

Minutes

Thursday, August 18, 2016, 12 pm EDT

Present: Gordon Griffith (GG), Fiona Robertson (FR), Wayne Richardson (WR), Douw Steyn (DS), Martin Taillefer (MT), Mike Crowe (MC), Marie-France Gauthier (MFG).

Regrets: Dave Wartman (DW), Boumy Sayavong (BS), Ron Bianchi (RB), Martha Anderson (MA).

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

1. APPROVAL OF AGENDA

MT welcomed MC as CMOS Interim Treasurer.

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

2. APPROVAL OF MINUTES

EXECUTIVE MEETING OF JULY 07, 2016

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

3. REPORTS FROM THE CONGRESSES LAC

3.1. TORONTO 2017

See the report.

GG reminded everyone that Congress 2017 will be the first congress where the APP will be used. To that effect, GG has been in contact with RB to ensure that the right people are identified to learn and work with the APP developers. The kick off meeting will take place in early September when people come back from vacation.

MT reported that he sent his revised draft invitation letters to RB along with his signature as per A.I. C5.1.

3.2. HALIFAX 2018

DW has sent an email to MFG indicating that not much is going on during the summer months and that his next written report will be in September 2016.

4. CMOS TREASURER UPDATE

MT welcomed Michael Crowe as CMOS interim Treasurer. MC is looking forward to beginning his work and learning the duties of the CMOS Treasurer. MC, GG and MT will be meeting soon.

New A.I. MT to set up a meeting with MC, GG, BS and Qing Liao to discuss the role of the CMOS Treasurer and current financial situation.

5. SPEAKER'S TOUR

FR indicated that MA proposed Richard Dewey as the upcoming tour speaker. She is seeking Executive approval to contact the nominee to discuss his interest in fulfilling this role.

MT indicated that he knows Richard Dewey very well and offered to initiate contact with him.

New A.I. MT to contact Richard Dewey to discuss his interest in being CMOS 2016-17 Tour Speaker and to get a response before the next Centre Chair meeting on September 13th.

6. GOLDEN JUBILEE CELEBRATION PLANS

6.1. USE OF FUNDS

FR indicated that MA is on vacation. There are two options to use the Development Funds: Communication Consultant, Science Media Centre.

6.2. UPDATE ON COMMUNICATIONS CONSULTANT

GG indicated that the second consultant company has submitted a proposal but that he has not yet looked at it.

6.3. WORK WITH SCIENCE MEDIA CENTRE

GG explained that the media center is a nonprofit group that communicates science information to the media/public.

MT would like to set up an initial meeting with GG, MA, FR, Savi Narayanan and WR and DS to understand all the components of these plans.

New A.I. MT to initiate a meeting with the Golden Jubilee Celebration (GJC) Planning Team and DS to propose a path forward.

There was a bit of discussion about the GJC Fund. MFG reported that there was a page dedicated to the GJC Fund in the August CMOS Bulletin. MT asked if there would be any value for him sending an email to members about the upcoming Special Congress in Toronto and the plans for the celebration of the 50th Anniversary. FR responded that an insert sheet describing the plans was added to the 2016 Congress attendees package and that there is something

more concrete to say before composing an email to members. She suggested that this point be discussed during the GJC Planning Team meeting.

7. EXECUTIVE COMMITTEE REPORTS

7.1. PRESIDENT

No written report.

MT indicated that his updated “Welcome Message” was posted on the web site and a “Words from the President” was sent to Sarah Night to be included in the August CMOS Bulletin.

MT indicated that he would like to take advantage of the CMOS Luncheons that are hosted by the Ottawa Centre by setting up a face-to-face meeting prior to the Luncheon. This meeting would not be mandatory and for those who are from out of town, he could arrange a call in. DS indicated that interactions in a face-to-face meeting are far more effective than the alternative, and this means that there will be an asymmetry between those who are meeting together, and those who are on teleconference. This can be overcome by skillful chairing, which usually ends up taking more time.

MT has reviewed a letter from the Partnership Group for Science and Engineering on climate change recommendations. His revision was mostly on the format to improve the look of the letter hoping to draw better attention to it.

MT received a long letter from a Climate Change denier on how the Executive should be running CMOS and he has responded to it accordingly. DS responded that this fellow is well known and that MT has dealt with him correctly.

MT reported that Harinder Ahluwalia would like to see the Private Sector Committee (PSC) be part of the CMOS Council. Jim Young, chair of the PSC has no strong opinion on the issue. MT recommended that Jim Young reports to the Vice-President like any other local Centre Chairs for the time being. The Executive agreed.

MT would like to meet with GG to discuss the travel policy and the Strategic Plan in the fall.

7.2. VICE-PRESIDENT

Nothing to report except that he will be chairing his first Centre Chairs meeting next month and that he needs to identify the participants. FR added that it would be nice to get an answer from Richard Dewey before that time so that it can be announced.

WR will be accompanied by FR and GG. FR proposed that the Center Chairs meeting be moved from Tuesdays to Mondays since GG usually doesn't work on Tuesdays.

7.3. TREASURER

No report.

7.4. RECORDING SECRETARY

See the report.

7.5. CORRESPONDING SECRETARY

See the report.

FR added that we had 3 new membership applicants ready for approval by the Executive.

7.6. PAST PRESIDENT

See the report.

7.7. EXECUTIVE DIRECTOR

See the report.

GG added that he is currently reviewing a guideline document describing the various aspects in organizing CMOS Congresses and that he will be seeking input from the LAC Chairs.

7.8. DIRECTOR OF PUBLICATIONS

See the report.

DS reported that he is still waiting for an estimate from the publishing company Taylor and Francis to provide an overall cost estimate for the 50th Anniversary Book. It also appears that we will be able to get a custom cover for the book at an extra cost. DS suggested that we take the picture of the 2017 Congress poster and use it for the 50th Anniversary book cover.

DS explained that he received the proposal for the Bulletin Renewal a few days ago and read it yesterday. DS explained the overall idea behind each of the options. He suggested that we read the report to digest the proposed changes and give our feedback to him. All agreed.

New A.I. MT to review the Bulletin renewal report and provide his feedback to the Executive members to trigger the revision process.

FR is concerned about going to an open source and losing control over the Web. She is also concerned about the relevance of the membership if we give everybody access to the CMOS Bulletin.

GG added that the CMOS website is directly tied to our back-office membership database. He voiced a concern over the option of moving to an open source website control and how this would work with the current connection to the database.

WR is concerned about the level of effort to convert to a word press.

Overall the Executive members are excited about the options presented by Sarah Knight.

New A.I. MT and DS to develop the briefing points on the Bulletin renewal proposal before the next Council meeting (September 22).

8. REVIEW OF OLD ACTION ITEMS

- E1.1** Send a copy of the MyEventApps PowerPoint presentation to RB. **GG-Closed.**
Presentation was sent.
- 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-Closed.**
BS' leave is confirmed as temporary until May 2017.
- E1.4** Find an interim Treasurer by first contacting Ann McMillan, Chair of the Ottawa Center. **MA-Closed.**
Candidate found – Mike Crowe, MSC.
- 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-Closed.**
- E1.7** Send the request to contribute to the ECCC consultation process to all CMOS members and to post the invitation on the web and social media. **GG-Closed.**
- 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.**
The action has been postponed to September 22nd as DS is awaiting a response from the publishing company Taylor and Francis.
- E1.9** Promote the sale of the 50th anniversary pins during the next Center Chair meeting. **WR-Open.**
- E1.10** Review the AGM and Panel Discussion minutes. **MT-Closed.**
- E1.11** Send the minutes of the Panel Discussion to all attendees. **MFG – Closed.**
- E1.12** Hold a meeting with the Toronto Centre Executive members to formalize the approval of Marie MacPhee as new Chair of Toronto Centre. **RB – Closed.**
Marie MacPhee has declined the position. The national Executive will be asking the Toronto Centre Executive to find a new nominee.
- C5.1** Revise the invitation letters to CMOS 2017. **MT/RB- Closed.**
- 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.**

MA indicated that we need MT's parameters for what kind of person is preferred before making suggestions.

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. **WR-Open.**

C3.9 Draft an agreement document between CMOS and CRSS and share it with Council members. **GG-Open.**

CRSS executive will not meet until September. MOU is still on their agenda to discuss.

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.**

9. OTHER BUSINESS

MT brought up the PMET certification. He believes that CMOS can not host the certification process but can support the organization that will do so.

FR asked WR to contact her before the next Center Chairs meeting to discuss the agenda.

10. UPCOMING MEETINGS

Centre Chair Meeting: September 13th

Council Meeting: September 22nd

Centre Chair Meeting: October 12th

Executive Meeting: October 20th

11. ADJOURNMENT

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

APPENDIX 1

New Action Items from Executive Meeting #2

- E2.1** Set up a meeting with MC, GG, BS and Qing Liao to discuss the role of the CMOS Treasurer and current financial situation. **MT – Open.**
- E2.2** Contact Richard Dewey to discuss his interest in being CMOS 2016-17 Tour Speaker and to get a response before the next Centre Chair meeting on September 13th.
MT – Open.
- E2.3** Initiate a meeting with the Golden Jubilee Celebration (GJC) Planning Team and DS to propose a path forward. **MT – Open.**
- E2.4** Review the Bulletin renewal report and provide his feedback to the Executive members to trigger the revision process. **MT – Open.**
- E2.5** Develop the briefing points on the Bulletin renewal proposal before the next Council meeting (September 22). **MT/DS – Open.**

APPENDIX 2

Old Action Items

- 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.**
- E1.5** Start looking at finding the next VP from the Toronto centre. **MT-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 upcoming Council meeting (September 22nd). **DS-Open.**
- E1.9** Promote the sale of the 50th anniversary pins during the next Center Chair meeting. **WR-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. **WR-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.**