

Minutes

Thursday, October 22, 2015, 12 pm EDT

Present: Martha Anderson (MA), Fiona Robertson (FR), Douw Steyn (DS), Martin Taillefer (MT), Bruce Ramsay (BR), Boumy Sayavong (BS), Ron Bianchi (RB), Marie-France Gauthier (MFG).

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

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

1. APPROVAL OF AGENDA

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

2. APPROVAL OF MINUTES

2.1. EXECUTIVE MEETING OF AUGUST 06, 2015

Motion to approve the minutes. (Taillefer/Steyn). Carried.

3. REPORTS FROM THE CONGRESSES LAC

3.1. FREDERICTON 2016

MA thanked BR for preparing and sending out the call for paper sessions in preparation of the congress and for jumping right in with all the activities that needed to be tackled.

3.2. TORONTO 2017

BR spoke with RB and reported that the LAC has not been organized yet but that the volunteers are ready to be engaged. BR will be contacting RB to get a list of volunteers and review for which activities of the congress organization we have volunteers and for which ones we will need to task people.

BR explained that two options for venue have been retained: the AllStream Centre/Hotel X and the Hilton in downtown Toronto. The preferred location is the Hilton downtown. BR indicated that some clauses of the proposals needed to be reviewed especially the ones dealing with insurance for the exhibitors, room cost and the AV. BR is planning to move quickly on the final selection of the venue as both venues managers are being solicited by other conferences organizers. BR also mentioned that the dates for the Congress have been moved back to June.

DS is wondering why we stopped having congresses at universities. BR responded that now the Congresses have grown and that there is a desire to have all the facilities and equipment in one site. Even if the cost is a little higher, it also projects an image of professionalism and has several advantages for the attendees. MA indicated that last spring, when the venue for the 2019 Congress was discussed, the LAC was thinking about the university of St. John Newfoundland. **New AI. MA to review the history of Congress 2019 discussion for St-John Newfoundland as it may be an occasion to consider hosting that Congress at the university.**

BR reiterated that now with the breath and scope of Congresses, hotels are better organized to host these events.

MT is curious about the idea of having a CMOS Congress every two years instead of every year. Perhaps we would be getting a stronger and more populated congress if it were held every two years. BR indicated that holding a Congress every year seems to be putting a lot of stress on the limited CMOS Office staff and that perhaps we should explore this idea further. **New AI. MT to draft a proposal to the AGM for a discussion paper on holding the Congress every two years instead of annually.**

RB joined in the call and indicated that he spoke with the Hilton Hotel Manager. He explained that the Hilton contract their AV elsewhere and suggested that we therefore sign the contract for the facility and explore other options for the AV. **New AI. BR to contact RB by the end of the day to discuss the venue and volunteers' assignment.**

4. REVIEW OF OLD ACTION ITEMS

C1.1 Approve the minutes of the August 06 Executive Meeting by e-mail by September 25th. **Executive Members - Open.**

Minutes have been approved by email and posted on the web.

Closed.

C1.2 Provide suggestions to highlight the 50th Congress to MS. **All- Open.**

MFG suggested that someone prepared a slide show with pictures from the past 49th CMOS and add pictures of the 50th one up to the Banquet and that we show it during the dinner. Another idea is to prepare a slide show with all the recipients of the Patterson and Parsons medals and to run it during the lunch. Perhaps something to hand out with 50th Congress on it.

Open.

C1.3 Send a reminder Ken Kwok to complete his report on the 2015 Congress. **MA- Open.**

Exchanged phone messages with Ken. He is getting feedback from his team and will have a report by the end of Oct. He has been speaking with Fredericton frequently to provide advice.

Closed.

C1.4 Help RB in finding a permanent Toronto Center Chair (TCC). **All – Open.**

RB reported that Steve Jacobs is much happier but he is still calling himself the interim chair. But the discussion on finding a permanent chair has not taken place but will soon. Peter Taylor will be the Scientific Committee Chair for the Toronto congress.

MA asked MT to support RB in his discussion with Steve Jacobs.

Open.

C1.5 Contact the potential nominees for councillor at large once the names are known. Council has decided that the approval of the replacement can be done by e-mail. **MA – Open.**

RB suggested Nadja Steiner. MA has contacted Nadja, and she said she would talk to Tetjana and get back to her. MA reported that Nadja Steiner has accepted.

Closed.

C1.6 Ask Qing where the T-Shirts are ? **MA – Open.**

MA found out that the T-shirts were never shipped from Vancouver.

Closed.

DS suggested that each award recipient get a certificate for a free T-Shirt. BR would like to have some T-Shirts shipped to the Ottawa office.

New AI. MA and BR to ask Ken Kwok to ship some T-Shirts to the Ottawa office and the rest to Fredericton.

C1.7 Provide suggestions to HA on how to best use the experiences of the past-president. **All – Open.**

MA would like a few of them to join the Finance and Investment Committee, to assist with financial decisions related to the future development of the Society. She believes that they have the background to be very valuable in this discussion. They also could join the team to create activities to celebrate our anniversary in 2017.

Open.

C1.8 Contact potential resources to perform CMOS HTML duties. **BS – Open.**

BR indicated that he is not very clear whether HTML duties include actual coding. BS responded that there is no coding required; it is more a matter of getting familiar with the operations and processes.

BR reported that Farida Daygan contract has been extended by 10 days to include the database work (manipulation of forms and drop-down menus) related to the 2016

Congress but this is not enough to include documentation on the operations and processes. BR will talk to Farida Daygan to ask her to document the corporate knowledge once the dust has settled.

After discussion the group agreed that the duties needing to be done are not HTML but more database and documentation for operations and processes. The action will be rewritten as: Contact potential resources to manage the entire suite of CMOS database modules and to document CMOS operations.

Open.

- C1.9** Review the written activity reports and ask questions or raise concerns by e-mail. **All – Open.**

Open.

- C1.10** Contact Helen Joseph, the new Arctic SIG Chair and ask her how the group plan to use the funding and report back at the next council. **MA – Open.**

MA reported that the SIG met in the past month and have provided their budget analysis. She noticed that in past budgets, they projected greater donations than they got. MA believes their work is valuable in showcasing CMOS as a vibrant and active society and she proposes that we approve their request for ongoing funding. See emails for details.

BR explained that the Council has not approved giving development funds on an ongoing basis but for special activities to enhance the use and knowledge of meteorology and oceanography. It would be better to increase the annual SIG subsidies from the Operations funds.

MT explained that he did not know where the money was coming from when he formed the SIG but feels that we should find a way to support it.

MA asked FR to add funding for SIG as a topic of discussion for the upcoming November Council meeting.

Open.

New AI. MA to send a note to Council requesting a decision about the Arctic SIG request for additional ongoing funding at the upcoming November meeting.

- C1.11** Use the Finance and investment Committee to consider how to revamp the annual budget structure to reflect the current situation of activities. **MT – Open.**

MT indicated that he will be reviewing the report prepared by BS and propose a way to plan our funds in the long run. BS reiterated that we need to learn from the previous Congress and plan for contingency.

Open.

- C1.12** Investigate the logistics problems inherent in adding an option for members to purchase the Weather Trivia Calendar when subscribing to CMOS. **DS – Open.**

Spoke to Natasha Tsakiris of Fitzhenry & Whiteside Ltd. about CMOS marketing Canadian Weather Trivia Calendar.

Continued discussion with David Phillips about links between CMOS and Canadian Weather Trivia Calendar.

Sent CMOS summary to Natasha Tsakiris for inclusion in press release.

Open.

- C1.13** Use their personal contacts to seek articles for the CMOS Bulletin December issue dedicated to the Arctic. **All – Open.**

MFG sent an e-mail to several contacts. She expects an update on the METAREA Project from the Signature Project Lead and an article from the Canadian Ice Service entitled 'Modèle statistique pour évènement dans l'arctique'.

MA did not seek extra articles from anyone.

Open.

- E2.1** Prepare a detailed budget and nominate the Science Program Committee chair and members for the September meeting. **MS – Open.** *The detailed budget portion is open.*

BR indicated that MS has sent a detailed budget and that he will be sending a copy to MA, MT and BS right after the end of the meeting. **Closed.**

- E2.4** Get the details about the copyright on the name Chinook and report back to the group. **BS - Open.**

Open.

- E2.10** Contact Sylvie Gravel and get more information about the process to select the audit company. **BS - Open.**

Open.

- E1.5** Work out a quote for selling golf shirts. **MT - Open.**

Marty will provide a sample to the Exec for consideration (via email).

MT sent to the Executive members a couple of samples of CMOS apparel for further discussion based on the feedback he will be receiving via e-mail over the next few weeks. MT explained that the logistics about the ordering and delivering can be handled by the supplier.

Open.

- E1.6** Send out a call 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.

Two names have been mentioned but have not yet been contacted. A third name is awaited.

Nadja Steiner has accepted the position.

Closed.

- 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.

Nothing new to add.

BR indicated that he received an e-mail from Peter Jackson in B.C. requesting access to the CMOS website to post material regarding the new Northern BC/Yukon Centre. MA explained that the process has changed with the new website.

Open.

New AI. MA to send the new instructions about posting material on the CMOS website to BR and MT.

- E1.12** Identify in the database who has long service and give that information to the Centres. **AB - Open.**

This action has been re-assigned to MT and BR.

Open.

- E1.13** Discuss the idea of 10 or 15-year pins with Centres. **MT - Open.**

MT will draft a plan for the pin idea and submit to the Executive for consideration.

Nothing new to add.

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 suggested that having a list of names was not enough. That each name should be associated with an area of expertise speakers / media outreach. The metadata would be important to quickly find out who can speak on which subjects.

This action has been re-assigned to BR. BR stated that we need to address the deficiencies in the database before adding new things.

Open.

- E1.15** Ask the Committee Chairs to get the names of their speakers on the new database fields once available. **MA - Open.**

Want to make sure the chairs themselves show up properly in the web search before I get them to verify the names of their committee members. As of last week, there were still a few issues the webmaster is looking at.

Not done, this activity of creating a set of speakers for schools and the media has been put in abeyance while the Interim Executive Director has been getting oriented and dealing with urgent issues.

Open.

- E1.16** Think about what to do with the T-shirts and discuss again at the next meeting. **All - Open.**

MT stated that a t-shirt or any apparel that is unique to a Congress is risky where losses will be incurred (such as the t-shirt supplies for the Whistler Congress). Rather a generic CMOS apparel should be offered instead. If we don't sell at a Congress – the apparel will still be good for the next Congresses and throughout the year.

MT suggested that this item should be considered a loss AND we should refrain from making unique purchases for CMOS. Too much risk.

MFG suggested that we give them to the Centers to give to students.

HA thinks that we should give T-Shirts to volunteers as a gift. For the Golden Jubilee of CMOS Conferences we should have much better memorabilia.

MA asked AB where the T-Shirts are. Are they in a box in Fredericton or in Ottawa? Once we know where they are we can decide what to do with them.

Closed.

- E1.19** Think about possible speakers and discuss at the next meeting. **All - Open.**

MA consulted our past executive members who were at the Congress. Garry Clarke's talk on glaciers has the most public appeal. He is from UBC.

MA has indicated that Garry has declined the invitation.

FR reported that Ronald Stewart's name (winner of the Patterson Medal) has been put forward and that she will be contacting him next week.

Closed.

- C8.6** Find volunteers to chair the Private Sector 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.

This action has being re-written to remove the Finance and Investment committee and the Prizes and Awards committee.

Open.

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

HA has collected the names and he is am currently thinking of how best we can use their experience.

Open.

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

In progress with Denis Bourque.

This action has been re-assigned to BR.

Open.

C8.10 Explore the idea of hiring a media, marketing and CMOS business development rep who'll work with the media and outreach effort to highlight, advertise and promote CMOS. **MT - Open.**

Need to get through the hiring of the Exec Dir. Before moving forward to new hires within CMOS. We need to address this immediate concern.

Open.

E4.13 Follow-up with ATN (Asian Television Network) 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.

Please provide ideas on what we can ask ATN to present to audience.

BSi suggested that HA contact Jim Drummond and proposed to introduce him to Jim.

Open.

5. CMOS TOUR SPEAKER

Dr. Ronald Stewart's name has been put forward. Motion to approve his nomination as tour speaker for 2015-2016 season has been presented and approved by the Executive. (Anderson/Gauthier). Carried.

FR explained that Ronald Stewart is willing to do it but only after the end March. MA asked FR to contact him and negotiate half a tour before April.

BR asked if this was an issue about the time when we want the tour to take place or an issue of spending the funds before the end of the current fiscal year. MA responded that EC is paying for the tour speaker this year and wants to spend the money before the end of the fiscal year. FR explained the logistics of the transfer of funds and re-imbusement. EC want to the see the invoices before making the payments.

New AI. BR to review the MOU with EC and talk to Qing Liao about getting the funds before March.

MA asked if there were options for a second tour speaker since Ronald Stewart could only do half before April. DS suggested John Fyfe who is a climatologist from Victoria and also still supports his idea of Francis Zweirs.

MA indicated that this is urgent and that we should have a firm plan to present at the upcoming Council meeting.

6. FINDING THE NEXT VP

MT canvassed several people including Wayne Richardson whom has expressed some interest but is seeking ideas from the group. MA is wondering if we should consider the background of the candidate (meteorology, oceanography, academic, private sector). The group indicated that the background is not as important as having someone that is interested in filling the position and that have some good qualifications.

New AI. MA and MT to contact Wayne Richardson to further discuss his interest in the next VP position.

7. 50TH ANNIVERSARY 2017 PLANNING

MA explained that she would like to support the 2017 LAC in the planning of that event and sought input from the group about the importance of that event. MA is wondering if donations or development funds can be used to help finance the celebration activities. Perhaps the creation of a special fund is in order?

New AI. MA to schedule a lunch with the Ottawa Centre members to discuss options and begin planning CMOS 50th Anniversary.

8. SOCIAL MEDIA USE

DS suggested to use the SMU to advertise the Weather Trivia Calendar by placing a feed on Twitter or put a notice on the Facebook page with a picture of the calendar. MA is wondering if we have a Twitter and Facebook account.

BR confirmed the existence of a CMOS Twett account linked to David Huard and the student Kevin Bowley. The student can be contacted at tweet@cmos.ca or at kevin.bowley@mail.mcgill.ca.

CMOS Facebook contact is Bob Jones. There is also a student Facebook page managed by Laura Gillard. She can be reached at student@cmos.ca.

New AI. MA to contact Farida Daygan and give her permission to create a LinkedIn CMOS group and to redirect or rename the Met-Ocean group to the CMOS one.

9. EMAIL ISSUES

As indicated in BR Activity Report, Roger's email "migration" occurred Wednesday, Sept 26th. Email forwarding issues subsequently identified and corrected. Users no longer can control email forwarding. Only Admin account (Ex-Dir) has access to "EasyMail Handing", through

which email accounts are managed. Generally, our email accounts are overly complex and very difficult to manage. Extensive discussions with Rogers Enterprise Services has provided options to streamline CMOS corporate email setup.

For the short term all CMOS mailboxes are set up as individual mailboxes and can be re-routed to personal e-mail addresses. The issue is that the whole CMOS emailing system is very complex and difficult to manage. Each time we have a new executive or council member or someone changes his personal e-mail and needs to change a password, we have to use Roger's EasyMail application. Only 4 people can run EasyMail: Bob Jones, Richard Asselin, Qing Lioa and BR. In BR's opinion, CMOS has too many mailboxes.

New AI. BR and FR to review the CMOS e-mail system and developed a few options for a simpler system.

10. EXECUTIVE COMMITTEE REPORTS

10.1. PRESIDENT

See the report.

10.2. VICE-PRESIDENT

See the report.

10.3. TREASURER

See the report.

10.4. RECORDING SECRETARY

See the report.

10.5. CORRESPONDING SECRETARY

See report. FR sought approval for the members below:

Edmund Ray Garnett (Regular) Winnipeg, MB	Jun Zhao(Regular) Environment Canada Burlington ON
Mr. Geoff VanVeller (Student) (University of Calgary) Calgary AB	Mr. Crawford Luke (Student) York University Oshawa ON
Mr. Jean Clary (Student) ISMER Rimouski, QC	Mr. Rick Fleetwood (Regular) Environment Canada Fredericton NB E3B 6Z3
Mr. Tsz-Kin Lai (Student)	Dr. Paul C. Yang (Regular)

(McGill University) Montreal, QC	Environment Canada Joint Met Centre Oromocto
Meghan Green (Student) (Dalhousie University) Oshawa, ON L1J 7X9	Mr. Stephen Green (Regular) (lapsed) Provincial Aerospace - Ice & Environmental Services ST-JOHN'S NL
Mr. Boumy Sayavong (Regular) Dept. of Fisheries and Oceans Ottawa, ON	(Retired) Mr. Bruce R. Ramsay Ottawa ON
Mary M Glackin (Associate - AMS) Washington, DC 20008 USA	

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

New AI. FR to send the final Cycle of Activities to the Executive members.

10.6. PAST PRESIDENT

N/A.

10.7. EXECUTIVE DIRECTOR

See the report. BR reiterated from his report that the CMOS Office phone (990-0300) is still not working and that he is working with Carolyn Campbell, DFO admin officer, to resolve the issue. The last time it worked it was a few months ago just before Andrew Bell left.

10.8. DIRECTOR OF PUBLICATIONS

See the report.

DS reported that we will need to look for a new editor for the Bulletin following a discussion he had with Paul André Bolduc. There is honorarium pay for the editor. **New AI. BR to send the amount of the honorarium pay to DS.**

11. OTHER BUSINESS

Nothing to add.

12. UPCOMING MEETINGS

Council #2 November 19 at noon EDT.

Executive #4 December 17 at noon EDT.

13. ADJOURNMENT

Motion to adjourn (Anderson).

APPENDIX 1

New Action Items from Executive Meeting #3

- E3.1** Review the history of Congress 2019 discussion for St-John Newfoundland as it may be an occasion to consider hosting that Congress at the university. **MA – Open.**
- E3.2** Draft a proposal to the AGM for a discussion paper on holding the Congress every two years instead of annually. **MT – Open.**
- E3.3** Contact RB by the end of the day to discuss the venue and volunteers' assignment. **BR – Open.**
- E3.4** Ask Ken Kwok to ship some T-Shirts to the Ottawa office and the rest to Fredericton. **MA/BR – Open.**
- E3.5** Send a note to Council requesting a decision about the Arctic SIG request for additional ongoing funding at the upcoming November meeting. **MA – Open.**
- E3.6** Send the new instructions about posting material on the CMOS website to BR and MT. **MA – Open.**
- E3.7** Review the MOU with EC and talk to Qing Liao about getting the funds before March. **BR – Open.**
- E3.8** Contact Wayne Richardson to further discuss his interest in the next VP position. **MA/MT – Open.**
- E3.9** Schedule a lunch with the Ottawa Centre members to discuss options and begin planning CMOS 50th Anniversary. **MA – Open.**
- E3.10** Contact Farida Daygan and give her permission to create a LinkedIn CMOS group and to redirect or rename the Met-Ocean group to the CMOS one. **MA – Open.**
- E3.11** Review the CMOS e-mail system and developed a few options for a simpler system. **BR/FR – Open.**
- E3.12** Send the final Cycle of Activities to the Executive members. **FR – Open.**
- E3.13** Send the amount of the honorarium pay for the editor of the CMOS Bulletin to DS. **BR – Open.**

APPENDIX 2

Old Action Items

- C1.2** Provide suggestions to highlight the 50th Congress to MS. **All- Open.**
- C1.4** Help RB in finding a permanent Toronto Center Chair (TCC). **All – Open.**
- C1.7** Provide suggestions to HA on how to best use the experiences of the past-president. **All – Open.**
- C1.8** Contact potential resources to manage the entire suite of CMOS database modules and to document CMOS operations. **BS – Open.**
- C1.9** Review the written activity reports and ask questions or raise concerns by e-mail. **All – Open.**
- C1.10** Contact Helen Joseph, the new Arctic SIG Chair and ask her how the group plan to use the funding and report back at the next council. **MA – Open.**
- C1.11** Use the Finance and investment Committee to consider how to revamp the annual budget structure to reflect the current situation of activities. **MT – Open.**
- C1.12** Investigate the logistics problems inherent in adding an option for members to purchase the Weather Trivia Calendar when subscribing to CMOS. **DS – Open.**
- C1.13** Use their personal contacts to seek articles for the CMOS Bulletin December issue dedicated to the Arctic. **All – Open.**
- E2.4** Get the details about the copyright on the name Chinook and report back to the group. **BS - Open.**
- E2.10** Contact Sylvie Gravel and get more information about the process to select the audit company. **BS - Open.**
- E1.5** Work out a quote for selling golf shirts. **MT - Open.**
- E1.10** Encourage the Centre Chairs to update their pages (static information and membership). **MT - Open.**
- E1.12** Identify in the database who has long service and give that information to the Centres. **MT/BR - 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. **BR - Open.**
- E1.15** Ask the Committee Chairs to get the names of their speakers on the new database fields once available. **MA - Open.**
- C8.6** Find volunteers to chair the Private Sector committee. **HA - 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. **BR - Open.**
- C8.10** Explore the idea of hiring a media, marketing and CMOS business development rep who'll work with the media and outreach effort to highlight, advertise and promote CMOS. **MT - Open.**
- E4.13** Follow-up with ATN (Asian Television Network) regarding carrying some environmental programs. **HA - Open.**