

CMOS Council 2021-2022 Meeting #4 2022-03-29
Procès-verbal du conseil d'administration de la SCMO 2021-2022 Réunion #4 29-03-2022

Minutes
Tuesday, 29-March-2022, 2 pm EDT

Attendance:

Members:

President	Jim Abraham (JA)	√	Past President	Marek Stastna (MS)	√
Vice-President	Serge Desjardins (SD)	√	Treasurer	Jinyu Sheng (JS)	√
Councillor	Emily MacPherson (EM)	x	Councillor	Aldona Wiacek (AW)	x
Councillor	Bruce Sutherland (BS)	√	Councillor	Dominique Paquin (DP)	√
Councillor	Christopher Poitras (CP)	x	Councillor	Felicia Kolonjari (FK)	√
Councillor	Iain Russell (IR)	√	Councillor	Laura Bianucci (LB)	x
Councillor	Clark Richards (CR)	x	Councillor	Abdoulaye Harou (AH)	√
Executive Director & Secretary (ex officio)			Gordon Griffith (GG)		

(Quorum = four voting members plus the President or Vice-President)
 Current meeting: Eight voting members plus President = Quorum

Observers:

Congress 2022 SPC	Francis Zwiers (FZ)	√	Congress 2022 LAC	Craig Smith (CS)	√
Congress 2022 LAC	Yanping Li (YL)	√			

Agenda & Attachments

1	Agenda_CMOS_Council_4_SCMO_2022-03-29_V1	6a	NewMemberApplication(3)-032722
3a	Draft Minutes_CMOS_Council_3_2022-01-25	6b	22-1004 March YOPP invoice- CMOS
3b	Pres_Activities Report_CMOS_Council_2021-2022_Meeting_4	6c	Sheraton Contract – CMOS – Annual Scientific Congress – Revised March 23-2023
3e	Past_President_Report_March_2022	7a	CMOS BUDGET2023 – Draft-v1
3g	Exec-Dir_Activities Report_CMOS_Council_2021-2022_Meeting_4	7b	CMOS_Nominating_Committee-Nominations_for_2022-2023
4	Council-Executive-CC – Action Items – 2022-03-29	7c	CMOS Implementation Plan 2021-2022 – 2022-03-29 update
5a	CMOS Council Meeting report from LAC2022		

Attachments to Minutes

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Acronyms Used:

CGU	Canadian Geophysical Union
CWRA	Canadian Water Resources Association
ECCC	Environment and Climate Change Canada
EDI	Equity, Diversity and Inclusivity
LAC	Local Arrangements Committee
SPC	Scientific Program Committee

1.	Welcome and Introductions
	(JA) welcomed everyone to meeting #4 of the CMOS Council 2021-2022. (JA) chaired the meeting primarily in French and encouraged all participants to speak in their preferred language.

2.	<p>Approval of Agenda</p> <p>Motion: To approve the agenda as written. – SD/DP – Passed</p>
3.	<p>Approval of Consent Agenda</p> <p>Motion: To approve the consent agenda as presented. – MS/AH – Passed</p> <p>(JA) highlighted from the President’s Report that CMOS has submitted a funding proposal to ECCC for EDI initiatives in partnership with CWRA and Black Environmental Initiative. (MS) highlighted from his report that as Publications Director that the terms of the chief editors and associate editors are, for the most part, over the recommended three-year maximum. A succession plan is needed to update and possibly replace the associate editors with a goal of limiting the total to about nine. It was recommended to develop a terms of reference for the role of associate editor to capture the acceptance term length, regional representation, etc.</p> <p>Action: (MS) will develop, along with the A/O chief editors, a terms of reference for the role of associate editor for review during the June 2022 Publications Committee meeting.</p> <p>(MS) also highlighted that the majority of the articles in the A/O Journal are submitted from government ministries, very few from academia.</p> <p>(MS) is investigating the process of possibly waiving page charge fees for early career researchers to help entice the submission of more articles. Council recommended to have a policy to clarify when page charges can be waived.</p>
4.	<p>Action Items</p> <p>(GG) presented the updated action items list from Council, Executive Committee and the Centre Chairs and Membership Committee meetings. This document includes the historical list of all completed actions for the year.</p>
5.	<p>Congress Updates</p> <p>a) 2022 – Saskatoon</p> <p>(YL) co-chair of the LAC summarized the details from the written update report. It was confirmed that student volunteers would be recruited from across Canada as was done in 2021.</p> <p>(FZ), chair of the SPC reported that 555 abstracts had been submitted. The review will be completed this week with communications back to all submitters on whether they will be presenting or submitting a poster. An initial program structure will include:</p> <ul style="list-style-type: none"> • having five concurrent sessions running for most of the congress and possibly six at some instants. • Six plenary sessions, one each day, including a panel session organized by Michel Jean and Gordon McBean. • Public speaker (Eric Oliver), June 2nd or 3rd. <p>(FZ) has been working outside of the Olatech software during the review process.</p>

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	<p>b) 2023 – St. John’s (JA) stated that work continues to form Congress 2023 with a theme of Marine and Environmental Prediction. The Sheraton Hotel has provided a detailed proposal for May 28th to June 1st, 2023. Program ideas include holding recorded concurrent sessions in the morning hours of NL time and then the plenaries early afternoon being available to all time zones across the country. A hybrid model is being considered with potentially 300 in-person participants. A promotional video has been received that can be used during Congress 2022 to promote 2023. The Sheraton contract includes a block of 500 room nights. This was kept low to minimize the risk for CMOS. It was suggested to find an opportunity during Congress 2022 to poll the attendees of their intent to attend Congress 2023 in person. Suggestions were made to either create a short poll in SurveyMonkey, and/or email all the registrants of Congress 2022 with the question, and/or add it to a future edition of the CMOS Newsletter.</p> <p>Action: (GG) will follow-up with Congress 2022 LAC to develop an opportunity to poll the Congress attendees on their intent to attend Congress 2023 in person.</p>
6.	Decision Items
	<p>a) Approval of New Members (GG) presented the three new member applications for approval.</p> <p>Motion: To approve the three new member applications. – JC/DP – Passed.</p> <p>As of this day of the meeting, CMOS has the following members:</p> <ul style="list-style-type: none"> • 884 active members • 625 have renewed until December 31,2022 • Remainder have until end of March to renew before being made inactive. <p>We are aware of CMO emails going straight to spam folders at a number of Federal ministries and universities.</p> <p>Action: (JA) volunteered to send a final notice email via his gmail account to the list of members who have not yet renewed their CMOS membership for 2022.</p>
	<p>b) YOPP – Agenda Managers Invoice (GG) reported that the YOPP – Agenda Managers invoice had been approved via email the day prior to this meeting. No further action was required.</p>
	<p>c) Approval of Congress 2023 Sheraton Hotel Contract (JA) summarized the details of the proposed contract with the hosting venue for Congress 2023 in St. John’s, NL. This venue contract also includes a hotel room block of 500 room nights and food and beverage and meeting rooms for approximately 300 in-person participants. The contract includes a very detailed “Impossibility Clause” that also covers COVID related cancellation clause. Most Council members expressed an interest in attending Congress 2023 in person. There was general agreement that reaching the 300 in-person participants would be quite easy as this would be the first Congress offering in-person participation since Congress 2019.</p>

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	<p>Motion: To approve the signing of the Sheraton Hotel venue contract for Congress 2023 by the CMOS executive director. – AH/MS – Passed</p>
7.	<p>Discussion Items</p>
	<p>a) CMOS Draft Budget 2023 (GG) presented the draft budget for 2023. This draft was previously reviewed by the Finance and Investment Committee. This committee suggested to create a one-page budget summary detailing the key revenue and expenses. The budget 2023 will be approved by Council during the May 2022 meeting before being presented to the CMOS membership for approval during June AGM. The following points were clarified:</p> <ul style="list-style-type: none"> • Expenses associated with Olatech’s association management software use still included. If current review of other service providers warrants a change and significant savings, the budget will be amended. • Funding and expenses associated with the EDI initiative proposal are not currently included. • Communications strategy development may have an impact on the final budget 2023. • Special projects funds were a result of the COVID-related CEBA loan provided by the Federal Government.
	<p>b) Council Succession Slate 2022-2023 (MS) and (GG) presented the slate of current Councillors whose terms are ending in June 2022 at the AGM. Felicia Kolonjari, Clark Richards and Iain Russell are all completing their four-year term. Ada Loewen will be replacing Christopher Poitras as a councillor-at-large and chair of the National Students Committee. It was also recommended that (MS), assuming the role of Director of Publications, would be a councillor-at-large and a member-at-large on the Executive Committee. Everyone was encouraged to submit ideas for new councillors-at-large. The slate of elected officers needs to be approved during the Council meeting in May. The CMOS bylaws allow for a maximum of 14 members on Council.</p> <p>(JA) suggested that the next centre to assume the role of the CMOS Executive should be Montreal. If there is interest in this, a member from the centre should be considered to join Council as of 2023-2024.</p>
	<p>c) Implementation Plan 2021-2022 Update (JA) presented his comments on a few of the implementation plan items that had not been started yet. He will continue to work with (GG) to move these items forward.</p>
	<p>d) Association Management Software Review (JA) briefly discussed the work that is being done to review other service providers as options to replace Olatech. An RFP is being developed and will sent to targeted service providers seeking their input.</p>

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8.	Upcoming Meetings 2021-2022		
	Centre Chair & Membership Committee	Executive Committee	Council
	Tuesday	Tuesday	Tuesday
		August 31	
	September 7	September 14	September 28
	November 02	November 11	November 23
	January 04	January 11	January 25
	March 08	March 15	March 29
	May 03	May 10	May 24
			AGM XX
9.	Adjournment (Meeting adjourned)		

Action Items

2021-2022			
ID	By	Action	Status
C4.3	MS	will develop, along with the A/O chief editors, a terms of reference for the role of associate editor for review during the June 2022 Publications Committee meeting.	Open.
C4.5b	GG	will follow-up with Congress 2022 LAC to develop an opportunity to poll the Congress attendees on their intent to attend Congress 2023 in person.	Open
C4.6a	JA	volunteered to send a final notice email via his gmail account to the list of members who have not yet renewed their CMOS membership for 2022.	Open