

# Minutes

**Thursday, August 06, 2015, 12 pm EDT**

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

**Regrets:** Ron Bianchi (RB).

**ACTION ITEMS from this meeting are listed in APPENDIX 1 at the end of the document.**

## 1. APPROVAL OF AGENDA

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Motion to adopt the agenda. (Ahluwalia / Gauthier). Carried.

## 2. APPROVAL OF MINUTES

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### 2.1. EXECUTIVE MEETING OF JUNE 23, 2015

Motion to approve the minutes. (Anderson/ Sayavong). Carried.

## 3. REPORTS FROM THE CONGRESSES LAC

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### 3.1. FREDERICTON 2016

MS informed the Executive about his meeting with William Ward last week, and their visit to the Conference Centre. MS discussed exhibit security and location, poster boards, free Wi-Fi availability, luncheon, dinners and seating capacity. Oscar Koren was very concern about the security but the hotel team was very good in answering questions and re-assuring him. It has been decided that CMOS Congress participants will have their meals at the Conference Centre and that the CGU attendees will have to go at the hotel across the street. MS discussed the registration set-up and possible support. The Conference Centre does not provide support, only a physical space.

MS shared his plan to have a beer tasting stand during the poster sessions and that he will be contacting the local brewery to move this idea forward. Each participant (CMOS and CGU) will get one ticket for a local beer.

MS and Oscar also looked at local sponsors. Over the next few months they will meet various sponsors and are planning to have contracts signed in November.

MS has 400 rooms blocked at the Hotel Crown Plaza. The hotel management is very flexible on the number of rooms blocked and very good about the attrition clause. The second booking is at the University of New-Brunswick (UNB) residence (10-15 minute walk). There is a nicer hotel; the Delta Hotel but it is the farthest (20–30 minute walk). The Delta is also more restrictive about the attrition clause; so we have to be careful. Overall things are progressing.

There have been several conversations between the Whistler web master and Rick Flickwood? who is the web master for Fredericton. Nothing is in place yet but soon.

MS indicated that he is planning a BBQ to create rapport and team spirit between members of the LAC and ended his report by asking the Executive if they had any questions.

AB: will the hotels change the terms of the agreement if we don't meet the 400?

MS: next week William and I will meet the hotel managers to look at the agreement.

AB: we know that EC will not be sending many people again this year. Something else to discuss is the fact that room cost has decreased significantly since the agreement was set up several years ago.

MS: I spoke to my contact and told him that most of the time, the room is cheaper if not booked via the Congress and participants will go that route. More discussion over the next few weeks but I understand the issue.

MA: do you have a Science Program Committee (SPC) Chair yet?

MS: no, we will look at this shortly, this month.

MA: what is the arrangement between you and William for CGU and CMOS? Are you both members of each society?

MS: I am a member of both, but William is only a member of the CGU. William will be the overall chair and I will be like a co-chair. I will be liaising with CGU as I am a member of both societies. Most of the LAC related activities champions have been identified. What is lacking is the SPC. Most people are from Halifax and we have a local chair from Halifax. Is that a problem or do we need someone from Fredericton?

HA: should not be a problem.

DS: ask Bruce Hensley? for his advice on the matter.

MS: Ok.

MA: are you working on the budget?

MS: we have the original estimate from February that we passed to AB.

AB: we need a more detailed budget for the Congress as we ran a deficit in Whistler. You have an-email in your inbox. We need regular updates especially when we get closer to the dates of the Congress.

MS: Ok. I will work on it with William.

BS: I would like to get a copy of the detailed budget to get up to speed. I was looking into the non-profit act and as a non-profit organization, CMOS needs to conduct an audit. I was wondering about the audit company. I notice that the cost of the audit is close to 25%? of CMOS revenue.

AB: in the last few years, we have been happy with the audit company and did not see a need to change.

BS: there may be savings if we change company. Who forms the audit committee?

MA: Sylvie Gravel is the chair. Suggest you contact her to get more information. Also I would like to get the detailed budget and the SPC Chair nailed down ASAP. **New AI: MS** to prepare a detailed budget and nominate the Science Program Committee chair and members for the September meeting.

### 3.2. TORONTO 2017

#### Venue

It was a tough start, with RFP requests going out in Feb and March, with very low or no response, but after another “ping” we are now getting interest and we seem to have some momentum on this.

As of this writing we now have 6 hotels interested, (there may be a few more) and will be working with each of them to help them understand our needs and put forward a solid RFP. Hotels that are interested in hosting the TO2017 CMOS Congress:

- Sheraton Centre Toronto
- The Westin Harbour Castle Hotel
- Chelsea Hotel, Toronto
- Hilton Toronto
- Delta Toronto
- Direct Energy Centre Allstream Centre

#### CMOS Volunteers

We have a good set of numbers to start assigning people tasks. It is a good mix of academia, private sector and government. The volunteer email, phone, etc., “blitz” campaign of late May really helped to bring up the numbers.

#### Toronto Centre Meeting

Trying to organize a late August – early September TC meeting is very difficult with people taking summer holidays. Response has been low, I hope to have the numbers in the next 2 weeks to hold a meeting. In the meantime I will continue to work with the venues and with CMOS executive and headquarters to help firm up (or get closer to) locking-in a venue.

## 4. REVIEW OF OLD ACTION ITEMS

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**E1.1** Approve the May 14<sup>th</sup> minutes secretarially. **All – Closed.**

**E1.2** Ask David Huard (DH) to remove the aviation ad hoc committee from the Web site. **AB - Open.**

- E1.3** Check if AB has a copy of the full cycle of activities in Word version and send to FR. **AB - Open.**
- E1.4** Talk to the webmaster about possibility of selling products on the web site. **AB - Open.**
- E1.5** Work out a quote for selling golf shirts. **MT - Open.**
- E1.6** Send a call out for an oceanographic type person to find a new councillor-at-large. **AB - Open.**  
*We need confirmation of the proposed name. MT has some suggestions to provide to AB. MA, MT and AB and will discuss offline.*
- E1.8** Provide the name of the student working on the Twitter feed. **AB - Open.**
- E1.9** Post the minutes on the Web site once approved. **MFG - Open.**
- E1.10** Encourage the Centre Chairs to update their pages (static information and membership). **MT - Open.**  
*Did communicate with the Centre Chairs and asked them to identify 3 main obstacles that need to be addressed. Getting a replacement for the chair position is on the top of the list. I am working with Ann McMillan to provide support to the smaller Centres.*
- E1.12** Identify in the database who has long service and give that information to the Centres. **AB - Open.**
- E1.13** Discuss the idea of 10 or 15-year pins with Centres. **MT - Open.**
- E1.14** Add new fields and records on the database to list who is willing to talk to the media and/or schools. **AB - Open.**  
*MT would like know the area of expertise of those speakers. Perhaps the addition of metadata or add an extra field to capture expertise will do the trick.*
- E1.15** Ask the Committee Chairs to get the names of their speakers on the new database fields once available. **MA - Open.**
- E1.16** Think about what to do with the T-shirts and discuss again at the next meeting. **All - Open.**
- E1.18** Contact the first plenary speaker. **MA - Closed.**  
*I looked up his contact info and found he is at a US university. We never had a non-Canadian tour speaker before. Will contact someone else. **This action has been replaced by E2.2.***
- E1.19** Think about possible speakers and discuss at the next meeting. **All - Open.**  
*MA consulted our past executive members who were at Congress. Garry Clarke's talk on glaciers has the most public appeal. He is from UBC.*
- E1.20** Ask Savithri Narayanan if she is willing to become the co-editor for the Bulletin. **DS - Open.**
- 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.**
- 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. This action has been re-assigned to MA.**
- C8.4** Request at the AGM that the aviation ad hoc committee from our bylaws. **MA - Closed.**
- C8.5** Send the Word version of the cycle of activities to council. **AB - Closed.**  
*The PDF version received is not complete. This action has been replaced by E1.3.*
- C8.6** Find volunteers to chair the Finance and Investment committees, the Private Sector committee and the Prizes and Awards committee. **HA - Open.**  
*Prizes and Awards is done. MT is taking over Finance & Investment. MT will schedule a meeting with Boumy in a few weeks.*
- C8.7** Contact Phil Austin to get the code split for 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.**
- 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.**
- C8.11** Explore the possibilities to sell products from the web site. **AB - Closed.**  
**This Action has been replaced by E1.4.**

## 5. CMOS TOUR SPEAKER

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MA contacted the first speaker but he is an American. It would be awkward to get someone from the US. MA indicated that someone proposed Garry Clarke. **New AI. MA** to contact Garry Clarke.

DS indicated that Francis Zweirs would be an interesting tour speaker. He is statistician and it is important to highlight the importance of statistics in climate analysis and any atmospheric sciences in general.

MFG indicated that she can contact the CIS to get suggestions for tour speakers. **New AI. MFG** to contact the CIS to get suggestions for tour speakers.

## 6. EXECUTIVE COMMITTEE REPORTS

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### 6.1. PRESIDENT

See the report. MA has informed the Executive members that Andrew Bell has accepted a new position in Munich and that he will be leaving in September 2015. MA will meet with AB to discuss the process to find a replacement.

### 6.2. VICE-PRESIDENT

MT indicated that he is spending one hour or so per day to work on CMOS issues and getting up to speed with the organization of the Society. He wants to liaise with the Finance and Investment Committee to better understand the financial shortfalls of the last Congress. He also indicated that he will be setting up a meeting with the Centre Chairs. From his email exchange with the Chairs, MT reported that concerns expressed from Centres that are doing well are more philosophical, while those from smaller Centres pertain to their ability to continue to exist. MT wishes to reinvigorate all the Centres to a point that even one activity per year for the smaller Centres would be an improvement to make CMOS relevant to their members.

MT has developed a list of 10 personal CMOS actions to understand the scope of his mandate. He is planning to meet with MA this week to ensure that the President and Vice-President are in sync with Society priorities.

### 6.3. TREASURER

BS pointed out the cost of the auditing service and indicated that perhaps its selection can be changed. A discussion about the definition of a soliciting organization took place and AB indicated that the rules for the definition of a soliciting organization have been tightened up and that CMOS still does not fit that profile. This allows for a simpler level of auditing.

DS noticed that CMOS still own the copyright on the name Chinook and that the cost for this ownership is high. He also mentioned that CMOS stopped publishing that newsletter in 1989 and that perhaps next time the renewal of the copyright is up, we just cancel. AB indicated that the name Chinook is well known and is associated with CMOS. MA suggested that BS gets the details about the copyright on the name Chinook and that we discuss at the next the Council meeting. **New AI. BS** gets the details about the copyright on the name Chinook and report back to the group.

### 6.4. RECORDING SECRETARY

See the report. MFG explained that since we are posting the minutes on the web site we need to add the associated documents such as the Executive and Council Reports. MFG suggested a template to prepare the report and to facilitate the revision of the action items. Each template can be tailored according to the duties of the position. MFG indicated that she can work with

each person to prepare their specific template. Her proposal was well received. **New AI. MFG** to work with each Executive member to develop their specific template.

#### 6.5. CORRESPONDING SECRETARY

FR sought approval for 4 new members: Mr. Ron J Chapman (Regular), Mr. Jafar Sepehri (Regular), Mr. David Wartman (Retired); (lapsed); Miss Kimberlee Dubé (Student).

Motion to approve. (Anderson/ Ahluwalia). Carried.

FR presented her latest version of the Cycle of Activities document in table format seeking feedback on both format and content. All agreed that the format is very useful and easy to work with. FR has asked AB to review the content under the Executive Director tab before he leaves for new endeavours. **New AI. AB** to review the content of the Cycle of Activities under the Executive Director tab by the end of August.

The existing CMOS email distribution lists labeled [Executive@cmos.ca](mailto:Executive@cmos.ca) and [Council@cmos.ca](mailto:Council@cmos.ca) are up to date and can be used to contact all members.

#### 6.6. PAST PRESIDENT

See report. With respect to AMS. HA will have a telecom with the president of AMS **Richard Sandy MacDonald**? by the end of the week to discuss the content and arrangement of the 4<sup>th</sup> IFS.

HA has suggested that MA ask Ian Rutherford if he would be interested in taking part in the Feasibility Study on CMOS taking over the P. Met program. **New AI. MA** to contact Ian Rutherford and ask him if he would be interested in taking part in the Feasibility Study on CMOS taking over the P. Met program.

HA has also sent a list of potential media spokespeople. In the field of meteorology: Dave Philips, Jim Abraham, Louis Lefavre, Dave Wartman, Steve Ricketts, Tim Goos, Al Wallace and Michel Béland. While in the field of oceanography, MT suggested: Paul Myers and David Fissel.

#### 6.7. EXECUTIVE DIRECTOR

AB is finalizing the financial report on the past congress and announced that the CMOS Congress ran a 25k deficit. Since we haven't yet received payment from DFO for their involvement in SCORE and until the membership campaign kick-off, we need to borrow money. AB is asking MT as Chair of the Finance and Investment Committee for some guidance on which accounts to draw the money from as we are paying interest on the VISA bill. **New AI. MT** to send a meeting request to AB, BS and Qing Liao to discuss and resolve this issue.

AB has been filling several government forms and dealt with the move of the CMOS headquarters office to a new floor.

AB indicated that the new webmaster Ferida Daygan is coming up to speed and is taking more activities from David Huard. David Huard is still available to answer questions and help as needed. MA has asked AB about the process for putting something on the web or get some work done? AB inform the group that the best way is to send an e-mail to [webmaster@cmos.ca](mailto:webmaster@cmos.ca). Both AB and David Huard are getting copied on the message.

AB is busy working on the listing for the commercial services. Susan ? is recommending some changes and part of her role is being taken over by Daniel Jovin?.

AB had a long discussion with David Phillips from EC. David Phillips has been told by EC Communications not to produce the Weather Trivia calendar this year. Nevertheless, David had prepared a calendar on his own time and he is offering the benefits of the sale to CMOS as well as room for the CMOS logo in lieu of the EC logo. David Phillips is planning to retire in a few years and there is an opportunity for CMOS to take over the production of the calendar. The production is large; over 20 thousand copies per year. Perhaps DS can follow up with David Phillips. CMOS may have to gradually begin to compile the calendar starting next year. **New AI. DS** to establish contact with David Phillip and his publisher. DS expressed the concern about ensuring that CMOS put in place a mechanism to replace David Phillips as the compiler of the Weather Trivia calendar.

MA asked one more question to AB pertaining to the budget. Usually, when the Congress does well, the Centres receive more money. Does that mean, that since we ran a deficit in Whistler, the Centres will get less? AB responded no, Centres are receiving a fixed basic amount. If we have a surplus, then they get more money.

#### **6.8. DIRECTOR OF PUBLICATIONS**

The two publications are moving as they should. All is running smoothly.

### **7. PREPARATIONS FOR MEDIA CONTACT RELATED TO COP21 IN PARIS**

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MA met with Deirdre Laframboise of the Canadian Climate Foundation (CCF) and Ann McMillan to see what cooperative activities are possible, especially related to media attention to climate change surrounding the Conference of the Parties (COP) 21 in Paris at the end of November. A proposal to bring Joan Stone? was brought up.

MA also asked Adams Monahan if the SC would like to be involved in developing some content or providing speakers. But given our financial situation, MA suggested that we work with Deirdre Laframboise.



## **8. SOCIAL MEDIA MESSAGES**

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None at this time.

## **9. OTHER BUSINESS**

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Nothing to add.

## **10. UPCOMING MEETINGS**

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Council #1 September 17 at noon EDT.

Executive #3 October 22 at noon EDT.

## **11. ADJOURNMENT**

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Motion to adjourn (Anderson).

## APPENDIX 1

### New Action Items from Executive Meeting #2

- E2.1** Prepare a detailed budget and nominate the Science Program Committee chair and members for the September meeting. **MS - Open.**
- E2.2** Contact Garry Clarke and ask him if he would be interested in being CMOS Tour speaker. **MA - Open.**
- E2.3** Contact the CIS to get suggestions for tour speakers. **MFG - Open.**
- E2.4** Get the details about the copyright on the name Chinook and report back to the group. **BS - Open.**
- E2.5** Work with each Executive member to develop their specific report template. **MFG - Open.**
- E2.6** Review the content of the Cycle of Activities under the Executive Director tab by the end of August. **AB - Open.**
- E2.7** Contact Ian Rutherford and ask him if he would be interested in taking part in the Feasibility Study on CMOS taking over the P. Met program. **MA - Open.**
- E2.8** Send a meeting request to AB, BS and Qing Liao to discuss and decide from which account to withdraw the money needed to pay the outstanding VISA bill. **MT - Open.**
- E2.9** Establish contact with David Phillip and his publisher. **DS - Open.**

## APPENDIX 2

### Old Action Items

- E1.2** Ask David Huard (DH) to remove the aviation ad hoc committee from the Web site. **AB - Open.**
- E1.3** Check if he has a copy of the full cycle of activities in Word version and send to FR. **AB - Open.**
- E1.4** **AB** to talk to the webmaster about possibility of selling products on the web site. **Open**
- E1.5** Work out a quote for selling golf shirts. **MT - Open.**
- E1.6** Send a call out for an oceanographic type person to find a new councillor-at-large. **AB - Open.**  
*We need confirmation of the proposed name. MT has some suggestions to provide to AB. MA, MT and AB will discuss offline.*
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- 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.**
- E4.9** Look for a new Chair of the PSC during the Whistler Congress. **HA - Open.**  
*Have recruited some members of the PSC. A couple of more members are required. Then they will select their Chair.*
- 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.**  
*Now have four members plus two standby helpers (Douw and Harinder). One more member is required.*
- E4.13** Follow-up with ATN regarding carrying some environmental programs. **HA - Open.**  
*To be done. But requires some ideas from the CMOS Management Committee about what program we can get ATN to present.*
- E4.18** Inquire with Paul Myers about whether any decisions/recommendations have been made regarding the topic of "Adding other Oceanography Disciplines in CMOS." **HA - Open.**  
*Have contacted Paul. No decision has been taken yet.*
- E4.21** Issue a letter confirming the nominations of the new heads of the CMOS committees, namely Sylvie Gravel, Jocelyne Blouin and Dominique Paquin. **HA - Open. This action has been re-assigned to MA.**  
*MA can now take care of it by getting Qing to prepare the letter for MA to sign.*