

Minutes

Thursday, April 20, 2017, 12 pm EDT

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

Regrets: Ron Bianchi (RB), Dave Wartman (DW), 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

No report.

WR proposed some changes to the CMOS Congress Sunday schedule. The CMOS Centre Chair Committee will be meeting from 13:00h to 14:30h, the Publication Committee will be meeting from 13:00h to 15:00h and the CMOS Council meeting will take place from 15:00 to 17:00. All Executive members have approved those changes.

3.2. HALIFAX 2018

No report.

4. CMOS STRATEGIC PLAN DEVELOPMENT

GG explained that a first draft of a Strategic Plan has been completed and sent prior to the meeting. This version has put some structure to the Strategic Plan but it has also showed that CMOS does not have a set of official core values nor an official vision statement. GG suggested that we post the final draft on the CMOS website by early May, and discuss at the AGM, then continue to seek feedback until the end of August.

DS indicated that “Publications” is an important part of the Society but that it only appears in the subset inside Education. He also suggested that we explicitly indicate that the issuance of CMOS public statements should be part of our outreach activities. MA suggested that our outreach strategic objective should be about being more visible in the public eye. MA is wondering what would be the best way to get ideas to fill the blank lines in the document. Do we want an extra long Council meeting or an extended AGM or have a separate session at Congress?

MFG suggested that we make a high level presentation of our efforts to develop a 3-year Strategic Plan at the upcoming AGM and invite people to attend a dedicated working session at a later time during the Congress. GG will contact RB to get a room and meeting time for that working session.

New A.I. GG to contact RB to get a room and meeting time to hold a working session on CMOS Strategic Plan at the Congress.

New A.I. GG, MC, WR and MT to update the Strategic Plan and SWOT analysis based on the input from this Executive meeting and send to broader Council and post on web by early May.

5. BUDGET REVIEW

MC reviewed the budget spreadsheet with the Executive explaining that all earlier concerns had been addressed. MC also informed the group that Boumy Sayavong will be returning in May to resume his role as CMOS treasurer.

There was a discussion on the SIG funding. MA suggested that SIG’s should get CMOS money based on their membership as do the Centers. WR indicated that the Arctic SIG has requested a sum of \$3,000 and provided an associated work plan. We need to develop a policy with respect to SIG’s funding.

New A.I. WR and MT to develop a policy with respect to SIG’s funding.

Motion to approve the budget with the condition that funding for the SIGs will be discussed at the AGM. (MA/DS). Carried.

6. IUGG (INTERNATIONAL UNION OF GEODESY AND GEOPHYSICS) MEETING MONTREAL 2019

GG explained that there has not been any meeting to further discuss IUGG plan for the Montreal Meeting.

New A.I. GG to reach out to his counterpart/contact at the IUGG to discuss CMOS participation to the Montreal 2019 meeting.

7. AWARDS COMMITTEE RECOMMENDATION

FR explained that there are two points up for confirmation. This first one is to confirm that we are in agreement with the award nominees for this year's Congress. WR noted that we have all approved the nominees by e-mail over the past week or so.

The second point pertains to the Weather Research House NSERC Scholarship Supplement options and recommendation document provided by Denis Bourque. The Executive agreed with Denis Bourque's recommendation to proceed with option 2.

Option2: We continue our matching \$5,000 contributions and continue to offer the scholarship under the current name as it was until the funds expire (at least six more years, 2018 to 2023 inclusive), offering awards each year of up to two years at \$5,000/year, therefore consuming the \$30,000 reserve and thereafter terminate the scholarship.

GG also added that the authority for awards and scholarships are well described in our bylaws and any changes require Council approval.

Motion to recommend option 2 to Council at the next meeting. (FR/MFG). Carried

GG reported that Denis Bourque had also recommended that CMOS increase the travel funding to support the teacher's participation in the Project Maury and Project Atmosphere. The CMOS allowance has been \$300 since 1994 and Denis suggested that we increase it to \$1000 to better reflect today's prices.

Motion to increase financial support to teacher's participation in Project Maury and Project Atmosphere starting in 2018. (MC/FR). Carried.

8. IFMS CONSTITUTION ENDORSEMENT

GG indicated that IFMS is looking for endorsement of the Articles for Incorporation by April 22nd.

Motion to approve IFMS' Articles of Incorporation. (MC /MFG). Carried. This endorsement does not oblige CMOS to financially support this organization. MA suggested that in his response, GG indicate that CMOS wants to have oversight on the creation of the bylaws and any future financial obligations.

New A.I. GG to sign the Articles of Incorporation Endorsement form and officially respond that CMOS wants to have oversight on the bylaws as they are developed and any future financial obligations.

9. CMOS LEAFLET UPDATE

FR explained that Bob Jones is hoping to get this document updated and printed for the upcoming Congress. The Executive members will review the leaflet and provide their feedback directly to Bob.

New A.I. Executive members to review the content of the leaf and provide feedback to Bob Jones by May 5th.

DS suggested that after Congress we ask Sarah Knight to update the design of the leaflet. All agreed.

10. BULLETIN UPDATE

Based on GG's activity report, communication with OlaTech is going well and desired changes in the bulletin format have been explained. Sarah Knight is also actively working with a third party web site developer in Kingston to develop the micro-website for the new online version of the CMOS Bulletin SCMO.

11. 50TH ANNIVERSARY UPDATE

See Past President report (MA) for more details.

- Jubilee fund. MA explained that we are running a \$2500 surplus that could be used to fund the Sea Level Rise media webinar.

See Dir. Of Publication Report (DS) for more details.

- Anniversary Book. DS explained that the hard cover book has been costed at 196 C\$ per copy by the publisher. He indicated that our contact at Taylor & Francis had changed and that this may explain the confusion about what was agreed in November 2016 concerning hardcover versus softcover and the associated unit price. DS suggested that GG follow up with the printing company as he will be signing the contract. The agreement was for 150 paperback copies at a cost of £20 per copy.

New A.I. GG to contact the publishing company to resolve the Anniversary book misunderstanding.

12. TOUR SPEAKER UPDATE

FR reported that ¾ legs of the tour have been completed. The rest will be completed by the end of April.

13. ANNUAL REPORT UPDATE

FR and GG reported that 88% of the reports have been completed. Paul-André Bolduc has contacted MT to get his reports.

14. EXECUTIVE COMMITTEE REPORTS

14.1. PRESIDENT

No report.

14.2. VICE-PRESIDENT

See the written report.

14.3. TREASURER

See the written report.

14.4. RECORDING SECRETARY

See the written report.

14.5. CORRESPONDING SECRETARY

See the written report.

14.6. PAST PRESIDENT

See the written report.

MA explained that she is planning to leave the Congress on Tuesday.

14.7. EXECUTIVE DIRECTOR

See the written report.

14.8. DIRECTOR OF PUBLICATIONS

See the written report.

DS explained that his main concern is the cost of the Anniversary Book. CMOS also needs to decide at what cost to sell the book. CMOS also needs to decide which methods of payment will be available. WR indicated that there is an online payment system available that uses a device called "Square". GG will investigate that device. DS also reported that Taylor & Francis will not be having a booth at the Congress.

His second concern deals with finding an editor replacement.

15. REVIEW OF OLD ACTION ITEMS

C4.1 Contact MA before April 4th to discuss how to best alert the membership about the slate of nominees from the Toronto Centre. **GG-Closed.**

- C4.2** Follow up with GG and MT by March 24th and put together a path forward for the Strategic Plan to be presented at the next AGM. **MC-Closed.**
- C4.3** Review the draft letter supporting the White Paper and provide feedback to GG by March 31st. **All-Closed.**
- E5.4** Discuss the archiving issues with Farida Dehghan and Bob Jones. **GG-Closed.**
- 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.**
- C3.8** 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-Closed.**
- 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. 10** Contact Louis Lefèvre (Center Chair of Montreal Center) to ask him to participate in the IUGG Steering Committee. **MT-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.**
- C3.9** Draft an agreement document between CMOS and CRSS and share it with Council members. **GG-Open.**

16. CYCLE OF ACTIVITIES

FR reminded the Executive to review the CMOS activities for May as Congress is just around the corner.

17. OTHER BUSINESS

None.

18. UPCOMING MEETINGS

Centre Chair Meeting: June 04th

Council Meeting: June 04th

Executive Meeting: July. Date TBD at Council meeting.

19. ADJOURNMENT

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

APPENDIX 1

New Action Items from Executive Meeting #6

- E6.1** Contact RB to get a room and meeting time to hold a working session on CMOS Strategic Plan at the Congress. **GG-Open.**
- E6.2** Update the Strategic Plan and SWOT analysis based on the input from this Executive meeting and send to broader Council and post on web by early May. **GG, MC, WR, MT-Open.**
- E6.3** Develop a policy with respect to SIG's funding. **WR, MT-Open.**
- E6.4** Reach out to his counterpart/contact at the IUGG to discuss CMOS participation to the Montreal 2019 meeting. **GG-Open.**
- E6.5** Sign the Articles of Incorporation Endorsement form and to officially respond that CMOS wants to have oversight on the bylaws as they are developed and any future financial obligations. **GG-Open.**
- E6.6** Review the content of the leaf and provide feedback to Bob Jones by May 5th. **All-Open.**
- E6.7** Contact the publishing company to resolve the Anniversary book misunderstanding. **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.**
- C3.8** Reach out to Ian Richardson to discuss the historical use of the Reserve Fund. **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. 10** Contact Louis Lefèvre (Center Chair of Montreal Center) to ask him to participate in the IUGG Steering Committee. **MT-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.**
- C3.9** Draft an agreement document between CMOS and CRSS and share it with Council members. **GG-Open.**