

Minutes

Thursday, July 07, 2016, 12 pm EDT

Present: Martha Anderson (MA), Gordon Griffith (GG), Fiona Robertson (FR), Ron Bianchi (RB), Wayne Richardson (WR), Douw Steyn (DS), Martin Taillefer (MT), Marie-France Gauthier (MFG).

Regrets: Dave Wartman (DW), Boumy Sayavong (BS).

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

1. APPROVAL OF AGENDA

MT explained that he has not been receiving any meeting documentation through his CMOS email account. GG will follow-up with MT after the meeting and will send him the how to access Rogers email document created by FR.

MT welcomed all members to a beginning of a new season of the Executive Meetings and thanked MA for her great work as President last year.

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

2. APPROVAL OF MINUTES

2.1. COUNCIL MEETING OF MAY 29, 2016

Minutes of that meeting have been approved by 4 Council Members via e-mail. Not enough to get quorum. Since the all members of the Executive sit on the Council, their approval has been sought to get quorum. Motion to approve the minutes (Anderson/Steyn). Carried.

MT indicated that he will be sending his May 29th Activity Report before going on vacation on July 18th.

3. REPORTS FROM THE CONGRESSES LAC

3.1. TORONTO 2017

See the report.

RB added that everything is going as planned and on track. RB received a copy of the Fredericton budget document last week and he will be using it as guidance to prepare the Toronto Congress budget.

RB reported that he has enough volunteers for the LAC and other key positions. He also asked if volunteers are getting a better rate for Congress registration fees? GG responded that we have a lengthy guideline document for organizing congresses and that we need to go through it to see if we can find an answer. RB has a copy of the document and will review it as well. MT suggested that we leave the decision up to the LAC if we can't find an answer. MA added that we should ensure that the volunteers are doing substantive work for a free registration not just a few hours.

The Ontario Storm Prediction Center (OSPC) would like to be more involved with the organisation of the operational meteorology component of the Congress.

RB asked who to contact to set up the Toronto 2017 Congress page on the CMOS website? GG responded that Farida Dehghan is ready to upload all his material and reminded that as CMOS webmaster, Farida is working only part time.

RB's next steps are to activate the social media tools (Facebook, Twitter and Instagram). RB will have a side bar discussion with GG about the MyEventApps. MFG suggested that GG share the PowerPoint he made during the CMOS Panel Discussion with RB.

New AI. GG to send a copy of the MyEventApps PowerPoint presentation to RB.

MT and RB will coordinate the dissemination of the invitation letters next week and close Action Item C5. 1.

3.2. HALIFAX 2018

See the report.

MFG indicated that DW has sent a report and had a question for the Executive.

New AI. GG to contact DW to respond to his questions about the role and responsibilities of the LAC and to suggest that he contact William Ward, Chair of the past Fredericton Congress.

3.3. IUGG GENERAL ASSEMBLY – MONTREAL 2019

MT announced that as a result of a CGU/CMOS meeting in Fredericton (June 2016) that CMOS has tentatively agreed to partner and co-host the IUGG General Assembly scheduled for Montreal July 2019. MT will be proposing to Council that the 2019 CMOS Congress should be held in Montreal in partnership with CGU and to CO-host the IUGG General Assembly.

4. CMOS TREASURER ROLE

GG explained that BS is taking a leave of absence from work and from CMOS. According to the CMOS bylaws, Council needs to fill the Treasurer position during his absence. MA indicated that we need to confirm with BS if he is leaving for one year or permanently.

New AI. GG to contact BS to determine the length of his leave of absence.

MT suggested that we first consult with the Ottawa Center Chair for a replacement.

New AI. MA to find an interim Treasurer by first contacting Ann McMillan, Chair of the Ottawa Center.

5. NEXT CENTRE TO TAKE ON EXECUTIVE DUTIES

MT provided some background information and indicated that he assumed that Toronto Centre would be taking on that role. MA concurred and explained that we need a more engaged Center Chair for Toronto.

RB informed the Executive that Marie MacPhee is willing to take over the Chair of the Toronto Centre but required guidance on how to go about getting her approved in that position. MA suggested that RB contacts the rest of the Toronto Centre Executive members and explains that he has found a strong candidate for the position and would like to hold a Centre telecom meeting to formalize the approval.

New AI. RB to hold a meeting with the Toronto Centre Executive members to formalize the approval of Marie MacPhee as new Chair of Toronto Centre.

MA explained that once the new Chair is in place, then the discussion on the next centre to take on Executive duties can take place.

New AI. MT to start looking at finding the next VP from the Toronto centre.

6. APPROVAL OF INVOICE FOR MYEVENTAPPS TO DEVELOP APP FOR CMOS CONGRESS 2017

GG reported on the results of the bids he received for the developing an app for the next congress and recommended that we contract with the company, MyEventApps given the substantive rebate provided by that company for a three-year commitment. The cost of the app would be part of the overall congress budget. GG added that there will be provision for training and support in the contract.

Motion to proceed with the MyEventApps services for the next three years. (Steyn/Gauthier).
Carried.

7. BULLETIN RENEWAL

MT provided background information about the Bulletin Renewal project and reiterated the high cost of producing the printed copy.

GG reported that Sarah Knight had discussed the bulletin format and content with the Fredericton Congress attendees. He also reported that the survey Sarah developed seeking input from the CMOS membership was sent and that over 210 responses had been received. Sarah has sent her draft report to DS for his review. There was a discussion about the timing of going to a paperless Bulletin. MA suggested that the February 2017 edition should be the first. All members agreed.

FR asked if we should put a note in the next Bulletin paper copy to inform members of the possible format changes. DS responded that Sarah will be publishing her final report in the Bulletin. MA then suggested that we add an accompanying note to the August Bulletin highlighting the upcoming changes to the Bulletin.

MA asked if we have an idea of how many members currently receive a paper copy of the Bulletin and how many read the PDF format. GG responded that based on the 172 members that had responded to that survey question, 45% read the paper format Bulletin while 43% read the PDF file.

New AI. DS to review Sarah Knight's draft report and share it with the Executive Committee members prior to the next Executive meeting in August.

8. RENEWAL OF THE A-O PUBLISHING CONTRACT WITH CMOS

DS reported that if CMOS wants to change the publishing company for the Atmosphere-Ocean publication, a one-year notice must be given to the current publishing company, Taylor & Francis. DS explained that he discussed this option with the Editorial Committee members during Congress and reported that all the editors were supportive of continuing to work with Taylor & Francis. All are very satisfied with the quality of the work, responsiveness to requests and support provided.

Motion to approve the renewal of the contract with the Taylor & Francis Publishing Company. (Anderson/Taillefer). Carried.

9. PARTNERSHIP GROUP FOR SCIENCE AND ENGINEERING (PAGSE)

MA reported that the opportunity to proactively engage CMOS membership in this public consultation process has passed. GG proposed that the invitation be posted on the web site and through social media inviting the membership to contribute. MT added that the invitation should be sent via email to all CMOS members.

New AI. GG to send the request to contribute to the PAGSE consultation process to all CMOS members and to post the invitation on the web and social media.

10. GOLDEN JUBILEE CELEBRATION PLANS

MA indicated that an updated version of the 50th Anniversary plan had been prepared and sent as an accompanied document for the meeting. She explained the activities and provided an update on their status. DS shared his findings on the cost of the proposed Anniversary Book and format limitations. He explained that the initial plan was to select the most crucial articles published by Taylor & Francis and to republish them with an update if needed. During his discussion with Taylor & Francis, DS found out that there are two restrictions: older articles (prior to Taylor & Francis) would have to be re-typeset and this would be expensive. The other restriction was that new material could not be added to the book except for an introduction and conclusion. The cover of the book would have no color and no CMOS logo. MA asked if we were willing to pay to it, would it be possible. DS will find out about this. The price of the book would be about 90 pounds (\$150 CAN).

Taylor and Francis only has the files for the articles dating back to 2011. The cost for the resetting is 3.5 pounds per page and 5 pounds per image. The cost estimate for the book does not include the re-typeset.

MA also pointed out that if Harinder Ahluwalia would still be part of the Executive, he would have said that we should be looking for a sponsor for the book.

New AI. DS to prepare a report on the cost of the production of the Anniversary book and to propose a course of action with timelines by the next Executive meeting (August 18).

MA referred to her report on the next steps to move forward with the Public Tour Speaker idea. GG asked if we could offer the 50th anniversary pins to the Centre Chairs to sell.

New AI. WR to promote the sale of the 50th anniversary pins during the next Centre Chair meeting.

11. MODES OF OPERATIONS FOR EXECUTIVE AND COUNCIL AND CENTRE COUNCIL

MT liked the way CMOS operated last year and suggested that we continue that way. All members agreed.

12. REVIEW OF ANNUAL CYCLE OF ACTIVITIES

MT asked members to continue to update the document as duties are performed throughout the year.

FR wanted clarification if there would be both a CMOS tour and an Anniversary tour speaker. MA responded that we will have both and that Richard Dewey from Ocean Networks Canada would be an excellent speaker from the oceanographic community. FR asked if there was a preference to have the tour in the fall or in the early spring. MT responded that from his experience, the CMOS tour could occur anytime from September to May.

13. EXECUTIVE COMMITTEE REPORTS

13.1. PRESIDENT

MT highlighted that during the meeting with CGU that took place at the Fredericton Congress, CGU made a strong pitch for CMOS to participate in the organization of the IUGG 2019 general assembly including the distribution of a fair share of the revenue. MT explained that CMOS would have their own banquet, awards ceremony, and specialized meetings and that this could create a precedent for future similar opportunities. MT indicated that we would need approval from Council not to hold a separate CMOS Congress. This item will be on the September Council meeting agenda.

MFG asked if we have a written agreement specifying that CMOS will be receiving revenue from the IUGG Conference. MT said no. MA explained that we need a CMOS representative on the IUGG Steering Committee and an MOU would be developed that would describe responsibilities, requirements and expected financial implications.

13.2. VICE-PRESIDENT

Nothing to report this time.

13.3. TREASURER

See the report.

13.4. RECORDING SECRETARY

See the report.

MFG asked about the next steps for AGM and Panel Discussion minutes. MT will review the AGM minutes. The document will then be ready for the Annual Review 2016.

New AI. MT to review the AGM and Pane Discussion minutes.

The Panel Discussion minutes are ready to be sent to all attendees.

New AI. MFG to send the minutes of the Panel Discussion to all attendees.

13.5. CORRESPONDING SECRETARY

See the report.

13.6. PAST PRESIDENT

See the report.

MA asked confirmation that Jim Young is the new Chair of the PSC. She reported that this information has not yet been posted on the web. See GG's open action item E.4 16.

13.7. EXECUTIVE DIRECTOR

See the report.

13.8. DIRECTOR OF PUBLICATIONS

See the report.

14. REVIEW OF OLD ACTION ITEMS

- C5.1** Revise the invitation letters to CMOS 2017. **MT/RB- Open.**
RB reported that he and Marty should wrap this up and send them off shortly.
- C5.2** Review the travel policy for CMOS. **MT/GG-Open.**
- C5.3** Propose dates for upcoming Executive and Council meetings including the date for the Centre Chairs meeting. **FR-Closed.**
- C5.4** Talk to Brad Snyder on how to do an electronic survey. **DS-Closed.**
- C5.5** Lead on finding a new Councilor-at-Large for replacement for BM. **MT- Open.**
Still looking.
- C5.6** Provide ideas to MT for new councilor-at-large. **All-Open.**
- E6.3** Send a copy of the Fredericton budget to RB to use as template/guidance. **WW-Closed.**
- E6.4** Discuss with the Center Chairs their interest for their Centers to recruit the next VP.
MT-Closed.
The next VP will most likely come from the Toronto Centre.
- E6.5** Investigate the cost of printing a science book. **DS-Closed.**
Cost estimate of 90 pounds has been provided. Further refinement is required and a new AI has been opened. (E.1 8).
- E6.6** Investigate who could potentially be interested in buying the 50th CMOS Anniversary science book. **All-Open.**
MA indicated that Richard Asselin believes that libraries would be interested.
- C3.7** Follow up with Center Chairs to recognize the individuals that are eligible for their 25 year pins. **MT-Open.**
This action is being transferred to WR.
- 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.**
- E4.16** 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-Closed.**

Even though St-John's Newfoundland has expressed its interest, MT indicated that 2019 Congress will be in Montreal partnering with the UIGG.

15. OTHER BUSINESS

None this time.

16. UPCOMING MEETINGS

Executive Meeting: August 18th
Centre Chair Meeting: September 13th
Council Meeting: September 22nd

17. ADJOURNMENT

Motion to adjourn. (Gauthier). Carried.

APPENDIX 1

New Action Items from Executive Meeting #1

- E1.1** Send a copy of the MyEventApps PowerPoint presentation to RB. **GG-Open.**
- E1.2** Contact DW to respond to his questions about the role and responsibilities of the LAC and to suggest that he contact William Ward, Chair of the past Fredericton Congress. **GG-Open.**
- E1.3** Contact BS to determine the length of his leave of absence. **GG-Open.**
- E1.4** Find an interim Treasurer by first contacting Ann McMillan, Chair of the Ottawa Center. **MA-Open.**
- E1.5** Start looking at finding the next VP from the Toronto centre. **MT-Open.**
- E1.6** Review Sarah Knight's draft report and share it with the Executive Committee members prior to the next Executive meeting in August. **DS-Open.**
- E1.7** Send the request to contribute to the PAGSE consultation process to all CMOS members and to post the invitation on the web and social media. **GG-Open.**
- E1.8** Prepare a report on the cost of the production of the Anniversary book and to propose a course of action with timelines by the next Executive meeting (August 18). **DS-Open.**
- E1.9** Promote the sale of the 50th anniversary pins during the next Center Chair meeting. **WR-Open.**
- E1.10** Review the AGM and Pane Discussion minutes. **MT-Open.**
- E1.11** Send the minutes of the Panel Discussion to all attendees. **MFG – Open.**

APPENDIX 2

Old Action Items

- C5.1** Revise the invitation letters to CMOS 2017. **MT/RB- Open.**
- C5.2** Review the travel policy for CMOS. **MT/GG-Open.**
- C5.5** Lead on finding a new Councilor-at-Large for replacement for BM. **MT- Open.**
- C5.6** Provide ideas to MT for new councilor-at-large. **All-Open.**
- E6.6** Investigate who could potentially be interested in buying the 50th CMOS Anniversary science book. **All-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.**
- E4.16** Update the PSC terms of reference on the CMOS web site. **GG-Open.**