

Minutes

Tuesday, June 23, 2015, 11 am EDT

Present: Martha Anderson (MA), Fiona Robertson (FR), Douw Steyn (DS), Martin Taillefer (MT), Andrew Bell (AB), Boumy Sayavong (BS), Marie-France Gauthier (MFG).

Regrets: Harinder Ahluwalia (HA), Ron Bianchi (RB), Marcelo Santos (MS).

1. APPROVAL OF AGENDA

Motion to adopt the agenda. (Steyn/Anderson). Carried.

2. REVIEW OF MINUTES

2.1. COUNCIL MEETING SUNDAY, MAY 31, 2015

A few small changes were made. See Revision1 document. Will be approved at the next Council meeting.

2.2. ANNUAL GENERAL MEETING 2015-16 MONDAY, JUNE 1

A few small changes were made. See Revision1 document. Will be approved at the next AGM meeting.

2.3. MINUTES FROM THE EXECUTIVE MEETING OF MAY 14TH 2015, ARE NOT YET APPROVED.

MA proposed that the new executive members do it secretarially. **New AI.** All Executive members to approve May 14th minutes secretarially.

2.4. CMOS CENTRE EXECUTIVE WEDNESDAY, JUNE 3

No change. Those minutes are not part of this group. Some of the discussion points are addressed in the President's Report and others will be revisited later during this meeting.

3. REPORTS FROM THE CONGRESSES LAC

3.1. FREDERICTON 2016

No report. MA indicated that we still have no chair for the Scientific Program Committee (SPC) and that she will be following up with MS.

3.2. TORONTO 2017

No report.

MA indicated that she got an email from their Interim Centre Chair Steve Jacobs. He is pleased with the work of RB on recruiting volunteers. There are several options available for venues but no solid quote yet. MA is a bit concerned about that.

AB concurred that we need to get the contract nail down soon and that RB is aware of this.

4. REVIEW OF OLD ACTION ITEMS

C8. 1 Discuss with Andrew the adequate number of hotel rooms to block for Halifax. **JA - Open**

C8. 2 Get Centres and committees to check that their committee members are correctly entered in the database. **MA - Open**

MA: I did prompt the Centres but not the committees; I will follow-up.

C8. 3 Send a letter to MSC asking if they still want to have a slot in the congress activities for the Patterson Medal. **HA - Open**

C8. 4 Request at the AGM that the aviation ad hoc committee from our bylaws. **MA - Done**

MA: Done but we need to ensure that it gets removed from the Web site. **New AI. AB** to ask David Huard (DH) to remove the aviation ad hoc committee from the Web site.

C8. 5 Send the Word version of the cycle of activities to council. **AB - Open**

The PDF version received is not complete. **New AI. AB** will check if he has a copy of the full cycle of activities word version and send to FR.

C8. 6 Find volunteers to chair the Finance and Investment committees, the Private Sector committee and the Prizes and Awards committee. **HA - Open**

C8. 7 Contact Phil Austin to get the code split the abstracts and make sure it is available to the next congress webmaster Code to upload abstracts into different sections at the Congress. **AB – Open.**

This action was removed from DH responsibility and assigned to **AB.**

C8. 8 Propose a mechanism for past-presidents to continue playing a role in the Society **HA - Open**

C8. 9 Check the terms for the Dan Wright award and report back. **AB - Open**

C8. 10 Explore the idea of hiring a media person who'll work with the talking heads identified by the SC. **MT - Open**

MT indicated that he will give more thoughts to this action as he feels that scientists have a hard time getting their ideas out in the public and that we need to have a prominent person in the front. Work in progress.

C8. 11 Explore the possibilities to sell products from the web site. **AB - Open**

This action has been removed from DH responsibilities and assigned to **AB**. A lot of discussion about this action.

AB: I have not thought about that yet. I'm sure it can be done because that is how we deal with the membership. We need to know how much development is needed. I suggest we wait until the new webmaster comes in.

DS: What kind of items are we talking about?

MA: We only have T-shirt and pins to sell.

MT: Perhaps we can expand to include golf shirts or other apparel with CMOS logo to present online on the Web site. It will continue to promote CMOS.

AB: Let me talk to the DH about possibilities to sell products on the web site. We need to better understand the logistic of shipping and maintaining an inventory. **New AI. AB** to talk to the webmaster about possibilities to sell products on the web site.

BS: Do we know how many visits we get on the Web site?

AB: I don't have numbers right now but we have several counters. We get hundreds of hits per job that we advertised. That side of thing is being looked at frequently.

BS: Are the t-shirts sold now at CMOS or part of the package for people coming to Congress?

AB: The only time we had T-shirts was at this Congress but we did not sell too many. That is why now we can think of selling them on the Web site.

MT: I was not only talking about T-shirts but other piece of clothing with the CMOS logo. I can explore cost of creating other apparel. With respect to the logistics, we will have to think about it. **New AI. MT** to work out a quote for selling golf shirts.

E4. 11 Send out an email requesting assistance of a few people to take part in the Feasibility Study on CMOS taking over the P. Met program. HA – Open

5. MODE OF OPERATIONS FOR EXECUTIVE AND COUNCIL

Martha provided a document to guide the discussion.

5.1. PERSONAL POINTS

Personal obligations of the committee members were presented. MA indicated that DND conflict of interest office dictates she cannot speak publicly against the government. DS has expressed his interest in speaking when MA is not available. AB is normally in the CMOS Office on Tues and Thurs. MT is an early morning person. He is getting in his new CMOS routine. MFG is usually away from late August to mid-September and mid-March to early April.

AB discussed the use of the CMOS e-mail account and mailboxes. There are a series of e-mail postal address @cmos.ca. From there, they get rerouted via an internal server to a number box @magma.ca. FR also discussed the current situation that shows email from her being sent from André Giguère.

5.2. PROPOSED MEETING ROUTINE

MA proposed meeting dates were approved. There will be no meeting in July. With respect to the starting time of the meetings, DS proposed to start at 9am Pacific Time instead of 8am. MT and all members have agreed.

Meetings will therefore be on Thursday at noon EDT. We will ensure that we don't schedule meetings when the Ottawa Center is holding its monthly lunch.

5.3. MEMBERSHIP

The composition of the executive and council membership provided by MA is accurate. We still have no suggestion for nomination to Tetiana Ross. **New AI. AB** to send a call out for oceanographic type person to find a new councillor-at-large.

The order for agenda items proposed by MA has been approved. **New AI. FR** to implement the proposed order of agenda items for the next meeting.

MA suggested that we add a standard item called social media messages at the end of the agenda. This will allow us to advertise and get bits and pieces of info out on social media. DS indicated that is looking for a social media coordinator. He is thinking of the student member that is currently working on the Twitter feed and asked AB for the name of the person. **New AI. AB** to provide the name of the student working on the Twitter feed.

5.4. MINUTES

Current practice for council/exec members to do a short written report before the meeting if they have been active on a number of topics will continue. These reports are distributed with the agenda so we have time to review and contemplate the info.

Minute Revision Process: send draft to all attendees for comments. Incorporate the feedback and get the minutes ready for the second meeting. **New AI. MFG** to post the minutes on the Web site once approved.

5.5. USE OF DATABASE

A lot more discussion about the use of the CMOS web site and the content of the database.

MA: We have a new beautiful web site but we need to use it more.

AB: The email system is not attached to the web and needs to be maintained as well.

MT: **New AI. MT** to encourage the Center Chairs to update their pages (static information and membership).

AB: Ferida Daygan is our new web resource and she will be starting very soon.

MA: How will we operate; work with her?

AB: Comments and requests should be sent to me (AB) and DH first. We then discuss as a group and prioritize the work of Ferida.

MA: One of the major points that was brought to our attention during Executive Centre meeting, was the fact that English and French Web sites do not contain the same information.
AB: Ferida does not speak French. We will have to give her content and work with her to post the information.

DS: With respect to the access to the database. Am I correct when I say that only members that have CMOS email addresses are being displayed on the database?

AB: Yes but for the center chairs all addresses can be displayed.

MA: When in the membership area you can see all addresses.

AB: There is no email box called members at large for those individuals. **New AI. AB** to send a list of CMOS list mailboxes.

MA: We also we need to update the moving pictures on the web site.

AB: Marcello needs to appoint a web master for their LAC so that pictures can be added.

6. BUSINESS ARISING FROM THE CONGRESS CENTRE EXECUTIVE MEETING

6.1. THE USE OF THE WORD STUDENT COMMITTEE OR YOUNG CAREER SCIENTIST COMMITTEE (UNDER 35 YEARS OLD).

DS: Being a student has some small privileges and we should be careful about that.

MA: We don't want the committee to become too broad and the post grad are in a different place too.

MT: Agreed we have to be careful.

MA: I suggest that we set aside this idea for now.

6.2. CENTRES TO DECIDE AND HOW TO BEST RECOGNIZE THE SUPPORT AND CONTRIBUTION OF THEIR LONGEST TERM MEMBERS.

This action pertained to the recognition of long term members with a CMOS pin. The difficulty is to get the membership information.

AB: There is 15 years of membership information available on the old database but no longer.

MA: We need to get a list of who has long years of service to give them their pin.

DS: We should go through the Centres as they know the people in their group.

AB: I can go through the database and identify who has long service and give that information to the Centres. **New AI. AB** identify in the database who has long service and give that information to the Centres.

MT: 25 years is long. **New AI. MT** to discuss the idea of 10 or 15-year pin with Centres.

6.3. IN THE LIST OF EXPERTS THAT IS BEING COMPILED, FIELDS NEED TO BE ADDED TO CAPTURE WHO IS WILLING TO TALK TO MEDIA AND/OR SCHOOLS.

MA: Is there a way to create new fields on the database?

AB: Yes, I can adjust the database to reflect those fields. **New AI. AB** to add new fields and records on the database to list who is willing to talk to the media and/or schools.

MA: **New AI. MA** to ask the Committee Chairs to get the names of their speakers on the new database fields once available.

DS: We need to be clear. Are those people talking on behalf of CMOS or expressing their personal views. Perhaps a filter at AB level will minimise the risks of misspoken comments

MT: We should identify speakers internally first at the executive level.

6.4. CMOS T-SHIRTS – HOW WILL WE USE THEM?

MA: There is overhead associated with selling these T-shirts. We can send them to Centers for them to sell. We only sold a dozen at the Congress. **New AI. All** to think about what to do with the T-shirts and discuss again at the next meeting.

AB: This is linked to MT's idea of having other products for sale.

7. CYCLE OF ACTIVITIES DOCUMENT

FR presented two versions of the document and asked preferences. AB indicated that there is no need to make the document static; sorting capabilities can be added. FR indicated that she liked that idea. **New AI. FR** to prepare and send a non-static version of the cycle of activities document to the Executive.

MA also indicated that we should take the opportunity to fix issues reported by André Giguère.

8. CMOS TOUR SPEAKER

FR: Are going with one or two speakers?

AB: Two speakers worked very well last year. It also reduce the workload of the speaker which may help in recruiting this year's speakers. This year, speakers should be from the EC side.

DS: Perhaps topics on extreme weather could be interesting.

AB: Francis Zweirs may be an option. Also the plenary speakers at the 2015 Congress were excellent. The first speaker particularly.

MA: **New AI. MA** will contact the first plenary speaker.

MFG: If we go with extreme weather we should not forget the ice component.

MA: How do we go about finding speakers? **New AI. All** Executive members to think about possible speakers and discuss at the next meeting.

9. EXECUTIVE COMMITTEE REPORTS

9.1. PRESIDENT

See the report.

MA indicated that she spoke with Steve Ricketts. Only 15 names were submitted for forming the Aviation SIG. He will try to recruit the remaining 10 to form the SIG. Any suggestions where to look?

MA also pointed out that the US-AMS ARAM section is interested in doing a session about aviation in Fredericton.

AB mentioned that the National Research Council (NRC) here in Ottawa airport may be interested in being part of the SIG. FR noted that contacting the helicopter section at TC may be worthwhile.

MA informed the group that she has to travel to Gagetown. She will take this opportunity to make a CMOS advertisement event. Bill Williams will help organize the event. MA hopes to promote the roles of the LAC in preparing Congresses.

AB informed MA that promo material such as posters and booth equipment may be on their way to Fredericton while boxes of Bulletins and A-O are shipped separately. Not sure if we have the T-shirts. Will follow-up.

9.2. VICE-PRESIDENT

No report.

9.3. TREASURER

BS have received the finance spreadsheet from Jan to March from Qing Liao. He is getting familiar with content and process for approval.

9.4. RECORDING SECRETARY

No report.

9.5. CORRESPONDING SECRETARY

FR sought approval for 4 new members: T. Andy Black (Associate AMS) (lapsed); Ms. Supriya Singh (Student), Mr. Anthony Di Stefano (Student); Mr. Timothy C. Y. Chui (Student).

Motion to approve. (Steyn/Gauthier). Carried.

9.6. PAST PRESIDENT

No report.

9.7. EXECUTIVE DIRECTOR

EC will increase its financial contribution to CMOS. We will now receive 40K annually. We just have to get the paperwork going.

AB is working on two MoU's. The MoU with CGU for the Fredericton Conference is underway. First draft is ready for iteration. Also working on the MoU with DFO for SCORE.

AB met with a hiring agency to get an assistant to work in the office; to help with the work done previously by Richard Asselin. The person needs to be bilingual.

9.8. DIRECTOR OF PUBLICATIONS

DS indicated that he has nothing to report except what I reported in details at the Congress. Moving the Atmosphere-Ocean (A-O) publication internationally but that was a mistake. This led to an increase of submission of low quality papers and the new approach is to target Canadian authors to get them to publish in the A-O. The Bulletin is also a wonderful resource for the Society.

AB indicated that we should be asking support from the Centres for the next bulletin as we have no articles to publish.

MA is wondering about the role of Savithri Narayanan and if she would be willing to become the main editor for the Bulletin.

DS will ask Savithri about that. **New AI. DS** to ask Savithri Narayanan if she is willing to become the main editor for the Bulletin.

10. OTHER BUSINESS

Nothing to add.

11. UPCOMING MEETINGS

Executive #2 August 6 at noon EDT.

Council #1 Tentative September 17 at noon EDT.

12. ADJOURNMENT

MA welcomed all members of the Executive and is looking forward to an interesting year ahead and adjourned the meeting.

Motion to adjourn (Anderson).

ANNEX 1

New Action Items from Executive Meeting #1

- E1. 1 All** Executive members to approve May 14th minutes secretarially.
- E1. 2 AB** to ask David Huard (DH) to remove the aviation ad hoc committee from the Web site.
- E1. 3 AB** will check if he has a copy of the full cycle of activities in Word version and send to FR.
- E1. 4 AB** to talk to the webmaster about possibilities to sell products on the web site.
- E1. 5 MT** to work out a quote for selling golf shirts.
- E1. 6 AB** to send a call out for oceanographic type person to find a new councillor-at-large.
- E1. 7 FR** to implement the proposed order of agenda items for the next meeting.
- E1. 8 AB** to provide the name of the student working on the Twitter feed.
- E1. 9 MFG** to post the minutes on the Web site once approved.
- E1. 10 MT** to encourage the Center Chairs to update their pages (static information and membership).
- E1. 11 AB** to send a list of CMOS list mailboxes.
- E1. 12 AB** identify in the database who has long service and give that information to the Centres.
- E1. 13 MT** to discuss the idea of 10 or 15-year pins with Centres.
- E1. 14 AB** to add new fields and records on the database to list who is willing to talk to the media and/or schools.
- E1. 15 MA** to ask the Committee Chairs to get the names of their speakers on the new database fields once available.
- E1. 16 All** to think about what to do with the T-shirts and discuss again at the next meeting.
- E1. 17 FR** to prepare and send a non-static version of the cycle of activities document to the Executive.
- E1. 18 MA** will contact the first plenary speaker.
- E1. 19 All** Executive members to think about possible speakers and discuss at the next meeting.
- E1. 20 DS** to ask Savithri Narayanan if she is willing to become the main editor for the Bulletin.