ number of students attending CMOS Congress</li> </ul> </li> </ul> |                              |
| <b>C3.3</b> | DP       | Press for CMOS recognition at IUGG opening ceremony, and CMOS ad on electronic displays   |                              |
| <b>C3.4</b> | KS       | Raise concept of "Professional Member" category, with annual vetting, with Centre Chairs, as way to address concerns about vetting of new members.  | Done. Decided not to proceed |
| <b>C3.5</b> | GG,PK,KS | to consider idea of a CMOS member's Code of Conduct   | Closed with C4.2             |
| <b>C3.6</b> | GG,KS,AS | Arrange for sponsorship support for Toronto Science Policy Initiative Feb meeting on Climate Action.  | Done                         |
| <b>C3.7</b> | GG       | Prepare bylaw amendment motions for AGM : <ul style="list-style-type: none"> <li>- Terms of Tertia Hughes award</li> <li>- Creation of Council Chairs and Membership Committee</li> <li>- Duties of VP (see closed Action E2.5)</li> </ul>  | Done                         |
| <b>E4.8</b> | GG       | Confirm reception from Royal Society of refund of CMOS PAGSE contribution   | Open                         |
| <b>E4.9</b> | GG       | Arrange for addition of LAC Chair for next Congress to Council membership.  | Open                         |

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|---------------------|---------------------------|---|------------------|
| <b>C2.4</b>         | KS                        | Discuss future CMOS involvement in Project Maury and Project Atmosphere with the Centre Chairs' Committee   |                  |
| <b>E3.3</b>         | GG                        | conduct a review of the three existing MOUs (RMS, AMS and CGU) will be done to ensure they are kept current and that members of each society can take advantage of the intent of the MOUs with ease. (for example, easily obtaining associate membership with the other societies.)   | Open             |
| <b>E2.4</b>         | GG,AM                     | GG to prepare a support paper for a CMOS Green Initiative, and to discuss with AM. <i>A proposal paper will be drafted for the next Executive Committee meeting, using the Global Reporting Initiative. 15-Nov – GG recommended to have GG and 1-2 Council members assume task.</i>   | Open             |
| <b>E2.8</b>         | GG                        | GG to prepare a SOW for a contract with Sarah on CMOS Communications with regard to the upcoming IUGG and ongoing CMOS issues. – <i>In Progress</i>   | Open             |
| <b>2016-17.AG1</b>  | Finance And Invest. Comm. | 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 Discussed at C3.</i> | Closed with E5.4 |
| <b>2017-18.C3.1</b> | GG                        | Write detailed procedures on the dissolving (merging) of Centres and post them on the CMOS website.   | Open             |
| <b>2017-18.AG2</b>  | WR                        | Executive to look at the option of creating a new type of registration for retirees. 15-Nov – PK to WR to consider  | Open             |
| <b>2017-18.AG3</b>  | GG                        | Sarah Knight to follow up on writing an article of membership benefits for consultants.   | Open             |