

# Minutes

**Thursday, December 15, 2016, 12 pm EDT**

**Present:** Gordon Griffith (GG), Fiona Robertson (FR), Martin Taillefer (MT), Wayne Richardson (WR), Marie-France Gauthier (MFG).

**Regrets:** Douw Steyn (DS), Mike Crowe (MC), Dave Wartman (DW), 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

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Motion to adopt the agenda. (WR/MFG). Carried.

## 2. APPROVAL OF MINUTES

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Minutes and accompanying documents from Council 2 and Executive 3 meetings have been approved and posted on the CMOS web.

## 3. REPORTS FROM THE CONGRESSES LAC

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### 3.1. TORONTO 2017

See the written report.

MT indicated that he will be attending the LAC meetings from now on. He attended the meeting last week and reported that all seems to be going well. However, he pointed out that the chair of the SPC didn't want to have a public lecture during Congress as attendance at such activities have been low in the past few years. MT responded that attendance depends on the pertinence of the speaker and that we should keep that activity in the Congress program. The Executive agreed with MT.

**New A.I. MT to officially respond to the Chair of the LAC recommending that the public lecture remains part of the Congress program.**

The Executive discussed the last point in RB report asking if SPC members could get free Congress registration.

**New A.I. GG to review past practice to determine if the SPC members have had free registration to Congress like the volunteers have had. If not, to find out why?**

### 3.2. HALIFAX 2018

See the written report.

The Executive reviewed DW report.

**New A.I. GG to review the insurance policy that CMOS nationally has for the Congress to ensure we are properly covered in case of accident or disaster.**

There was also a discussion of an old request from DW to “Clarify the relative roles and responsibilities, accountability and authority/decision-making of CMOS nationally and the local LAC”. The Halifax LAC believes that a discussion and resultant common understanding will lead to more effective planning and better implementation, leading to a successful CMOS Congress in 2018.

MT indicated that the authority/decision-making about the organization of a Congress should remain with the LAC assuming it is done within the spirit and mandate of CMOS. GG responded that there are a few items, like hotel contracts, for which CMOS national is responsible, hence accountable. The Executive Director usually works with the Chair of the LAC on those items. The Congress Guidelines document will be reviewed and strengthened if needed.

**New A.I. MT and GG to review the accountability of the LAC in organizing a Congress and propose changes to their delegation authority if needed.**

## 4. SPEAKER’S TOUR

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FR indicated that:

- Winnipeg and Centres west have tentative dates and are working on the logistics.
- FR is working on establishing tentative dates for Toronto and centres east.
- The speaker’s abstract and bio will be posted soon on the CMOS website.

FR reported that she is about 2 months ahead of last year in the organisation of the tour.

## 5. 50<sup>TH</sup> ANNIVERSARY BOOK

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See Director of Publications’ report (DS) for more details.

- Finalized arrangement for Alicja Parlak to design book cover. Used redesign of Congress 2016 poster for book cover.
- Finalized book title as “Data, Models and Analysis: The Highest Impact Articles in Atmosphere-Ocean “.
- Agreed to include text “In celebration of the 50th anniversary of Canadian Meteorological and Oceanographic Society” on book cover.

MT, MA, GG and DS have been in contact working on the various aspects of the Anniversary Book. MT reported that D. Grimes has reviewed and approved the foreword of the book and

that we are now seeking his preference as to whether to print his name or use a signature stamp.

MT also reported that now that we have David Grimes onboard, he will be asking for funds to offset part of the publication cost.

**New A.I. MT to contact David Grimes 'Office to ask financial support for to publication of the 50<sup>th</sup> Anniversary book.**

## 6. 50<sup>TH</sup> ANNIVERSARY UPDATE

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See Past-President (MA) report for more details.

- Book – Sent to Publisher
- CCF-CMOS Webinar for media reps on Sea Level Rise – there was a planning conference on Nov 15
- Golden Jubilee Fund – Harinder was sending fundraising letters out by email and paper mail.

MT asked if the letters have been sent out. No one knows. MT explained that at the last 2017 LAC, RB pointed out that he couldn't wait any longer for the dissemination of the letters and that he made the decision to start sending out letters/emails as he was not getting any response from Harinder. MT supported this decision. (See action item C2.1).

- The Weather Network / Metéo-Media - wants to do a series of video segments over the coming months that will be attributed to the anniversary.

MFG reported that she attended the meeting with MA and Martin Gauthier and The Weather Network (TWN) to discuss the production of a series of short stories pertaining to weather and oceanography. TWN will most likely attend the 2017 Congress. MFG is helping MA to find leads to work with TWN to develop those stories and provide supporting material/artifacts. MFG indicated that RB's question about being able to review the script has never been discussed. As stated in her report, she described the planned stories and raised a concern on the level of effort required if the series of Q&A need to be vetted and approved.

MT suggested that MFG contact MA to further discuss this activity.

**New A.I. MFG to contact MA and discuss the approval process of stories for The Weather Network.**

- Highlighting the 50th on the anniversary date, January 1<sup>st</sup> 2017 – a message should be sent out to all members about the significance of this date.

**New A.I. MT to prepare and send a message to members highlighting the importance of January 1<sup>st</sup> with respect to CMOS 50<sup>th</sup> Anniversary Celebration on January 1<sup>st</sup> 2017.**

## 7. CMOS MEDIA CONSULTANT

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MT provided background information on the need for a Media Consultant.

See Director of Publications' report (DS) and accompanied CV for more details.

Motion to approve Sarah Knight as a media consultant candidate for Congress 2017.  
(MFG/FR). Carried.

**New A.I. GG to work with RB and Sarah Knight to develop a draft business plan along with budget and key deliverables for the Congress 2017 Media Consultant.**

## 8. DAVID PHILLIPS

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Weather Trivia Calendar – we need to promote this calendar. It can be done via the bulletin, Facebook, twitter. Next year we should start early in December.

GG reported that the promotion of the Weather Trivia Calendar has been done through various means. He also suggested that CMOS start promoting the calendar in early fall and work with the publisher to develop the promotional material.

- Top Ten Weather Stories - The Top Ten Weather Stories of 2016 are drafted and ECCC is about to send them to an editor and then for translation.

GG reported that the English version is available and that we are waiting for the French translation and pictures to post the Top Ten Weather Stories on the CMOS website. MFG added that The Weather Network will be interviewing David Phillips.

- Maintaining contact and ensuring the continuation of the calendar and stories- next year Martha will not be part of the Executive and someone else needs to take on this role.

MT indicated that he would like to take on that role next year. GG will continue to oversee the contractual aspect of that work to provide continuity.

**New A.I. FR to add the promotion and preparation of the Weather Trivia Calendar and Top Ten Weather Stories to the cycle of activities.**

## 9. EXECUTIVE COMMITTEE REPORTS

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### 9.1. PRESIDENT

No written report.

MT explained that letters for membership renewal have been sent to Qing Liao this week for translation. GG added that the translation should be completed next Monday or Tuesday. MT does not need to see the translation so GG will send the message once the translation is available.

MT explained that in the past Sarah Knight, as Bulletin Editor, has toned down the articles received by climate change deniers (2-3 CMOS members: Ray Garnett and Mahadev Khandekar). This time around MT indicated that Sarah responded that she could not publish their article as per strict guidelines. MT inquired about the guidelines and found out that the Scientific Committee had developed some guidelines on how to respond to climate change denial articles in 2014. Adam Monahan had helped MT to write an article for the December 2016 Bulletin officially stating CMOS' position on the importance for CMOS to be seen as a serious organization supporting the findings of the Intergovernmental Panel on Climate Change (IPCC).

GG also pointed out that CMOS has 3 position statements on climate change on the web site.

MT reminded us that CMOS will hold a joint Congress with IUGG in 2019 in Montreal. MT will ask Louis Lefèvre (Center Chair of Montreal Center) to participate in the Steering Committee. When MT steps down as President in June 2017, WR will then take over that responsibility.

**New A.I. MT to contact Louis Lefèvre (Center Chair of Montreal Center) to ask him to participate in the IUGG Steering Committee.**

MT also reported that he has warmly invited the Canadian Space Agency to participate to our next Congress.

## 9.2. VICE-PRESIDENT

No written report.

WR indicated that he has provided comments on the draft travel policy and suggested that he, GG and MT meet after the Holidays. All agreed.

WR indicated that Amir Shabbar has submitted his CMOS membership renewal form and that Toronto Centre members can now vote on his nomination as Centre Chair.

WR indicated that action C2.8 is still open as he has not received a response from Susan Woodbury on the 5% cap on the Fellows award recipients.

## 9.3. TREASURER

See the written report.

Motion to pay our dues to the Media Centre (\$1,200) by the end of the calendar year. (MT/MFG). Carried.

#### 9.4. RECORDING SECRETARY

See the written report.

#### 9.5. CORRESPONDING SECRETARY

See the written report.

FR asked the Executive to approve the people listed in her report as new CMOS members. The Executive approved.

FR asked who will be doing the Annual Review. This is not part of Sarah Knight job's. GG suggested that perhaps Paul-André Bolduc would be interested.

**New A.I. FR to discuss the preparation of the Annual Review document with DS.**

#### 9.6. PAST PRESIDENT

See the written report.

#### 9.7. EXECUTIVE DIRECTOR

See the written report.

GG indicated that one of our ongoing contribution agreements with DFO is still not signed. In the past our agreement shows an allocation of funds from that agreement to CNC-SCOR. Now DFO does not want to see any reference to CNC-SCOR in the agreement. GG counterpart at DFO is working on the wording of the agreement. GG is planning to work with MC in understanding the level of details required by DFO. MT suggested that we focus the wording of the contribution agreement with DFO only leaving flexibility to CMOS to decide which organization it wants to support. GG responded that we have to be careful as we also have a contribution agreement with ECCC and that both Departments do not want to see us (the beneficiary) supporting the same organization/activities.

**New A.I. GG to get more information from DFO on the level of details required to renew the contribution agreement.**

**New A.I. GG with help from MC to update the contribution agreement and follow the signing process.**

GG has informed the Executive that his contract as CMOS Executive Director has been renewed for one more year. Well done GG!

#### 9.8. DIRECTOR OF PUBLICATIONS

See the written report.

## 10. REVIEW OF OLD ACTION ITEMS

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- C2.1** Ensure that John McPhee contacts Harinder Ahluwalia to coordinate the distribution of sponsorship letters with respect to the Congress and the 50th Anniversary. **RB-Closed.**

*RB had to move on this, John was not getting any response from Harinder, so I made the decision, I have the letter from John and will start sending out letters/emails. We will develop a list of possible sponsors and send that list to Harinder so we don't duplicate efforts.*

- C2.2** Contact Heritage Canada and investigate the possibility of getting funding for the publishing of CMOS 50<sup>th</sup> Anniversary book. **DS-Open.**

- C2.3** Follow up with David Grimes to ensure that he reviews the foreword of the Anniversary book. **MC-Closed.**

*D. Grimes has approved. MC is now seeking his preference as to whether to print his name or use a signature stamp.*

- C2.4** Council members to review Sarah Knight's proposal and provide comments to DS and MT. **All-Open.**

*Received responses from MFG, WR and MA.*

- C2.5** Ask Sarah Knight to write a paragraph highlighting her experience as a media consultant and discuss her interest in undertaking that job in addition to her responsibilities as Bulletin Editor and to report to MT, MA and GG. **DS-Closed.**

- C2.6** Review the current budget to determine if we can pay our dues to the Media Centre (\$1,200) this year. **MC-Closed.**

- C2.7** Contact the acting chair of the Toronto center to set up a vote via email on the acceptance of Amir Shabbar as new Center Chair. **WR-Open.**

- C2.8** Contact the Fellows committee chair (Susan Woodbury) and ask if she is concerned with the 5% cap knowing that Council has an interest in including long term service candidates eligible for that award. **WR-Open.**

*WR and GG have contacted Susan but have not received any response.*

- E3.1** Ensure coordination of letters related to sponsorship of 50<sup>th</sup> Anniversary events. **MT-Closed.**

- E3.2** Discuss media consultation further with MA, GG and RB and then set a meeting with Sarah to discuss her interest to do this. **MT-Closed.**

*Action C2.5 override action E3.2*

- C1.3** Seek a meeting with Senior Executives at DFO to discuss relations between CMOS and their department including accommodations. Propose dates for upcoming Executive and Council meetings including the date for the Centre Chairs meetings. **MT-Open.**

- C1.5** Reflect on how to engage students/public for a citizen sciences contest via videos for the 50<sup>th</sup> Anniversary. **All- Closed.**

*We will need someone to lead this.*

- E2.4** Review the Bulletin renewal report and provide his feedback to the Executive members to trigger the revision process. **MT – Closed.**

*Action C2.4 override action E2.4*

- E2.5** Develop the briefing points on the Bulletin renewal proposal before the next Council meeting (September 22). **MT/DS – Open.**

*Action C2.4 needs to be completed before work on action E2.5 can begin.*

- E1.5** Start looking at finding the next VP from the Toronto centre. **MA-Open.**

*Need confirmation that new Centre Chair has been voted in, to engage in this discussion.*

- C5.2** Review the travel policy for CMOS. **MT/GG-Open.**

*Work is progressing.*

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

## 11. CYCLE OF ACTIVITIES

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FR discussed the cycle for January and February.

## 12. OTHER BUSINESS

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MFG reminded members to reply to MT and DS messages on the Bulletin renewal proposal developed by Sarah Knight to indicate which option they preferred. So far, only 3 members have responded.

## 13. UPCOMING MEETINGS

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Centre Chair Meeting: January 09<sup>th</sup>

Council Meeting: January 19<sup>th</sup>

Executive Meeting: February 16<sup>th</sup>

## 14. ADJOURNMENT

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Motion to adjourn. (WR/MT). Carried.

Merry Christmas and Happy New Year to all.



## APPENDIX 1

### New Action Items from Executive Meeting #4

- E4.1** Officially respond to the Chair of the LAC recommending that the public lecture remains part of the Congress program. **MT-Open.**
- E4.2** Review past practice to determine if the SPC members have had free registration to Congress like the volunteers have had. If not, to find out why? **GG-Open.**
- E4.3** Review the insurance policy that CMOS nationally has for the Congress to ensure we are properly covered in case of accident or disaster. **GG-Open.**
- E4.4** Review the accountability of the LAC in organizing a Congress and propose changes to their delegation authority if needed. **MT/GG – Open.**
- E4.5** Contact David Grimes 'Office to ask financial support for to publication of the 50<sup>th</sup> Anniversary book. **MT-Open.**
- E4.6** Contact MA and discuss the approval process of stories for The Weather Network. **MFG-Open.**
- E4.7** Prepare and send a message to members highlighting the importance of January 1<sup>st</sup> with respect to CMOS 50<sup>th</sup> Anniversary Celebration on January 1<sup>st</sup> 2017. **MT-Open.**
- E4.8** Work with RB and Sarah Knight to develop a draft business plan along with budget and key deliverables for the Congress 2017 Media Consultant. **GG-Open.**
- E4.9** Add the promotion and preparation of the Weather Trivia Calendar and Top Ten Weather Stories to the cycle of activities. **FR-Open.**
- E4. 10** Contact Louis Lefèvre (Center Chair of Montreal Center) to ask him to participate in the IUGG Steering Committee. **MT-Open.**
- E4.11** Discuss the preparation of the Annual Review document with DS. **FR-Open.**
- E4.12** Get more information from DFO on the level of details required to renew the contribution agreement. **GG-Open.**
- E4.13** With help from MC to update the contribution agreement and follow the signing process. **GG-Open.**

## APPENDIX 2

### Old Action Items

- C2.2** Contact Heritage Canada and investigate the possibility of getting funding for the publishing of CMOS 50<sup>th</sup> Anniversary book. **DS-Open.**
- C2.4** Council members to review Sarah Knight's proposal and provide comments to DS and MT. **All-Open.**
- C2.7** Contact the acting chair of the Toronto center to set up a vote via email on the acceptance of Amir Shabbar as new Center Chair. **WR-Open.**
- C2.8** Contact the Fellows committee chair (Susan Woodbury) and ask if she is concerned with the 5% cap knowing that Council has an interest in including long term service candidates eligible for that award. **WR-Open.**
- C1.3** Seek a meeting with Senior Executives at DFO to discuss relations between CMOS and their department including accommodations. Propose dates for upcoming Executive and Council meetings including the date for the Centre Chairs meetings. **MT-Open.**
- E2.5** Develop the briefing points on the Bulletin renewal proposal before the next Council meeting (September 22). **MT/DS – Open.**
- E1.5** Start looking at finding the next VP from the Toronto centre. **MA-Open.**
- C5.2** Review the travel policy for CMOS. **MT/GG-Open.**
- C3.9** Draft an agreement document between CMOS and CRSS and share it with Council members. **GG-Open.**