

## Minutes

Thursday, 26-Mar-2020, 12 pm EDT

**Attending/ présent :**

President	Kim Strong(KS)	√	Councillor-at-large	Robert Sica(RS)	√
Vice-President	Marek Stastna(MS)	√	Councillor-at-large	Iain Russell(IR)	√
Past-President	Paul Kushner(PK)	√	Councillor-at-large	Aldona Wiacek(AW)	√
Rec. Secretary	Fred Conway(FC)	√	Councillor-at-large	Felicia Kolonjari(FK)	√
Corresp Secretary	Diane Pendlebury(DPe)	√	Councillor-at-large	Laura Bianucci(LB)	√
Treasurer	Amir Shabbar (AS)	√	Councillor-at-large	Bruce Sutherland(BS)	√
Councillor-at-large Dir. of Publications	Douw Steyn (DS)		Executive Director	Gordon Griffith(GG)	√
Councillor-at-large SC co-chair	Timothy Merlis(TM)		LAC 2020	Bruce Angle (BA)	√
Councillor-at-large SC co-chair	Clark Richards(CR)		LAC 2021	David Fissel (DF)	√
			LAC 2022	Yanping Li (YL)	√

### Agenda Attachments /Pièces jointes à l'ordre du jour

1	Agenda_CMOS_Council_4_SCMO_2020-03-26	10a	Pres_Activity Report_CMOS_Council_4-2020-03-26
2	Draft Minutes_CMOS_Council_3_2020-01-16_rev1	10b	Vice-Pres_Activity Report_CMOS_Council_4-2020-03-26
3	Draft Minutes_CMOS_Executive_4_2020-02-13_rev1	10c	Dir_Exec_Activity Report_CMOS_Council_4-2020-03-26
4a	LAC 2020 Minutes Mtg # 14 March 19th	10d	Treasurer_Activity Report_CMOS_Council_4-2020-03-26
4b	LAC 2021_Activity Report_CMOS_Council_4-2020-03-26	10f	CorSec_Activity Report_CMOS_Council_4-2020-03-26
6a	Membership Code of Conduct-clean-v2	10g	Past_Pres_Activity Report_CMOS_Council_4-2020-03-26
6b	Membership Code of Conduct-Redlined-v2	11	Cycle_of_Activities-March-to-May
7	Minutes - CMOS Centre Chairs and Membership Committee Meeting 4 - 2020-03-05	12	Action_Items_for_Council-4-2020-03-26
9	School and Public Education Committee - TOR - 2020 - EN - Draft		

### Additional Attachments to Minutes/ Pièces jointes supplémentaires à l'ordre du jour

13	Action Items from CMOS_Council_4_SCMO	14	Outstanding Action Items considered by CMOS_Council_4
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**Acronyms Used :**

A/O	CMOS journal Atmosphere Ocean
CCMC	CMOS Centre Chair and Membership Committee
CSAFM	Canadian Society for Agriculture and Forest Meteorology
LAC	Local Arrangements Committee
SC	CMOS Scientific Committee
SPC	Congress Science Program Committee
SPEC	CMOS School and Public Education Committee

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UPEC	CMOS University and Professional Education Committee
ECCC	Environment and Climate Change Canada
IFMS	International Society of Meteorological Societies
NRCan	Natural Resources Canada
PSC	CMOS Private Sector Committee
AGU	American Geophysical Union
CGU	Canadian Geophysical Union
FIC	CMOS Finance and Investment Committee
ARCCU	CMOS SIG Atmospheric-Related Research in Canadian Universities

President Kim Strong called the meeting to order at 12:05 pm. She noted that she would have to step out at 1 pm, at which time Vice-President Marek Stastna would assume the chair.

1.	<b>Approval of Agenda / Adoption de l'ordre du jour.</b> Motion to adopt . (FC/DPe). Carried.
2.	<b>Minutes of Council Meeting #3/Procès-verbal de la réunion du Conseil #3</b> Approval moved (PK/MS). Carried with AS abstaining.
3.	<b>Minutes of Executive Meeting #3/Procès-verbal de la réunion du Exécutif #4</b> Approval moved (MS/DPe). Approved by Executive members, with KS and AS abstaining.
4.	<b>Congress and Congress Committee Update / Mise à jour du Congrès et des comités du Congrès</b>
4(a)	<p><b>CMOS 2020 Ottawa</b> - Attachment 4a/p.j. 4a  BA :</p> <ul style="list-style-type: none"> <li>• Meeting on 19-Mar of LAC, some exec members, partners, to consider prospects for Congress in view of COVID-19 situation and emergency situation. Updated information from that meeting : <ul style="list-style-type: none"> <li>○ Very unlikely that CMOS will be able to hold the scheduled Congress on 24-28 May</li> <li>○ Postponing to later in 2020 undesirable as would impact 2021 Congress</li> <li>○ Cancellation considerations : <ul style="list-style-type: none"> <li>▪ AV contractor (Freeman) has agreed to waive cancellation fee entirely</li> <li>▪ Venue contractor (Delta) will waive half of cancellation fee and will credit that half (\$85K, but with no interest) towards a possible 2023 Congress. If impossibility clause of contract were found to apply, there would be no cancellation fee, but might require that State of Emergency Declaration (from Ontario or Ottawa, or federally) include actual Congress dates. Contract does not specify which level of government must issue declaration.</li> </ul> </li> </ul> </li> <li>• Discussion <ul style="list-style-type: none"> <li>○ <b>Sense of meeting</b> : recognition that Congress 2020 will be cancelled, but concern about venue cancellation costs, costs of refunds, urgency to decide. DPe noted that federal government scientists are not permitted to travel, with current order extending into June.</li> <li>○ <b>Issue</b> : Can Ottawa host the 2023 CMOS Congress 2023? <ul style="list-style-type: none"> <li>▪ DPe – would Ottawa Centre agree to hosting Congress 2023?</li> <li>▪ BA : likely, though not formally confirmed with Centre membership. A 2023 venue contract with Delta would involve new negotiations. Site is a good one, one of few suitable in Ottawa.</li> </ul> </li> <li>○ <b>Issue</b> : Venue Cancellation Fee : <ul style="list-style-type: none"> <li>▪ KS – have time to see if impossibility clause could apply. Support wait, but leave matter to LAC</li> <li>▪ RS - could take the risk. Unlikely that Delta could force the issue. CMOS has leverage</li> </ul> </li> </ul> </li> </ul>

**CMOS Council 2019-20 Meeting #4 2020-03-26**

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	<ul style="list-style-type: none"> <li>▪ BA – issue could go unresolved until late May if wait. Re State of Emergency declaration: Ottawa declared a State of Emergency on 25-Mar, with no end date.</li> <li>▪ GG – CMOS has already paid \$20K on contract. Additional \$65K could be found from CMOS GIC reserves. Risk of Delta running into serious financial difficulty (bankruptcy) and losing deposit is low. Other Conferences have already cancelled.</li> <li>○ <b>Issue : Refunds</b> <ul style="list-style-type: none"> <li>▪ BA :           <ul style="list-style-type: none"> <li>• Registrations have been halted, but 19 have registered so far.</li> <li>• 350 abstracts submitted with fees. Science Program Committee (led by Gord McBean and Len Barrie) did much work. Considering fall webinars.</li> <li>• Might also be refunds to sponsors</li> </ul> </li> <li>▪ GG :           <ul style="list-style-type: none"> <li>• Refunds will incur credit card fees. Suggest offering a credit, which could be offered as an option. All members, presenters, etc have an account on CMOS system. Agree that amount involved could be about \$1K.</li> </ul> </li> <li>▪ PK and others: support full refund instead of holding onto funds in CMOS account system</li> </ul> </li> </ul> <p><b>Moved by FC, seconded PK, that Council asks the 2020 LAC :</b></p> <ul style="list-style-type: none"> <li>• to revisit the applicability of the impossibility clause with the Hotel, as soon as a meeting can be arranged.</li> <li>• If the clause cannot be invoked, then to agree tentatively to funds being held as deposit towards a 2023 Congress (final Exec approval required).</li> <li>• All payments for the Congress (registrations, abstract fees, etc) to be refunded in full.</li> </ul> <p><b>KS left the meeting and MS took the chair.</b></p> <p>Further discussion on the need for a date to announce Congress cancellation and other arrangements. MS noted that no specific date can be cited as a meeting must be arranged, but sense of discussion was that formal announcement should be very soon.</p> <ul style="list-style-type: none"> <li>• FC called for vote on motion. Motion carried, with AS abstaining.</li> </ul>
4(b)	<p><b>CMOS 2021 Victoria - Attachment #4b/p.j. #4b</b></p> <p><b>DF</b> summarized his report.</p> <ul style="list-style-type: none"> <li>• LAC met on 20-Mar. Three subgroups created: admin and finance; facilities; communication and outreach. Initial meetings of the three subgroups determined roles and responsibilities among the members.</li> <li>• LAC has adopted a Green Congress objective, for a congress as green and sustainable as possible. Objective should be revisited nationally.</li> <li>• Other activities have been affected by COVID-19 situation – all discussions by telecon. The Victoria Conference Centre (Congress venue) is closed until at least May 30.</li> </ul> <p><b>PK:</b> Green Initiative was discussed at the last Congress Committee meeting. An online presence for Congress 2021 would be very desirable and should be considered – perhaps could record plenary sessions.</p> <p><b>DF:</b> could discuss with AV contractor (Freeman). Online presence could affect finances due to loss of registration fees. Someone suggested that some meetings charge a fee for online registration.</p> <p><b>IR:</b> online costs might be reduced using university video broadcast facilities – many universities going online now, as is Western.</p>
4(c)	<p><b>CMOS/CGU 2022 Saskatoon</b></p> <ul style="list-style-type: none"> <li>• YL reported that meetings of the LAC have been postponed to the summer, due to the COVID-19 situation</li> </ul>

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5	<p><b>Alternative plans for CMOS 2020 AGM and other 2020 business meetings</b></p> <ul style="list-style-type: none"> <li>• MK: the AGM will probably be have to online, due to COVID-19 situation</li> <li>• GG: 2019 AGM was partly online using Webex – went well. Webex could be offered for other meetings. Entirely online AGM could be scheduled at a more convenient time than in the evening</li> <li>• DPe – need to consider Webex capacity. The federal government WebEx subscription is currently limited to 40 participants. Meetings with &gt; 40 would be a problem (see Action item C4.4). FK mentioned that a WebEx Pro account should be able to deal with up to 100 participants.</li> <li>• GG: will need to consider the CMOS awards. The Awards Committee has prepared a list which will be reviewed at the next Exec meeting</li> </ul> <p><b>New Action C4-1:</b> GG ask the Awards Committee for ideas for the Awards Ceremony in connection with an online Congress.</p> <p><b>Moved</b> (by FC, seconded PK) that the CMOS 2020 AGM be held entirely online, unless circumstances change. Approved.</p>
6	<p><b>CMOS Membership Code of Conduct – Attachments 6a, 6b</b>  <b>Code de conduit d’adhésion de la SMOC – p.j. 6a.6b</b></p> <ul style="list-style-type: none"> <li>• <b>GG</b> tabled the latest draft, prepared by PK,CR,KS. This will now go for legal review, as previously decided.</li> </ul>
7	<p><b>Centre Chairs and Membership Committee Meeting #3 – attachment #7</b>  <b>Réunion#3 du Comité des présidents des centres et de l’adhésion – p.j. #7</b>  <b>MS</b> reported:</p> <ul style="list-style-type: none"> <li>• Much recorded in the attached meeting minutes has been superseded by COVID-19 situation</li> <li>• No CMOS Centres responded to request to host Congress 2023</li> </ul>
8	<p><b>Tour Speakers 2019-2020/ Conférencier itinérant 2019-20</b>  <b>DPe:</b></p> <ul style="list-style-type: none"> <li>• Reviewed report in attachment 10f</li> <li>• Asked if she should push to finalize one of the outstanding dates to the fall. MS suggested that the Centre in question that requested this should be encouraged to make the choice most suitable for them.</li> </ul> <p><b>LB:</b> local Touring Speaker presentation by Webex went well.</p>
9	<p><b>New terms of reference for School and Public Education Committee</b>  <b>Termes de références nouveaux du comité d’éducation publique et scolaire</b>  <b>MS:</b></p> <ul style="list-style-type: none"> <li>• Tabled the proposed new terms of reference, which provide a more limited focus for the work of the Committee.</li> <li>• Noted that for the moment he is the chair, but a replacement is to be identified at the next SPEC meeting.</li> </ul> <p><b>DPe</b> suggested that the current lockdown situation could be used to develop SPEC materials</p> <p><b>Motion (FC.PK):</b> Moved that Council approves the new terms of reference for the School and Public Education Committee. Approved.</p>
10	<p><b>Executive Reports / Rapports executives</b></p>
10(f)	<p>Treasurer / Trésorier - Attachment 10f/p.j. 10f  <b>AS:</b></p> <ul style="list-style-type: none"> <li>• Asked that donation button be placed more prominently on the website in the new version (currently at the bottom).</li> <li>• Noted that as a Centre Chair he had not received the list of new members from the last approval</li> </ul>

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	<ul style="list-style-type: none"> <li>• Re Action Item C3.7 on new signing authority procedure, had determined process for creating a signature stamp.</li> <li>• Re Action Item E4.3 re segregation of charitable donations – issue not clear <ul style="list-style-type: none"> <li>○ FC: current process, if donor does not pick a fund, donation goes to general revenues</li> <li>○ Discussion – this is okay, as long as website makes this clear, as is the case with the AGU website.</li> </ul> </li> </ul> <p><b>New Action Item C4.2:</b> GG to discuss with Olatech required changes to website re donations.</p>												
	<b>KS</b> returned to meeting, but <b>MS</b> remained as chair.												
10a	<b>President / Président</b> , - Attachment/p.j. 10a <b>KS</b> noted fruitful discussions with Nicole Renaud, new Bulletin Editor.												
10b	<b>Vice President / Vice-président</b> , - Attachment/p.j 10b – nothing to add to report												
10c	<b>Executive Director / Directeur exécutif</b> – Attachment/p.j. 10c <b>GG:</b> Audit is underway, offsite. Materials have been sent to auditor.												
10e	<b>Corresponding Secretary/Secrétaire de correspondance</b> -Attachment/p.j. 10f <b>DPe:</b> 39 new members listed in report. <b>GG:</b> PhDs are normally not considered to be students, as is the case for two proposed new members. <b>Moved</b> (by DPe, seconded AS) that Council approves the new members listed in the report, subject to verification of the status of the two candidates noted.												
11	<b>Cycle of Activities / cycle d'activités</b> <i>See attachment/p.j. #11</i> DPe reviewed the cycle												
12	<b>Review of Action Items / examen des éléments d'action</b> <ul style="list-style-type: none"> <li>• <b>2018-1E3.3</b> – review of MOU's. GG reported : <ul style="list-style-type: none"> <li>○ <b>RMS</b> – awaiting return of signed version from RMS</li> <li>○ <b>AMS</b> – done and posted on website</li> <li>○ <b>CGU</b> – under review</li> <li>○ <b>AMOS</b> – done and posted.</li> </ul> </li> <li>• <b>E2.7</b> – CMOS Councillor Bios for posting. GG noted that still have only 6.</li> </ul> <p><b>New Action Item C4.3 :</b> GG to send reminder to Councillors who have not provided photo and bio.</p>												
13	<p><b>Upcoming Meetings 2019-2020 / réunions à venir 2019-2020</b></p> <table border="1"> <thead> <tr> <th><b>Executive Committee</b></th> <th><b>Centre Chair &amp; Membership Committee</b></th> <th><b>Council</b></th> </tr> </thead> <tbody> <tr> <td><b>Thursday</b></td> <td><b>Thursday</b></td> <td><b>Thursday</b></td> </tr> <tr> <td>April 16</td> <td>May 24</td> <td>May 24</td> </tr> <tr> <td></td> <td></td> <td>AGM May 26</td> </tr> </tbody> </table> <p><b>New Action Item C4.4:</b> GG to review capacity/attendance limit of Webex. KS noted that she has a Zoom account.</p>	<b>Executive Committee</b>	<b>Centre Chair &amp; Membership Committee</b>	<b>Council</b>	<b>Thursday</b>	<b>Thursday</b>	<b>Thursday</b>	April 16	May 24	May 24			AGM May 26
<b>Executive Committee</b>	<b>Centre Chair &amp; Membership Committee</b>	<b>Council</b>											
<b>Thursday</b>	<b>Thursday</b>	<b>Thursday</b>											
April 16	May 24	May 24											
		AGM May 26											
14	<b>Adjournement/Ajournement</b>												

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	<b>Moved</b> by FC, seconded DPe, that Council_4 be adjourned. Carried. Council adjourned at about 1:40 pm.
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**Attachment 13**

**New Action Items from CMOS Council Meeting C-4**

<b>C4.1</b>	GG	ask the Awards Committee for ideas for the Awards Ceremony in connection with an online Congress	
<b>C4.2</b>	GG	discuss with Olatech required changes to website re donations.	
<b>C4.3</b>	GG	send reminder to Councillors who have not provided photo and bio.	
<b>C4.4</b>	GG	review capacity/attendance limit of Webex	

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**Attachment 14**

**Outstanding Action Items after CMOS Council-4 Review**

<b>E4.1</b>	KS	Remind LAC chairs of importance of reporting to Exec/Council	Closed. Email sent 17-Feb
<b>E4.2</b>	GG	Follow up with CMOS Office Manager re applications for travel awards for Ottawa Congress.	Done. Requests were being received via email using previous application form.
<b>E4.3</b>	AS	Investigate feasibility of assuring that all charitable donations to society are segregated.	Closed at C4 with C4.2
<b>C3.1</b>	GG	Consider wording for a multi-year or stronger automatic renewal arrangement for future personal service contracts.	Open
<b>C3.7</b>	GG/AS	Explore logistics and costs of suggested new Signing Authority Procedure and report to Exec	Update at C4 – AS provided details on signature stamp
<b>E2.4</b>	GG	Complete review process for CMOS Membership Code of Conduct.	Status: PK,GG,CR,KS Reviewed all member comments and revised for Council #4. Next: legal review and consideration by 2020 AGM.
<b>E2.7</b>	GG	Take lead in collection of bios of CMOS Councillors for posting on CMOS website.	Progress – see action C4.3
<b>C1.7</b>	GG	Seek legal advice re. implications of adopting a membership code of conduct.	Postponed at E2. Closed with C4.
<b>E1.3</b>	GG	Update CMOS reference about its charitable status on CRA website when annual report on CMOS charitable status is done (spring 2020).	Open
<b>2018-19AGM.2</b>	Exec	With respect to the impact of waiving student membership fees since 2017, it was recommended to collect two more years of data to better inform a decision on whether or not to continue to waive the student membership fee. (Executive Committee).	Open
<b>2018-19E3.3</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.)	Update at C4: <b>RMS</b> – awaiting return of signed version from RMS <b>AMS</b> – done and posted on website <b>CGU</b> – under review <b>AMOS</b> – done and posted.