

CMOS Council 2018-2019 Meeting #5 2019-06-13
Procès-verbal du Conseil de la SCMO 2018-2019 Réunion #5 13-06-2019

Attending/ présent :

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

Attachments to Minutes/Pièces jointes

1	New Action items from Council-5	6	
2	Updated Action Items from Council-5	7	
3		8	

1.	Approval of Agenda / Adoption de l'ordre du jour. Moved KS, seconded NS. Approved
2.	Approval of Minutes/ Approbation du procès-verbal Exec-7: approval by Exec members moved by AS, seconded by FC. Approved. Council-4: approval moved by FC, seconded by WR. WR noted that his name was mis-spelt, and AS that the minutes cited AM as his acronym. Corrected minutes approved.
3.	Congress Update/ mise à jour du congrès:
3(a)	IUGG2019 in Montréal (DP) – see report in Attachment xx. <ul style="list-style-type: none"> ○ Participants : Over 3600 registrants. IUGG happy with numbers. 200 CMOS registrations and 42 CMOS banquet tickets sold. Final count for banquet due June 20. ○ Budget : now showing a profit : CMOS share would be \$9K. GG asked if current projection includes repayment of \$28K CMOS advance provided last year. Action : DP will follow up with JPDL on this issue (see Action 5.1) ○ Student Activities : JPDL erroneously opened participation in the student event to everyone, not just students from CMOS. Registration process restarted from scratch, and now only CMOS students can register. ○ Website There have been complaints about the difficulties with searching the IUGG program website, but situation can't be improved at this point – not in CMOS's hands. ○ Media : a UQAM professional has been identified for this purpose, and CMOS is providing volunteers. PK noted that Sarah Knight will be attending for a few days : should be told about the media room arrangements. ○ CMOS AGM : PK asked if the room would be available in advance to do a rehearsal for the AGM. GG noted that meeting would require good internet and a phone line. ○ New Action Item C5-1 : DP to confirm that budget projections include repayment of CMOS advance before profit calculation, and to confirm facilities for CMOS AGM (rehearsal time slot, internet and phone requirements).
3(b)	Ottawa (BA) - no report provided by BA. GG noted that there was an LAC telecon on 7-June.
4.	Remote Access to AGM / Accès à distance à l'AGM

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	<p>PK: volunteers would be needed for the online roll call and to register online votes (identify callers).</p> <p>GG:</p> <ul style="list-style-type: none"> • Plan for technical aspects of the AGM in progress. KS provided information on similar CAP AGM held recently – beyond CMOS capabilities at present. Voting would be negative only (count nays or dissents). • Quorum is 20 members, always a challenge. • Meeting plan for the chair in preparation (motion wordings etc). • Agenda – draft in progress: to be circulated before next Council meeting • CMOS 2020 Budget – not finalized because of need to wait for Auditor’s report. GG and AS will work on this. • Audited Statements – completed. Corrected version needs final approval by Audit Committee. • Notice of Meeting – due next week, according to bylaws. Information about remote attendance will be provided also, and followed up with a separate e-mail.
	DP leaves the meeting
5.	<p>Centre Chair Meeting #5/Réunion des présidents des Centres #5(6-June –att. 4)</p> <p>KS:</p> <ul style="list-style-type: none"> • Saskatchewan rep on Council for Congress 2022 identified (Yanping Li, LAC Co-Chair) • Draft CMOS Member Code of Conduct presented and well received. Any further feedback to be directed to GG. • Discussion re student bursaries for Congress attendance – will present to Congress Committee. • Presented Ottawa Centre Membership Proposal : there is interest in seeing the final proposal and its potential for application to the Centres.
6	<p>CMOS Membership & Outreach – Ottawa Centre’s Proposal / Adhésion à la SCMO et sensibilisation - Proposition du Centre d’Ottawa</p> <ul style="list-style-type: none"> • Moved (FC, seconded KS) that Council approved that Ottawa Centre move forward with Phase 1 of this plan. No dissent. • Discussion: <ul style="list-style-type: none"> ○ PK: no resources identified for this activity in the 2020 budget. ○ AS: premature to talk about resources until a request is made.
7	Executive Reports / Rapports de l’exécutif – reports from all except Director of Publications and Recording Secretary attached.
7(a)	<p>Vice-President</p> <ul style="list-style-type: none"> • Report on impact of waiving student fees (E5.4) – information needed from GG. • Handover notes for incoming Corresponding Secretary updated with AM, PK and GG for nominee Diane Pendlebury. • Private Sector Committee Update: <ul style="list-style-type: none"> ○ Membership updated, with 3 new members, one of whom has agreed to assume the chair. ○ Meeting set for 18-June. Will review roles, goals, and report from the former chair.
	KS leaves the meeting
7(b)	President

CMOS Council 2018-2019 Meeting #5 2019-06-13
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	<ul style="list-style-type: none"> • CMOS financial planning and spending procedures need to be clearer <ul style="list-style-type: none"> ○ issue arose with recent approval of Olatech contract, which was extended to address improvements in scientific program management software requested by the Congress Committee ○ New Action Item C5-2: GG to draft an operational policy for CMOS financial planning and spending, including the audit policy, for the Finance and Investment Committee, for consideration by Council in September 2019. • Discussion: <ul style="list-style-type: none"> ○ FC: spending limit in Ex.Dir contract? ○ GG: Ex Dir can authorize expenditures up to \$5K. Above that the Exec, or Council as CMOS Board of Directors, must authorize.
7(c)	<p>Executive Director / Directeur général GG noted for record recent Exec e-mail approvals :</p> <ul style="list-style-type: none"> • Congress 2021 Victoria Venue Contract (value \$37,207.80 with 10% immediate deposit) • Weather Research House NSERC Scholarship Supplement – Scientific Committee nominee <p>Discussion :</p> <ul style="list-style-type: none"> • FC noted that the sudden urgency of the Venue Contract approval was unfortunate • FC suggested that a report from the Scientific Committee should come from a member of the committee. PK disagreed, pointed out that the Scientific Committee carried out its suitable work in identifying the recipient and asked the Prizes and Awards coordinator communicate this, as has been standard practice.
7(d)	<p>Treasurer / Trésorier – AS</p> <ul style="list-style-type: none"> • noted the urgency of the completion of the Audit Report and Budget • the year-to-date of the current year differs substantially from the past year : attributed to the Congress arrangements this year, i.e. the IUGG meeting. • CMOS is in better financial shape than in 2017
7(e)	<p>Corresponding Secretary / Secrétaire de correspondance Moved (WR, seconded NS) that Council approves nominations for CMOS membership in Corresponding Secretary’s report approved.</p>
7(f)	<p>Past President / Président sortant</p> <ul style="list-style-type: none"> • Report on Retired Membership Fees attached, with recommendation for no change in current CMOS policy • Moved (FC, seconded AS) that Council accepts the Report on Retired Membership Fees and its recommendation <ul style="list-style-type: none"> ○ Discussion <ul style="list-style-type: none"> ▪ AS asked about the proposal about fee reductions for active volunteers. PK indicated that this is a different issue. ▪ AGM involvement – PK noted that this a request from AGM 2018 to look into the issue. This motion will indicate support for the conclusions of the Past President, and WR will be asked to speak to this at AGM 2019. • Motion approved
8.	Cycle of Activities / cycle d'activités (attachment 6) – Item dropped.
9.	Review of Action Items / examen des éléments d'action – item dropped

CMOS Council 2018-2019 Meeting #5 2019-06-13
Procès-verbal du Conseil de la SCMO 2018-2019 Réunion #5 13-06-2019

9.	Upcoming Meetings/ réunions à venir – Update of tabled list.			
	PK – tentatively scheduled an Exec meeting for Thursday 15-Aug at 12 :00pm			
	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	Tues, July 9, 6 pm	MCC-Floor 5	518C	

CMOS Council 2018-2019 Meeting #5 2019-06-13
Procès-verbal du Conseil de la SCMO 2018-2019 Réunion #5 13-06-2019

Attachment 1
Action Items from CMOS Council 5

C5.1	DP	confirm <ul style="list-style-type: none">• that IUGG budget projections include repayment of CMOS advance before profit calculation,• facilities for CMOS AGM (rehearsal time slot, internet and phone requirements).
C5.2	GG	Draft an operational policy for CMOS financial planning and spending, including the audit policy, for the Finance and Investment Committee, for consideration by Council in September 2019

CMOS Council 2018-2019 Meeting #5 2019-06-13
Procès-verbal du Conseil de la SCMO 2018-2019 Réunion #5 13-06-2019

Attachment 2

Outstanding Action Items Updated from Council-5
(Year is 2018-19 unless noted)

E7.1	PK	PK to send out appeal for banquet attendance.	Done
E7.2	GG,PK	GG and PK to investigate a hardship fund to support members' dues payments, based on donations to CMOS.	Open
E7.3	KS	KS to present draft CMOS Code of Conduct to next Centre Chairs and Membership Committee meeting	Done
E7.4	GG	Prepare a second draft of the CMOS Code of Conduct for fall 2019, incorporating the results of consultations.	Open
E7.5	GG,AM	GG and AM to work on the Agenda for CMOS AGM 2019 for approval by the June 13 Council meeting.	Done
E7.6	WR,GG	Discuss report and proposal on Retired Membership Fees. AS to be kept in the loop re Budget implications	Done. Discussed at Council-5
E7.7	PK, GG	Identify helpers to assist with IUGG/CMOS AGM roll call and online meeting.	Open
E6.3	KS	Present Ottawa Centre's draft proposal to next Centre Chairs and Membership Committee Meeting	Done
E6.4	GG	GG to review options in CMOS software contact re local site licensing.	Done at Centre Chairs Mtg
E6.5	Executive	Executive to discuss the CMOS website at its next meeting.	Open
C4.2	GG	Prepare a draft Code of Conduct for the April meeting, for presentation to the AGM	In Progress
C4.3	GG	Arrange for translation and distribution of CMOS slide deck, English immediately and French as soon as available.	Done
C4.4	GG	Arrange translation of new TOR of Nominating Committee and include in package for the AGM	
C4.5	GG,LAC2020	Arrange for a small graphics design contract for Congress 2020	Done
E5.3	AM	Ensure the application form includes a request for contact information from the student applicant's supervisor or program advisor.	In Progress
E5.4	GG,KS	Deliver report on impact of waiving student membership fees to 2019 AGM. KS to prepare and deliver report. GG to provide supporting information to KS: <ul style="list-style-type: none"> • Year by year annual counts, for five years, 2015-2019 of <ul style="list-style-type: none"> ○ Number student members 	

CMOS Council 2018-2019 Meeting #5 2019-06-13
Procès-verbal du Conseil de la SCMO 2018-2019 Réunion #5 13-06-2019

		<ul style="list-style-type: none"> ○ Number of student members as % of total CMOS membership ○ resulting impact on fees lost, so number from item 1 x student fee, ○ number of students attending CMOS Congress 	
E4.8	GG	Confirm reception from Royal Society of refund of CMOS PAGSE contribution	Open
E4.9	GG	Arrange for addition of LAC Chair for next Congress to Council membership.	Open
E3.3	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
E2.4	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. PK and KS offered to participate
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. – <i>In Progress</i>	Open.
2017-18.AG2	WR	Executive to look at the option of creating a new type of registration for retirees. 15-Nov – PK to WR to consider	Closed with E7.4
2017-18.AG3	GG	Sarah Knight to follow up on writing an article of membership benefits for consultants.	Open