

CMOS Council 2023-2024 Meeting #4 2024-03-28

Procès-verbal du conseil d'administration de la SCMO 2023-2024 Réunion no. 4 28-03-2024

Minutes

Thursday, March 28, 2024, 12:00 pm EDT

Attendance:

Members:

President	Serge Desjardins (SD)	√	Past President	Jim Abraham (JA)	X
Vice-President	Shannon Nudds (SN)	X	Treasurer	Jinyu Sheng (JS)	√
Councillor	Emily MacPherson (EM)	X	Councillor	Amber Holdsworth (AH)	√
Councillor	Brennan Allen (BA)	X	Councillor	Dominique Paquin (DP)	X
Councillor	Ada Loewen (AL)	√	Councillor	Marek Stastna (MS)	X
Councillor	Scott Kehler (SK)	√	Councillor	Julie Thériault (JT)	X
Councillor	Shaylea Ostapowich (SO)	√	Councillor	Abdoulaye Harou (AH)	X
Executive Director & Secretary (ex officio)			Gordon Griffith (GG)		√

(Quorum = four voting members plus the President or Vice-President)

Current meeting: Five voting members plus President = Quorum

Observers:

Congress 2024 SPC	Pat McCarthy (PM)	√		
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Agenda & Attachments

1	Agenda_CMOS_Council_4_SCMO_2024-03-28	3c	Minutes – draft – Centre Chairs and Membership Committee 2023-2024 – Meeting- 4 – 2024-03-05
1	Briefing_Note_CMOS_Council_4_2024-03-28	6c	EDI Project – Implementation Plan
3a	Draft_Minutes_CMOS_Council_3_2024-01-30		
3b	Council-Executive-CC – Action Items – 2024-03-12		

Acronyms Used:

DFO	Fisheries and Oceans Canada
EDIA	Equity, Diversity, Inclusion and Accessibility
LAC	Local Arrangements Committee
MSC	Meteorological Services of Canada
SPC	Scientific Program Committee

1.	Welcome, Introductions and Land Acknowledgement (SD) welcomed everyone to meeting #3 of the CMOS Council 2023-2024. (SD) also acknowledged the Indigenous lands on which he was chairing this virtual meeting. He invited all to make their own individual acknowledgements.
2.	Approval of Agenda No additional items were added to the agenda. Motion: To approve the agenda as presented. – AH/SK – Carried
3.	Approval of Consent Agenda

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	<p>The consent agenda included:</p> <ul style="list-style-type: none"> • Minutes – 2023-2024 Council meeting #3 – 2024-01-30 • Council-Executive-CC – Action Items – 2024-03-12 • Vice-President’s Report – Centre Chairs & Membership Committee Meeting #4 Minutes <p>Motion: To approve the consent agenda as presented. – SK/AH – Carried</p>
4.	<p>Congress Updates</p>
	<p>a) 2024 – Virtual – Winnipeg/BC Interior-Yukon (PM), chair of the Local Arrangements Committee, provided an update on the Congress 2024 preparation.</p> <p>The draft program has been created and was shown during the meeting. There are 10 time slots for sessions, with four concurrent sessions required to be able to present all. Registration for the congress has been opened. The draft program showed the public talk and awards ceremony being held on the same evening. (GG) confirmed that the \$10K agreement from DFO has been finalized. (GG) confirmed that this DFO agreement was for congress support and not for a group registration for staff. Additional sponsorships are being pursued.</p> <p>Poster presentation sessions will include a two-minute allowance for presenting each poster. Poster presenters will be divided up into various Zoom break-out rooms allowing for a more intimate interaction.</p> <p>It was also confirmed that the EventMobi software platform is being used for congress participants to access the congress content. (AL) added that fewer students are interested in participating in virtual meetings and possibly not wanting virtual social events. Professional development or pertinent workshops would be more engaging and even the networking time associated with the poster presentations. The Gather.Town app had been used for social events during previous virtual congresses.</p> <p>The idea of having centre specific viewing sessions and/or local tours is being considered.</p>
5.	<p>Decision Items</p>
	<p>n/a</p>
6.	<p>Discussion Items</p>
	<p>a) Reserve Fund Policy Development (SD) and (GG) summarized the background information from the meeting briefing note. CMOS has a Reserve Fund of \$324,356 as reported in the audited financial statements for the year ending December 31, 2022. It has remained at this amount since 2017. During the recent Centre Chairs meeting Shannon Nudds, Chair of the Halifax Centre, asked for support from the other centre chairs in using national funds to cover expenses associated with local students visiting the Bedford Institute of Oceanography in Halifax. From this, a broader discussion took place on having funds available for other unbudgeted events during the year that centres could use.</p>

	<p>The current national budget process does not offer funds for this purpose. In addition to this, the two projects, EDI Project – Implementation Plan and the Impact Analysis Project may require funds to move initiatives forward. It was felt that the Reserve Fund may be a source that can be tapped into to help fund these three initiatives. Since the Reserve Fund is currently identified to cover unforeseen contingencies associated with potential congress losses and any transfers to/from the Reserve Fund required Council approval, the question was asked if the current balance is appropriate or can be reduced.</p> <p>The following discussion took place:</p> <ul style="list-style-type: none"> • If an in-person congress is cancelled at the last minute due to some unforeseen reason, the venue and food and beverage expenses would be paid at 100% and could be in the range of \$150K-\$200K. • Apart from congress related expenses, the society has a contract with Olatech Software Services for our association management software that may have a one-year termination clause expense (\$26K), multi-year agreement with Taylor & Francis Publications for Atmosphere-Ocean contract, salary commitment for two staff and other professional fees associated with dissolving the society. There are no office related expenses, no lease, no rental equipment, etc. <p>Action: (GG) to consult with the financial auditor on what is still the appropriate balance to maintain in the Reserve Fund.</p> <ul style="list-style-type: none"> • The Reserve Fund is invested in mutual funds and GICs. All interest earned is added to the CMOS General Fund each year. • CMOS has working capital (cash) of \$50K-\$100K at any point in time. • A suggestion was made to allocate the annual interest generated from the Reserve Fund investments to a fund accessible for use by the centres and other projects, with a potential maximum identified annually. • Any annual surplus should be used to promote the society to students and early career professionals. • Is there a way of insuring against the possible loss incurred by a congress? • There was a general consensus around having a pot of money available for unbudgeted initiatives.
	<p>b) Canada-Wide Science Fair Involvement</p> <p>(GG) summarized the background information from the briefing note. One of CMOS' strategic objectives is outreach and education. Is increasing involvement in the science fairs reaching a greater audience compared to the current involvement in the Project Atmosphere and Project Ocean summer workshops for teachers. For 2024, there were no applications for Project Atmosphere and Project Ocean is not being offered. The following discussion took place:</p> <ul style="list-style-type: none"> • Science fair categories may not refer directly to atmospheric and oceanographic science and thus regional fairs may not have related projects to judge. A better understanding of science fair categories and which may be of interest to CMOS is needed. <p>Action: (GG) to research the current categories identified for science fairs and how often they change and which ones would be relevant to CMOS.</p> <ul style="list-style-type: none"> • Other options include: Let's Talk Science / Parlons Sciences (https://letstalkscience.ca) and Canadian Water Resources Association Project WET.

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	<p>c) EDI Project – Implementation Plan (GG) summarized the details from the briefing note. The implementation plan project structured the recommendations from the EDI year 1 report into a plan on how to complete them. This implementation plan will also be considered in the final report of the Impact Analysis project, due in April 2024.</p>																																
7.	<p>Upcoming Meetings 2023-2024</p> <table border="1"> <thead> <tr> <th>Centre Chair & Membership Committee</th> <th>Executive Committee</th> <th>Council</th> </tr> </thead> <tbody> <tr> <td>Tuesday</td> <td>Tuesday</td> <td>Tuesday</td> </tr> <tr> <td></td> <td>August 14</td> <td></td> </tr> <tr> <td>September 5</td> <td>September 12</td> <td>September 26</td> </tr> <tr> <td>November 07</td> <td>November 14</td> <td>November 28</td> </tr> <tr> <td>January 09</td> <td>January 16</td> <td>January 30</td> </tr> <tr> <td>March 05</td> <td>March 12</td> <td>March 26</td> </tr> <tr> <td>May 07</td> <td>May 14</td> <td>May 28</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>AGM June 20</td> </tr> </tbody> </table>			Centre Chair & Membership Committee	Executive Committee	Council	Tuesday	Tuesday	Tuesday		August 14		September 5	September 12	September 26	November 07	November 14	November 28	January 09	January 16	January 30	March 05	March 12	March 26	May 07	May 14	May 28						AGM June 20
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8.	<p>Other Business None identified.</p>																																
9.	<p>Adjournment (Meeting adjourned)</p>																																

Action Items

2023-2024			
ID	By	Action	Status
C4.6a	GG	(GG) to consult with the financial auditor on what is still the appropriate balance to maintain in the Reserve Fund.	Open, due by April 30, 2024
C4.6b	GG	(GG) to research the current categories identified for science fairs and how often they change and which ones would be relevant to CMOS.	Open, due by April 30, 2024