

CMOS Council 2023-2024 Meeting #5 2024-05-28

Procès-verbal du conseil d'administration de la SCMO 2023-2024 Réunion no. 5 28-05-2024

Minutes

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

Attendance:

Members:

President	Serge Desjardins (SD)	√	Past President	Jim Abraham (JA)	√
Vice-President	Shannon Nudds (SN)	X	Treasurer	Jinyu Sheng (JS)	X
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 LAC	Pat McCarthy (PM)	√		
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Agenda & Attachments

1	Agenda_CMOS_Council_5_SCMO_2024-05-28	5a	CMOS_Impact_Storyline_2024-05-09
1	Briefing_Note_CMOS_Council_5_2024-05-28	5b	Draft Impact Project – Action Plan 2024-2025 – 2024-05-01
3a	Draft Minutes_CMOS_Council_4_2024-03-28	5c	AMS Software Renewal Options 2024-2026
3b	Council-Executive-CC – Action Items – 2024-05-09	5d	NewMemberApplication(13)-0523-24
3c	Minutes – draft – Centre Chairs and Membership Committee 2023-2024 – Meeting-5 – 2024-05-07	6a	CMOS_Slate_of_Elected_Officers_2024-2025 – EN – Draft
		6b	CMOS BY-LAWS 2024 - Draft

Acronyms Used:

AGM	Annual General Meeting
DFO	Fisheries and Oceans Canada
EDIA	Equity, Diversity, Inclusion and Accessibility
LAC	Local Arrangements Committee
MSC	Meteorological Services of Canada
SCOR	Scientific Committee on Oceanic Research
SPC	Scientific Program Committee

1.	Welcome, Introductions and Land Acknowledgement (SD) welcomed everyone to meeting #5 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

	<p>No additional items were added to the agenda.</p> <p>Motion: To approve the agenda as presented. – SK/JA – Carried</p>
<p>3.</p>	<p>Approval of Consent Agenda</p> <p>The consent agenda included:</p> <ul style="list-style-type: none"> • Minutes – 2023-2024 Council meeting #4 – 2024-03-28 • Council-Executive-CC – Action Items – 2024-05-09 • Vice-President’s Report – Centre Chairs & Membership Committee Meeting #5 Minutes <p>Motion: To approve the consent agenda as presented. – JA/AH – Carried</p>
<p>4.</p>	<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>With less than a week to the opening, most of the time is being spent now testing and finalizing the details. Total registrations as of this meeting were 401. The biggest challenge was coordinating meetings of individuals working within four active time zones and the fact that two centres were involved in the organization. It was recommended to start the detailed planning process as early as possible. The first impressions of having a lower-than-normal level of submitted abstracts was because it was a virtual congress. It is assumed that people are wanting to have an in-person experience instead of a virtual one. It was confirmed that the need for volunteers was lower compared to previous years as all the sessions are being run through EventMobi and Agenda Managers, the event organizing company, had technical experience to handle what was performed by volunteers previously. The majority of councillors attending this meeting confirmed they would be participating with the congress.</p> <p>The Congress Guideline needs to be updated to contain information specific to organizing a virtual congress.</p>
<p>5.</p>	<p>Decision Items</p>
	<p>a) Impact Project - Storyline (SD) summarized the Impact Project and the storyline he developed to highlight the final report’s recommendations and the proposed action plan. He presented this storyline first to the Centre Chairs and then to the Executive Committee. He presented during this meeting to seek approval to use a similar presentation tool to inform the membership during the AGM of the pending activities resulting from the project’s completion. The following discussion took place:</p> <ul style="list-style-type: none"> • A link to the Impact Project final report was included in the meeting briefing note but is also available on the cmos.ca website under the Activities-Projects menu tab.

	<ul style="list-style-type: none"> • The science lead position would be responsible for external communications and partnership development. Develop a communications strategy. The action plan supports filling this role with a volunteer from within the Society. • The communications associate would be responsible for managing, organizing and sending communications through the various social media networks, emails, e-newsletter and websites. This would be a part-time role that could transition into a full-time position. An estimated \$10K-15K for the remainder of 2024. • Need to instil a sense of urgency on the recommendations from this report. Perhaps setup a working group that is really passionate on carrying out the report recommendations. • Need to leverage our Society's flagship event, Congress, by promoting it better across all disciplines, by featuring the very good material presented during the Congress throughout the remainder of the year through the Bulletin, webinar series, national tour speaker and other communication networks. • Encourage congress session chairs to identify speakers from their sessions that could expand their 15-20 minute presentations from congress into a 40-45 minute webinar presentation, for example. • Is there a better governance model that other societies use to govern. • Potentially support working groups to tackle different topics, a model that SCOR international uses. • Suggestion to modify the storyline to include a few inspiring ideas that come from the final report. Inspire volunteers to step up and help make changes to the Society. Have clearly defined roles for which volunteers are sought. • Keep inclusivity, equity and diversity in mind when seeking our inspired volunteers. • Action: (GG) to send the proposed action plan to all Council members to seek out their opinions on it ahead of it being presented to the Society members at the AGM. • There is a need for a science lead but how would this role interact with the existing Scientific Committee or do we change the role of the Scientific Committee to give it more powers and authority. <p>There was general consensus with the storyline and the proposed action plan including the actions identified during this meeting.</p>
	<p>b) Impact Project – Action Plan</p> <p>This item was discussed as part of item a) above.</p>
	<p>c) Olatech AMS Contract Renewal</p> <p>(GG) recommended the renewal of the association management software service contract between CMOS and Olatech for the term of May 31, 2024 to May 31, 2026 at the detailed rates provided in the attached document. There are options for additional initiatives that will be developed later this year and added to the provided service. The additional discussion took place:</p> <ul style="list-style-type: none"> • All future congresses will have some level of virtual component, so allowing a quick transfer of scientific program info from the Olatech software to the EventMobi platform will encourage participants to register sooner for

	<p>congresses. Therefore, improving how the Olatech software manages the scientific program creation is an important exercise.</p> <ul style="list-style-type: none"> • Session chairs must be able to accept abstracts for their specific session through the Olatech software. There were special access codes associated with this process and was not a simple process. This should be shared with Olatech and improved somehow. • Qing Liao is the staff member that helps everyone navigate through the Olatech software. • Action: Send a survey to all the session chairs that interacted with the Olatech software to gather the issues they experienced throughout the abstract submission-abstract acceptance-program creation process or organize an interactive session between a few session chairs and Olatech technical staff to step through the challenging processes. (GG) and Qing Liao to action this and then organize a meeting with Olatech technical staff to see how the software can be simplified and/or improved. <p>Motion: To approve the renewal of the Olatech contract for the two-year term of May 31, 2024 to May 31, 2026. – AH/JA – Carried</p>
	<p>d) CMOS Membership Applications (GG) presented the list of 13 applications for new membership.</p> <p>Motion: To approve the 13 new applications for CMOS membership. – AH/SK – Carried</p>
<p align="center">6.</p>	<p align="center">Discussion Items</p>
	<p>a) Draft Slate of Elected Officers 2024-2025 (JA) as Past-President introduced the draft slate of elected officers for 2024-2025 which will be approved during the AGM. He noted that Shannon Nudds had recently decided to step away from all CMOS positions including as President-Elect of Council and as the Halifax Centre Chair. As a result (SD) decided to put his name forward for a second term as president and (JA) would remain as Past-President. Pat McCarthy has put his name forward as Vice-President as CMOS transitions from the Halifax Centre to the Winnipeg Centre and possibly other smaller centres. A treasurer representative has not been identified yet.</p> <p>Thanks to Dominique Paquin as her term will be ending at the AGM not only for her scientific contributions but for her promotion of the French language within the Society. André Giguère from ECCC will be joining the Council.</p> <p>Thanks also to Abdoulaye Harou for his time on Council. He participated in the equity, diversity and inclusivity project.</p> <p>Thanks to Jinyu Sheng in his role as treasurer for the past three years.</p> <p>Leads for additional councillors are being sought.</p> <p>Clearly identifying the roles and their responsibilities is needed over and above what is detailed in the Bylaws.</p>

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	Approval of this slate will take place at the proposed special Council meeting before the AGM.																														
	<p>b) Bylaws Revision (GG) summarized the background information from the briefing note. One revision was decided to be done to the bylaws. This included removing the detailed information on all the prizes and awards that CMOS currently offers and creating a policy that the Council would be responsible for. A similar approach had previously done with the details of the scholarship offerings. This revision will be put forward for approval during the AGM.</p>																														
7.	<p>Upcoming Meetings 2023-2024</p> <table border="1" data-bbox="305 638 1430 1108"> <thead> <tr> <th data-bbox="305 638 704 728">Centre Chair & Membership Committee</th> <th data-bbox="704 638 1097 728">Executive Committee</th> <th data-bbox="1097 638 1430 728">Council</th> </tr> </thead> <tbody> <tr> <td align="center" data-bbox="305 728 704 772">Tuesday</td> <td align="center" data-bbox="704 728 1097 772">Tuesday</td> <td align="center" data-bbox="1097 728 1430 772">Tuesday</td> </tr> <tr> <td data-bbox="305 772 704 816"></td> <td align="center" data-bbox="704 772 1097 816">August 14</td> <td data-bbox="1097 772 1430 816"></td> </tr> <tr> <td align="center" data-bbox="305 816 704 858">September 5</td> <td align="center" data-bbox="704 816 1097 858">September 12</td> <td align="center" data-bbox="1097 816 1430 858">September 26</td> </tr> <tr> <td align="center" data-bbox="305 858 704 900">November 07</td> <td align="center" data-bbox="704 858 1097 900">November 14</td> <td align="center" data-bbox="1097 858 1430 900">November 28</td> </tr> <tr> <td align="center" data-bbox="305 900 704 942">January 09</td> <td align="center" data-bbox="704 900 1097 942">January 16</td> <td align="center" data-bbox="1097 900 1430 942">January 30</td> </tr> <tr> <td align="center" data-bbox="305 942 704 984">March 05</td> <td align="center" data-bbox="704 942 1097 984">March 12</td> <td align="center" data-bbox="1097 942 1430 984">March 26</td> </tr> <tr> <td align="center" data-bbox="305 984 704 1026">May 07</td> <td align="center" data-bbox="704 984 1097 1026">May 14</td> <td align="center" data-bbox="1097 984 1430 1026">May 28</td> </tr> <tr> <td data-bbox="305 1026 704 1068"></td> <td data-bbox="704 1026 1097 1068"></td> <td data-bbox="1097 1026 1430 1068"></td> </tr> <tr> <td data-bbox="305 1068 704 1108"></td> <td data-bbox="704 1068 1097 1108"></td> <td align="center" data-bbox="1097 1068 1430 1108">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</p> <p>Additional Special Council Meeting A special Council meeting is required to approve the following before the AGM:</p> <ul style="list-style-type: none"> • Budget for 2025 • Audited Financial Statements for year ending December 31, 2023 • Slate of Elected Officers <p>June 11 or 12 were suggested as long as the auditor provides the draft financial statements in time to hold a meeting of the Audit Committee.</p> <p>Secretary's Note: Auditor only confirmed on June 10th that the draft audited financial statements would only be available on Tuesday, June 11th or Wednesday, June 12th. As a result, the additional special meeting would only be possible on Monday, June 16th or Tuesday, June 17th.</p>																														
9.	<p>Adjournment (Meeting adjourned)</p>																														

Action Items

2023-2024			
ID	By	Action	Status
C5.5a	GG	(GG) to send the proposed action plan to all Council members to seek out their opinions on it ahead of it being presented to the Society members at the AGM.	Open, send by June 11, 2024
C5.5c	GG	Send a survey to all the session chairs that interacted with the Olatech software to gather the issues they experienced throughout the abstract submission-abstract acceptance-program creation process or organize an interactive session between a few session chairs and Olatech technical staff to step through the challenging processes.	Open, due by July 30, 2024