

Minutes

Thursday, February 16, 2017, 12 pm EDT

Present: Fiona Robertson (FR), Wayne Richardson (WR), Marie-France Gauthier (MFG), Mike Crowe (MC), Martha Anderson (MA).

Regrets: Ron Bianchi (RB), Dave Wartman (DW), Douw Steyn (DS), Gordon Griffith (GG), Martin Taillefer (MT).

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. (MFG/MA). Carried.

2. APPROVAL OF MINUTES

There are no documents to approve this time.

3. REPORTS FROM THE CONGRESSES LAC

3.1. TORONTO 2017

See the written report.

The members of the Executive discussed the need for getting a copy of the budget and the costing of the registration fees as soon as possible. From now on, the Executive is requesting the participation of the 2017 LAC at the Executive and Council meetings as we are getting closer and closer to the CMOS Congress.

New A.I. RB to send a copy of the budget and registration fees to the Executive by end of week.

New A.I. RB to change the date of its LAC meeting to avoid conflict with the Executive/Council.

3.2. HALIFAX 2018

No written report.

4. CMOS STRATEGIC PLAN DEVELOPMENT

WR explained that GG, MC, MT and himself had a meeting to discuss what was needed to be done to be able to develop a strategic plan for CMOS. He explained that MC has agreed to hold the pen and to draft a plan based on the meeting outcomes. WR indicated that the content of the draft will be made available for discussion at the next Council meeting. Then we will have something to present at the Congress.

MC added that the first step in articulating the strategic plan will be to take a step back and conduct an analysis of the strength/weaknesses of the organization as well as listing foreseen new opportunities. That analysis will be presented at the next Council meeting then discussed at the upcoming Congress in Toronto. There should be a link between our plan, the desired outcomes and the budget.

WR added that the group proposed that every 3 years, some strategic guidance/advice should be provided to the next Executive Team.

5. BULLETIN UPDATE

Based on GG's activity report, the Executive acknowledged that Sarah Knight had a telephone discussion with Stephen Challis, VP Marketing and Communications, OlaTech and that follow up detailed discussions are to take place over the next two weeks.

6. 50TH ANNIVERSARY UPDATE

See Past President report (MA) for more details.

- CCF-CMOS Webinar MEOPAR is now a sponsor for the webinar. MA will have a telecom with Deidre Laframboise next Tuesday. The focus will be on the ocean. The webinar will be done in June.

See Recording Secretary (MFG) for more details.

- Communications with The Weather Network on stories to celebrate 50th anniversary.

7. APPROVAL OF MATCHING FUNDS TO SUPPORT LOCAL SCIENCE FAIRS.

See Corresponding Secretary (FR) report for more details.

- A total of \$1,975 has been requested by the Centres (9).

Motion to approve the funding. (MFG/ MC). Carried.

8. SUCCESSION PLANNING

See Past President report (MA) for more details.

- CMOS will need to identify someone to sign checks after April when MA retires.

New A.I. GG to ensure that CMOS has someone to sign checks after April 2017.

- CMOS needs to identify a new Vice-President.

MA indicated that Amir Shabbar has several potential candidates. MA will ask him to confirm the names.

9. P MET OPTION ANALYSIS AD HOC COMMITTEE FUTURE

See Past President report (MA) for more details.

- This committee is coming to an end and all documents developed will be stored on the CMOS website for future access if needed.

MC indicated that while attending the AMS in the US in January, he attended a town hall lunch and that the topic of discussion was certification. He reported that other Societies are trying to avoid the question as it seems to be a touchy topic.

10. EXECUTIVE COMMITTEE REPORTS

10.1. PRESIDENT

No report.

10.2. VICE-PRESIDENT

See the written report.

WR just sent a thank you note to Patrick McCarthy for looking after the Winnipeg Center.

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 and that he will try to contact her one more time.

10.3. TREASURER

No written report.

MC reported that he is still waiting for the last financial figures from Qing Liao before completing the Treasurers' annual report for the Annual Review.

10.4. RECORDING SECRETARY

See the written report.

10.5. CORRESPONDING SECRETARY

See the written report.

All dates for the speaker tour are set and posted on the CMOS website. 80% of the reports for the Annual Report are in.

10.6. PAST PRESIDENT

See the written report.

MA have contacted Bob Jones to discuss putting the long version of the Top Ten in the archive. It seems that our Webmaster is questioning the need for linking documents to the old website.

New A.I. GG to discuss the archiving issues with Farida Dehghan and Bob Jones.

10.7. EXECUTIVE DIRECTOR

See the written report.

10.8. DIRECTOR OF PUBLICATIONS

See the written report.

DS sent an email indicating that Peter Jackson has declined the invitation to become a Co-Editor due to other commitments. DS will continue the search for someone, with advice from the Co-Editors.

11. REVIEW OF OLD ACTION ITEMS

C3.1 Complete the action item from the last AGM “The Finance and Investment Committee to prepare an impact and value analysis of waiving the student membership fees indefinitely and to report findings by the next AGM”. **MT-Open.**

MT doesn't think that this will be done until later in the year as we are approaching the Congress.

C3.2 Prompt RB to liaise with Laura Gillard for the Student Social event. **MT-Closed.**

This was done and communication between the LAC and Laura has begun.

C3.3 Contact RB to review the planned attendance and suite of registration fees before the information gets posted on the Web. **MT-Open.**

C3.4 Contact RB to review the LAC Congress 2017 budget. **MT-Open.**

C3.5 Find out if the sponsorship letters from Harinder Ahluwalia have been sent out. **MT-Open.**

C3.6 Reach out to the Executive Director of MEOPAR to seek funding for the production of the Webinar. **MT-Closed.**

- C3.7** Include WR in the Business and Strategic planning meeting in February. **MT-Closed.**
WR participated in the Business and Strategic planning meeting held on February 13.
- C3.8** Reach out to Ian Richardson to discuss the historical use of the Reserve Fund. **MT-Open.**
- C3.9** Work with Sarah Knight in contacting OlaTech and explain the plan to change the format of the Bulletin. **GG-Closed.**
Sarah Knight had a telephone discussion with Stephen Challis, VP Marketing and Communications, OlaTech. Follow up detailed discussions are to take place over the next two weeks.
- C3.10** Contact Bob Jones to see if the long version of the Top Ten Weather Stories can be made available from the CMOS archive. **MA-Closed.**
MA has completed this action but it seems that our webmaster is questioning the need to link documents to the old website (archive). There is a new action for GG to resolve that issue.
- C3.11** Send an email to the Executive/Council members to find out who will need financial support to attend the upcoming Congress in Toronto. **MT-Open.**
- C3.12** Send a letter to Pat McCarthy thanking him for looking after the Winnipeg Chair for the past year. **MT/WR – Closed.**
The note was sent just before the Executive meeting.
- C3.13** Contact both SIG chairs to see if they need money for 2017 and if yes, request their work and budget plans by mid-February. **MT-Open.**
MT indicated that this is being assessed with the Business and Strategic meeting. Any SIG distributions will be assessed after the Business plan is drafted.
- E4.4** Review the accountability of the LAC in organizing a Congress and propose changes to their delegation authority if needed. **MT/GG – Open.**
MT indicated that this is being assessed with the Business and Strategic meeting.
- E4.5** Contact David Grimes 'Office to ask financial support for to publication of the 50th Anniversary book. **MT-Closed.**
MT indicated that financial support will NOT happen. He drafted a letter to Ron Bianchi this week reflecting the fact that all expenditures and travel with ECCC has been postponed or cancelled. ECCC has a very large deficit with NO surplus for end of year distributions. Hence, any funding for the 50th Anniversary book will not happen.
- E4.7** Prepare and send a message to members highlighting the importance of January 1st with respect to CMOS 50th Anniversary Celebration on January 1st 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-Closed.**

E4.10 Contact Louis Lefèvre (Center Chair of Montreal Center) to ask him to participate in the IUGG Steering Committee. **MT-Open.**

E4.12 Get more information from DFO on the level of details required to renew the contribution agreement. **GG-Closed.**

Revised contribution agreement has been submitted for approval.

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.**

After two attempts, WR has been unsuccessful in making contact with Susan Woodbury. He will try one more time.

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.**

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

Amir is now discussing this with the Toronto Centre executive. He is enthusiastic about the idea.

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

12. CYCLE OF ACTIVITIES

FR reminded the Executive to review the CMOS activities for February and March as Congress is approaching.

13. OTHER BUSINESS

None.

14. UPCOMING MEETINGS

Centre Chair Meeting: March 09th

Council Meeting: March 16th

Executive Meeting: April 20th

15. ADJOURNMENT

Motion to adjourn. (MC/MFG). Carried.

APPENDIX 1

New Action Items from Executive Meeting #5

- E5.1** Send a copy of the budget and registration fees to the Executive by end of week.
RB – Open.
- E5.2** Change the date of its LAC meeting to avoid conflict with the Executive/Council.
RB – Open.
- E5.3** Ensure that CMOS has someone to sign checks after April 2017. **GG-Open.**
- E5.4** Discuss the archiving issues with Farida Dehghan and Bob Jones. **GG-Open.**

APPENDIX 2

Old Action Items

- C3.1** Complete the action item from the last AGM “The Finance and Investment Committee to prepare an impact and value analysis of waiving the student membership fees indefinitely and to report findings by the next AGM”. **MT-Open.**
- C3.3** Contact RB to review the planned attendance and suite of registration fees before the information gets posted on the Web. **MT-Open.**
- C3.4** Contact RB to review the LAC Congress 2017 budget. **MT-Open.**
- C3.5** Find out if the sponsorship letters from Harinder Ahluwalia have been sent out. **MT-Open.**
- C3.8** Reach out to Ian Richardson to discuss the historical use of the Reserve Fund. **MT-Open.**
- C3.11** Send an email to the Executive/Council members to find out who will need financial support to attend the upcoming Congress in Toronto. **MT-Open.**
- C3.13** Contact both SIG chairs to see if they need money for 2017 and if yes, request their work and budget plans by mid-February. **MT-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.**
- E4.7** Prepare and send a message to members highlighting the importance of January 1st with respect to CMOS 50th Anniversary Celebration on January 1st 2017. **MT-Open.**
- E4. 10** Contact Louis Lefèvre (Center Chair of Montreal Center) to ask him to participate in the IUGG Steering Committee. **MT-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.**
- E1.5** Start looking at finding the next VP from the Toronto centre. **MA-Open.**
- C3.9** Draft an agreement document between CMOS and CRSS and share it with Council members. **GG-Open.**