

Minutes

Thursday, April 28, 2016, 12 pm EDT

Present: Martha Anderson (MA), Gordon Griffith (GG), Fiona Robertson (FR), Ron Bianchi (RB), Harinder Ahluwalia (HA), Douw Steyn (DS), Martin Taillefer (MT), William Ward (WW), Marie-France Gauthier (MFG).

Regrets: Boumy Sayavong (BS), 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. (Anderson/Steyn). Carried.

GG asked that we add "Call for nomination IPCC" to the agenda.

2. APPROVAL OF MINUTES

2.1. EXECUTIVE MEETING OF FEBRUARY 18, 2016

Executive Members have approved the minutes via e-mail.

3. REPORTS FROM THE CONGRESSES LAC

3.1. FREDERICTON 2016

WW apologized for not getting a written report in.

WW reported that all is going well and that they are now focusing on the small details. He indicated that there are still booths and sponsorships spots available but that he is confident that they will be filled by Congress time.

The main concern is the attrition clause contained in the room block contract with the Delta Fredericton hotel. WW is wondering how we could encourage people to stay at this hotel. GG indicated that he has spoken to both hotel managers this morning and the deadline for accessing the rooming block at both hotels is April 30th. The higher reservation rate is at the Crown Plaza due to its close proximity to the conference centre. GG suggested that we maintain the contracted deadline with the Crowne Plaza at April 30th and extend the reservations at the Delta beyond April 30th.

DS reported that he made his hotel reservation on April 14th and that he was told that the Crowne Plaza was full. He had to book at the Delta. GG responded that the Crowne Plaza experienced some problem with their reservation system but that problem has been fixed. It is possible that DS tried to book a room during the malfunction. GG also informed the group that the rate of reservations at the Delta doubled in the past week and that he is confident that we will meet our quota by Congress time. This whole issue of room counts versus government rate or booking via expedia.com or other tools is difficult to predict several years ahead while drafting a contract.

HA indicated that he is surprised about this emerging issue as it was discussed in Saskatoon. WW responded that the agreements with the Delta and the Crowne Plaza were signed in 2012 prior to Saskatoon. GG added that only the Delta Fredericton hotel has a severe attrition clause in the contract. GG reported that we have a complimentary shuttle service from the Delta to the Conference Center.

The other thing that WW is enquiring about is how to deal with the Arctic SIG request for additional support for registration and travel. MA commented that the Executive has approved financial support as per the plan they presented to the members earlier in the year but no more. MA and WW will further discuss this matter and make a decision.

New AI. MA to contact the Chair of the Arctic SIG to respond to her request for additional financial support to attend the Congress.

WW reported that the LAC would like to contact CBC and other media outlets to give them headlines and information about the upcoming Congress. He is wondering if that contact should come from the National Office or the President of CMOS. MA indicated that the Science Media Center is a non profit organization that do provide media services to help organizations to communicate good science.

New AI. MA to send the contact information from the Science Media Center to WW.

MA reported that the Weather Network will be attending the Congress and asked WW whom from the LAC should be their point of contact.

WW indicated that the LAC will be able to separate the attendees for CMOS and CGU at the registration desk. So any addition to the content of the attendee's bag can be done.

The original public lecture on hurricanes is been changed to the Mactaquac dam project in New-Brunswick.

WW will soon be sending a message indicating what is expected from the Executive / Council members during the Congress.

3.2. TORONTO 2017

RB reported that the poster announcing the 2017 Congress is ready for a test print. He is waiting for approval from Heritage Canada to have their logo on the poster. Once the poster is ready, a limited amount of copies will be printed and made available at the Congress. RB asked the Executive to provide him with a number for the limited print.

DS asked if we could use the poster as a cover picture for the CMOS Bulletin for August. RB responded that it would be a great idea and the graphic designer he has hired is excellent and full of ideas for badges and other materials.

Peter Taylor and Charles Lin, the co-leads of the Scientific Program Committee are in the process of building their team. RB has recruited many volunteers to form the LAC.

RB has prepared a series of invitation letters to the Toronto Congress and has sent them to MA for her input. RB believes that the Prime Minister will attend. HA asked RB if someone from his team has access to the Minister's Office. HA has offered his help.

RB is working on the budget and developing various scenarios.

New AI. WW to send a copy of the Fredericton budget to RB to use as template/guidance.

RB will not be attending the Congress but Peter Taylor and a few other LAC members will be attending.

4. NEXT CENTRE TO TAKE ON EXECUTIVE DUTIES

The participants exchanged ideas on which Centre should provide the next Vice-President. MA suggested that the Toronto Center Chair find the next V-P. RB responded he has been quietly investigating who would be interested in that position and the one of the Toronto Centre Chair to replace Steve Jacob.

New AI. MT to discuss with the Center Chairs their interest for their Center to recruit the next VP.

5. EMAIL PROJECT UPDATE

FR and GG are recommending that we maintain separate domains (English and French). There are a couple of modifications that will have to be done to the database as well as some reconfigurations of the website.

GG also informed the group that a few adjustments needed to be made to the website on the title of the Center Chair (chair or chairperson). Chair is preferred to Chairperson as it matches other names (i.e. vice-chair, past-chair). The Executive agreed.

GG asked if we needed a separate e-mail for the Chair of a Committee in addition to the one for the Committee. DS responded that he has received messages addressed to him as Chair of the Accreditation Committee that should only be read by him. FR suggested that we keep the e-mail address for the Chair and ask the Chair to forward messages as he/she sees fit. DS responded that this option would work.

See GG written Activity Report for more details.

6. GOLDEN JUBILEE CELEBRATION PLANS

MA highlighted a few points from her written Activity Report. She has started to build some contacts to help with the communication and outreach about the public speaking tour.

MA asked for Executive approval to set up a Golden Jubilee Fund and post it on the website. The Executive agreed.

MA reported that one of the ideas that is getting some momentum is the one pertaining to the production of a special book about our science. In fact, Richard Asselin has informed her that he is willing not to come to Congress to accept his award to let Savi Narayanan attend so that she can get ideas for the science book and recruit possible writers together. DS cautioned the Executive that the cost of a book like this would be about \$250 for a 100-page book with a 500 copy commitment. It will require a lot of work and more if a template needs to be developed. DS indicated that we will therefore need to find subsidies to fund the production of the book. There is also the question of who will buy such a book. DS indicated that another option could be to generate an expanded version of the CMOS Bulletin focusing on our science. This would be a “light” version of the book.

MA suggested that we accept Richard Asselin’s offer and let Savi Narayanan initiate work. In the meantime, we, will investigate the cost of printing such a book and who would potentially be interested in buying it. The Executive has agreed.

New AI. DS to investigate the cost of printing a science book.

New AI. All to investigate who could potentially be interested in buying the 50th CMOS Anniversary science book.

7. IFMS SURVEY

MA asked the Executive if CMOS would agree to contribute 1% of our membership fee to support IFMS and this represents about \$650 per year? HA is recommended that we proceed. MT is proposing a fixed amount instead of a percentage of the membership. HA explained that the 1% has been agreed with other Societies.

The majority of the Executive members have agreed to give 1% of the membership. MA expects that an annual report will be sent to the contributors from the IFMS secretariat.

8. P. MET CERTIFICATION

MA reported that she and GG will be meeting David Grimes on May 16th and has invited MT and HA to join her.

9. BUDGET PREPARATION FOR AGM

GG presented a preliminary draft budget. GG would like to focus today's discussion on the CMOS bulletin and staffing actions.

GG explained that the CMOS Bulletin has been running a constant deficit as shown in the Excel spreadsheet. The activities that are expensive include postage/handling and printing. GG explained that with the arrival of a new editor there is an opportunity to make changes to the format of the bulletin. GG has asked if other Societies are still producing a paper copy or not? DS suggested that the new editor conduct a survey to find out. GG suggested that we use the arrival of the new editor to seek input from the AGM attendees on the paper copy vs a soft copy. DS suggested that we invite the new bulletin editor to Congress. MFG concurred on both points.

The other discussion point pertains to staff and the possibility to increase the role of the Executive Director and all the implications associated with the office staff. HA added that we should also work on increasing our revenue. MT agreed that we need to expand the role of the Executive Director and to review the current structure of the national office. The staff is stressed to the limit and works in a responsive matter from congress to congress. MFG suggested that we inform AGM members of our views on how to increase CMOS visibility and enhance our contribution to science by increasing the expertise of the national office. We should explain that these two areas are our weaknesses and that we would like their support in developing a plan to address these gaps.

HA added that we should also develop a plan to increase our revenue especially via sponsorships. DS reminded the group that we should be getting royalty money from the sale of the Weather Trivia calendars. The maximum amount is 15K.

New AI. GG, MT and BS to develop a plan to focus discussion on the budget at the AGM.

10. ANNUAL CYCLE OF ACTIVITY

FR reminded the Executive members to review their roles and responsibilities for the next Council meeting (3 hours), the AGM and the annual Congress as depicted on the Annual Cycle of Activity document.

MFG asked to confirm that the two sets of minutes required are from the Council on May 29th and the AGM on May 30th. She also asked what kind of information is required from the AGM attendees beside their names. MA responded that name and e-mail information should be

sufficient. MA is requesting secretarial assistance on Tuesday afternoon during the CMOS Panel Discussion.

11. BULLETIN RENEWAL

This topic has been discussed during the Budget Preparation for AGM agenda item.

12. EXECUTIVE COMMITTEE REPORTS

12.1. PRESIDENT

See the report.

MA asked the Executive how to best recognize the work of Paul-Andre Bolduc. She is suggesting that we give him a plaque showing a copy of his first bulletin along with a statement recognising his work. The Executive has agreed to proceed.

MA informed the group that Farida Dehghan (CMOS Webmaster) will be away from the end of May until early August.

12.2. VICE-PRESIDENT

No report at this time.

12.3. TREASURER

No report at this time.

12.4. RECORDING SECRETARY

See the report.

12.5. CORRESPONDING SECRETARY

See the report.

12.6. PAST PRESIDENT

See the report.

12.7. EXECUTIVE DIRECTOR

See the report.

12.8. DIRECTOR OF PUBLICATIONS

See the report.

13. REVIEW OF OLD ACTION ITEMS

- C4.1** Look for sponsors for the bags and other possibilities. **Council Members-Closed.**
MA got the Vaisala rep for defence clients to sponsor a bag logo, on top of the coffee break they had already agreed to sponsor.
- C4.2** Request the speakers provide a one-page summary of their talks for the Bulletin. **FR-Open.**
- C4.3** Find out if any of the western talks had been or could be recorded for the website. **FR-Open.**
- C4.4** Send an email to the Council Members to support the use of funds to send Steve Ricketts to the 2016 Congress. **MA-Closed.**
MA got positive replies, and Steve has been informed.
- C4.5** The Audit Committee to consider going with another auditor or staying with the same one (an item from the last AGM). **Audit Committee-Open.**
- E5.1** Draft and send a letter indicating the name of the upcoming Executive nominee (s) to be approved at the AGM. **FR- Closed.**
- E5.4** Contact the supplier of the CMOS pins to get an estimate on the cost of new pins with the celebration logo and ask if they could provide pens as well. **GG-Closed.** *GG has ordered 250 pins of the 50th anniversary CMOS pins. We will have them available for sale during the Fredericton Congress.*
- E5.6** Write an article for the upcoming CMOS Bulletin about the membership dues, the frequency of Congress and the 4 categories of CMOS pins. **MT-Open.**
- C3.3** Provide Toronto LAC with examples of past invitation letters. **GG- Closed.**
- C3.6** Find ways to educate 2016 Congress attendees about the availability of CMOS pins for sale. **MT-Open.**
- C3.7** Follow up with Center Chairs to recognize the individuals that are eligible for their 25 year pins. **MT-Open.**
- C3.8** Ensure that CMOS has 100 pins and boxes to distribute. **GG- Closed.**
- C3.9** Draft an agreement document between CMOS and CRSS and share it with Council members. **GG-Open.**
- C3.10** Meet with managers from the Weather Network and with David Phillips in March in Toronto. **MA-Closed.**
MA met with Pelmorex on 23 March. A meeting record was shared with Council members on April 9. (David Phillips was on a southern vacation for a month).
- C3.12** Provide MA with ideas on how the Weather Network could bring visibility to CMOS. **Council members - Closed.**

- C3.13** Develop communication points about CMOS upcoming 50th Anniversary and how to contribute to its success. **HA – Closed.**
- C3.14** Provide suggestions on TV programs that could bring visibility to CMOS while being of interest for the general public to HA. **Council members - Closed.**
Feedback has been provided.
- C3.16** Send the latest version of the list of deleted email boxes to Council for their review. **GG – Closed.**
- E4.3** Contact Denis Bourque and Bob Kochtubajda to discuss possible options to recognize long term services to CMOS that are not volunteers. **GG-Open.**
GG has contacted them, but we have not set a time to discuss our options. The Bylaws detail each prize, award and/or scholarship. Any addition, elimination or modification would require a bylaw change.
- E4.5** Discuss financial support to the Top Ten Stories and Weather Trivia Calendar with the PSC. **HA-Open.**
It will be discussed with CMOS PSC in the next PSC meeting in mid-to-early March.
- E4.6** Contact the Science Media Center of Canada to discuss their services, what reimbursement is expected and what their definition of partnership is. **MA-Closed.**
MA spoke to Penny Park on 15 April. Their main free service is distributing science news. They could do a course for scientists on good communications, at our Toronto congress, for a fee. They also could assist with strategic planning for our anniversary activities, and they help organizations with Backgrounders.
- E4.9** Provide a draft 2017 budget to MA by March 2016. **BS-Closed.**
- E4.16** Update the PSC terms of reference on the CMOS web site. **GG-Open.**
- C2.7** Discuss the location of Congress 2019 with Centre Chairs and report to Council the preferred location. **MT-Open.**
- C2.10** Get input from the Centre Chairs about what to do with the leftover T-Shirts when he holds his meeting with them in December. **MT-Closed.**
- E3.2** Draft a proposal to the AGM for a discussion paper on holding the Congress every two years instead of annually. **MT – Closed**
The proposal will be discussed at the AGM and possibly at CMOS Panel Discussion scheduled for Tuesday May 31st in Fredericton.
- C1.8** Contact potential resources to manage the entire suite of CMOS database modules and to document CMOS operations. **BS – Closed.**
Created in September 2015 and no longer required.
- 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 – Closed.**
MT is the Chair of the Committee and has this project in hand.

- C1.12** Investigate the logistics problems inherent in adding an option for members to purchase the Weather Trivia Calendar when subscribing to CMOS. **DS – Closed.**
- E2.4** Get the details about the copyright on the name Chinook and report back to the group. **BS – Closed.**
No longer required.
- E2.10** Contact Sylvie Gravel and get more information about the process to select the audit company. **BS -Closed.**
The audit result will be presented at the AGM in Fredericton.
- E1.5** Work out a quote for selling golf shirts. **MT - Open.**
Closing this action for the moment and once we have a Business Development Consultant in place we will assign a new action.
- E1.10** Encourage the Centre Chairs to update their pages (static information and membership). **MT – Closed.**
MT has been reminding the Centre Chairs of this task during his meeting with them.
- E4.13** Follow-up with ATN (Asian Television Network) regarding carrying some environmental programs. **HA - Open.** *HA is suggesting that this action needs to be lumped with other Media Participation. The item which is required to be looked into is “CMOS should make a plan to enroll TV stations as many as to carry Environmental program. This needs a plan which CMOS needs to prepare with the help of a Media Consultant which we need to recruit very soon.”*
Closing this action for the moment and once we have a Media Consultant in place we will assign a new action.

14. OTHER BUSINESS

GG asked members to send their nomination suggestions for the IPCC awards if any.

DS received an e-mail from Canada Post Corporation looking for a source of photographic images for Canada Post’s series on Weather Wonders. They are looking for images of waterspouts, altocumulus lenticularis cloud formations, diamond dust, moon halo and steam fog. DS will forward this request to the Executive members and MA and GG will determine how to best contact CMOS members for images.

15. UPCOMING MEETINGS

Council Meeting: May 29th 3-6pm in Fredericton
Executive Meeting: TBD

16. ADJOURNMENT

Motion to adjourn. (Robertson). Carried.

APPENDIX 1

New Action Items from Executive Meeting #6

- E6.1** Contact the Chair of the Arctic SIG to respond to her request for additional financial support to attend the Congress. **MA-Open.**
- E6.2** Send the contact information from the Science Media Center to WW. **MA-Open.**
- E6.3** Send a copy of the Fredericton budget to RB to use as template/guidance. **WW-Open.**
- E6.4** Discuss with the Center Chairs their interest for their Center to recruit the next VP. **MT-Open.**
- E6.5** Investigate the cost of printing a science book. **DS-Open.**
- E6.6** Investigate who could potentially be interested in buying the 50th CMOS Anniversary science book. **All-Open.**
- E6.7** Develop a plan to focus discussion on the budget at the AGM. **GG, MT, BS-Open.**

APPENDIX 2

Old Action Items

- C4.2** Request the speakers provide a one-page summary of their talks for the Bulletin. **FR-Open.**
- C4.3** Find out if any of the western talks had been or could be recorded for the website. **FR-Open.**
- C4.5** The Audit Committee to consider going with another auditor or staying with the same one (an item from the last AGM). **Audit Committee-Open.**
- E5.6** Write an article for the upcoming CMOS Bulletin about the membership dues, the frequency of Congress and the 4 categories of CMOS pins. **MT-Open.**
- C3.6** Find ways to educate 2016 Congress attendees about the availability of CMOS pins for sale. **MT-Open.**
- C3.7** Follow up with Center Chairs to recognize the individuals that are eligible for their 25 year pins. **MT-Open.**
- C3.9** Draft an agreement document between CMOS and CRSS and share it with Council members. **GG-Open.**
- E4.3** Contact Denis Bourque and Bob Kochtubajda to discuss possible options to recognize long term services to CMOS that are not volunteers. **GG-Open.**
- E4.5** Discuss financial support to the Top Ten Stories and Weather Trivia Calendar with the PSC. **HA-Open.**
- E4.16** Update the PSC terms of reference on the CMOS web site. **GG-Open.**
- C2.7** Discuss the location of Congress 2019 with Centre Chairs and report to Council the preferred location. **MT-Open.**