

Minutes

Thursday, Aug 17, 2017, 12 pm EDT

Present: Fiona Robertson (FR), Wayne Richardson (WR), Gordon Griffith (GG), Marie-France Gauthier (MFG), Paul Kushner (PK), Dave Wartman (DW), Dominique Paquin (DP).

Regrets: Douw Steyn (DS), Sophie Cousineau (SC), Martin Taillefer (MT), Boumy Sayavong (BS).

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/FR). Carried.

2. APPROVAL OF MINUTES

Executive meeting minutes July 20, 2017. Motion to adopt the minutes. (PK/FR). Carried.

3. REPORTS FROM THE CONGRESSES LAC

3.1. HALIFAX 2018

See written report.

DW reported that folks from the LAC will be participating in an open house in September at the Bedford Institute of Oceanography (BIO) to promote the Congress and Teacher's Day. GG asked when the LAC will be having regular meetings. DW responded that the next meeting is scheduled for September 12 and that their frequency will increase afterwards. GG will be added to the list of participants.

PK asked if a LAC representative is invited to participate in the Center Chair meeting which occurs every two months. DW suggested that he attend the September 14 meeting and then re-evaluate the need to continue. WR suggested that the Halifax Center Chair brief the other Centre Chairs at the meeting on the progress of organizing the congress. PK and DW agreed.

3.2. MONTREAL 2019

DP reported that she and SC have been contacted by Fiona Darbyshire (from CGU, teacher at UQAM), who's the LAC chair. Fiona's email stated "The IUGG Business Meetings take place here in Montreal September 18-22 and we will have some work to do in preparation, including updating the draft budget that was prepared for the bid in 2015".

The first LAC meeting should take place at the end of August or early September. Prior to that, DP would like to finalize what is the CMOS position with respect to how the Congress will work. DP's understanding is that CMOS will have its own banquet with awards and prizes presentation, AGM, Patterson- Parson's Luncheon, special meetings before the congress, and that she and Sophie will be organizing these events.

For the presentations and posters, DP thought that submissions would be included in the general IUGG sessions process. For the student's poster awards, it may be difficult if some of the posters are presented after the banquet, depending on the congress program.

The following is a list of questions that need to be clarified with the IUGG steering committee:

How will registration work?

Will the cost be like the one of a regular CMOS congress?

Will CMOS take care of the registration of CMOS members or will it be taking in charge by IUGG?

What happens if the registration is much more expensive than usual?

Also, how will the « profit » be split between IUGG and CMOS, and between national and Montreal center? The rules are quite clear for regular congresses, but this an unusual one.

GG responded that DP's understanding of the LAC's responsibilities is accurate. All other members agreed. With respect to the registration, we will need to look at what will be the best option for CMOS. We may be able to piggy back on IUCGG manpower and volunteers.

PK asked DP to find out how IUCGG is planning to organize the science sessions and how we will ensure that our science is represented. DP responded that Jim Drummond is on the LAC and will be looking at that.

WR added that we need to clarify how students will be able to participate in this joint meeting.

4. CONGRESS 2017 FINANCIAL UPDATE

GG reported that the financial data showed that Toronto Congress broke even; no loss and possibly a small profit. The main source of deficit was the attrition penalty clauses with the hotel and the student residence. The final data will be presented at either next the Council or next Executive meeting.

GG added that the ad hoc working group will be discussing Congress preparation guidelines including hotel contract clauses and LAC accountability during their first meeting scheduled for later this month or early September.

5. APPROVALS OF AUDITOR'S REPORT

GG reported that an email has been sent to the voting AGM attendees who are current active members of the society explaining that the formal approval of the Auditor's Report was missed during the meeting and that their approval is being sought via email to correct the situation. No dissenting votes were received.

MFG added the secretarial note to the 2017 AGM minutes describing the process used to get a formal approval for the Auditor's Report. Those minutes will be approved at the next Council meeting in September.

6. CMOS FINANCIAL UPDATE

GG reported that back at the September 17, 2015 Council meeting, Council had approved a transfer of funds to cover the deficit of the Whistler Congress to ensure a healthy operation fund. The transfer had not taken place but now it is in the process of being completed. FR indicated that the transfer amount was \$35K. The information was recovered from the October 2015 Treasurer Activity Report.

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

FR suggested that PK take over that file to ensure continuity through 2018 and 2019. WR asked PK to contact MT to discuss his role given that we now have DP and SC looking after the LAC involvement. That topic should now be handled by the LAC and Jim Drummond, Chair of the IUGG Scientific Committee.

New A.I. PK to contact MT to discuss his role in the organization of CMOS-IUGG joint Congress given that DP and SC are now actively part of the Montreal LAC.

8. STRATEGIC PLAN

GG updated everyone on the process and reported that we did receive some responses but not as many as expected. The working group will finalize the plan in September and bring to Council for approval.

9. CMOS BULLETIN SCMO

GG explained that he has been working closely with Sarah Knight. Sarah has provided GG with a series of documents to help society members understand why CMOS is making changes. She

has drafted a letter to CMOS' institutional members explaining how to access the online Bulletin and displayed it via a "Poster".

The beta site is expected to be up and running shortly for the Executive members to review. Instructions will be sent out. Sarah is hoping that the proposed content goes beyond the traditional format of what everyone is used to seeing as the CMOS Bulletin SCMO. With the third-party developer, they are proposing that this "New Bulletin" site also becomes the news and events forum for CMOS. It is also proposed that the "NEWS" tab on the current CMOS.CA site would link directly to the New Bulletin site. If it is decided to have the new site become the news and events forum then this would impact how the home page of CMOS.CA would look. It is also suggested to have a new heading "MEDIA", to include press releases, spokesperson list and communications officer contact details.

PK asked if we will still be having a monthly or bi-monthly release or just ongoing news. GG responded that we will continue to have a regular calendar publication in a PDF format.

10. TOUR SPEAKER

WR confirmed that Gilbert Brunet is interested in being the CMOS Tour Speaker for 2017-18. The details will be discussed when he returns from vacation next week. Gilbert Brunet is willing to do the entire country.

11. EXECUTIVE COMMITTEE REPORTS

11.1. PRESIDENT

See the written report.

WR highlighted the result of his discussions with Sarah Knight regarding the need to put together a good list of expert CMOS member contacts for inquiries to CMOS. A draft list has been sent to Adam Monahan for comment. Sarah also suggested that we keep a readily available resource area on our website to post and publicize important presentations and commentaries of interest to CMOS members and the public.

11.2. VICE-PRESIDENT

See the written report.

PK added that he is working on a proposal to link ARRCU and CMOS and that this proposal will be presented at the September Council meeting. PK is not planning to ask CMOS for funding; all he wants is an endorsement.

He highlighted the progress made to find a replacement for Adam Monahan. GG pointed out that Council needs to approve the appointment of new Committee Chairs.

New A.I. FR to add the approval of new Scientific Committee Co-Chairs to the next Council meeting agenda.

11.3. TREASURER

No report.

11.4. RECORDING SECRETARY

See the written report.

11.5. CORRESPONDING SECRETARY

See the written report.

FR indicated that she is seeking approval for 7 new members. Motion to approve. (PK/MFG). Carried.

FR also asked if there were other activities that needed to be added to the Cycle of Activities document besides PK suggestion that request for committee vacancy information come in May instead of June so that incoming Vice-President doesn't have to deal with it in their first month on the executive. No other issues at this time.

11.6. PAST PRESIDENT

No report.

11.7. EXECUTIVE DIRECTOR

See the written report.

GG highlighted the Engaging Associations Forum on July 20-21, 2017 he attended in Ottawa. The big take away from that meeting was how they are handling sponsorships. They don't use that term they develop partnerships instead. These partnerships would be developed with organizations that would support and enhance CMOS' exposure and provide financial support year-round including the annual congresses. This could be a great opportunity for CMOS and GG will bring this up with the ad hoc working group.

11.8. DIRECTOR OF PUBLICATIONS

See the written report.

12. REVIEW OF OLD ACTION ITEMS

E1.1 Contact DW and discuss bilingualism requirements for CMOS Congresses. **GG-Open.**

- E1.2** MT to contact Jim Drummond and Spiros Paitakes to define what the CMOS component of the joint Congress will include with respect to scientific program, banquet, awards and prizes, social activities and meetings. **PK-Open.**

This item has been re-assigned to PK.

- E1.3** Send an email to the voting AGM attendees seeking formal approval of the Auditor's Report provided at the 2016 Annual Review during the AGM in Toronto. **GG-Closed.**

- E1.4** Add a secretarial note to the 2017 AGM minutes describing the process used to get a formal approval for the Auditor's Report. **MFG-Closed.**

The note below has been added to the AGM minutes:

During the June 5th, 2017 CMOS Annual General Meeting, the Audited Financial Statements were omitted to be approved by the members present at the meeting. The Executive Committee, during their July 20th, 2017 meeting decided to seek approval of the Audited Financial Statements from all the members that attended the AGM who are eligible to vote through an email request. The Audited Financial Statements were approved by the Audit Committee and Council.

The Audited Financial Statements have been approved via email.

Motion to approve the wording. (FR/PK.) Carried.

- E1.5** Contact Gilbert Brunet to confirm his interest and availability to cover the entire country. **WR-Closed.**

- E1.6** Think of the name of a high caliber speaker to present on CMOS during one of PAGSE News breakfast meetings. **All-Open.**

PK suggested the following people:

1. Dr. Francis Zwiers, Pacific Climate Impacts Consortium, University of Victoria (climate change attribution, modelling, impacts)

2. Prof. Randall Martin, Dalhousie (atmospheric chemistry and health)

3. Prof. Philippe Tortell, UBC (biological oceanography, director of Wall Institute)

- E1.7** Develop a proposal to link ARRCU and CMOS by September Council. **PK-Open.**

- C5.1** Lead an ad hoc working group to discuss how to move forward to ensure the financial health of congresses, to better define the accountability of the LAC and to update the congress preparation guidelines. **GG-Open.**

GG prepared a Doodle poll to identify potential meeting dates. First meeting expected to take place later in August.

- C5.2** Asked members to use the APP and to provide feedback to GG well before the Halifax Congress. **MT-Closed.**

GG suggested that we close this action. A survey option will be added to next year's APP. All agreed.

- C5.3** Propose attributes of the group to form the next Executive and Council including Councilor-at-large as part of a succession plan. **MT-Open.**
- C5.4** Prepare and sign a new contract to produce the Trivia Calendar for this year. **GG-Open.**
- C5.5** Add the SIGs business plan production in CMOS Cycle of Activity. **FR-Closed.**
This item was added to early Nov. FR will ask the Executive if there are any other changes to the document before having it posted.
- C5.6** Look at the possibility of financially supporting the SIGs in the next budget cycle (2019) if funds are requested by the SIGs. **MT, GG, BS-Open.**
This item will be looked at in December 2017 and January 2018 timeline.
- E5.4** Discuss the archiving issues with Farida Dehghan and Bob Jones. **GG-Close.**
GG met with Bob Jones to discuss current archiving services and what future needs would look like. Photo and video archiving is the driving force behind needing additional major storage space.
GG will incorporate this topic in his report from now on. MFG will add this item on GG's Activity Report template.
- 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-Closed.**
PK indicated that he would like to establish an actual committee instead of just having the Vice-president doing all the work. Once the committee is in place, hopefully in October, action C3.1 can be looked at.
New. A.I. PK to work with MT, GG and WR to establish an actual Finance and Investment Committee instead of having the associated duties done by the Vice-President.
- C3.8** Reach out to Ian Rutherford to discuss the historical use of the Reserve Fund. **MT-Closed.**
The Finance and Investment Committee will follow up. This action came up following a budget discussion during the January 2017 Council meeting. At that time GG indicated that the GIC's are coming from the Reserve Fund and that cannot be moved around and are used for specific items. MA replied that historically the Reserve Fund was used to cover Congress deficits.
- 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-Closed.**
The Executive decided to close this action unless the National Office is being asked to move again.

13. CYCLE OF ACTIVITIES

FR reminded the Executive to review the CMOS activities for September and October. She pointed out that WR has a few things to do. FR will send the document to all.

14. OTHER BUSINESS

None.

15. UPCOMING MEETINGS

Centre Chair Meeting: September 14.

Council Meeting: September 21.

Executive Meeting: October 19.

16. ADJOURNMENT

Motion to adjourn. (GG/FR). Carried.

APPENDIX 1

New Action Items from Executive Meeting #2

- E2.1** Contact MT to discuss his role in the organization of the CMOS-IUGG joint Congress given that DP and SC are now actively part of the Montreal LAC. **PK-Open.**
- E2.2** Add the approval of new Scientific Committee Co-Chairs to the next Council meeting agenda. **FR-Open.**
- E2.3** Work with MT, GG and WR to establish an actual Finance and Investment Committee instead of having the associated duties done by the Vice-President. **PK-Open.**

APPENDIX 2

Old Action Items

- E1.1** Contact DW and discuss bilingualism requirements for CMOS Congresses. **GG-Open.**
- E1.2** Contact Jim Drummond and Spiros Paitakes to define what the CMOS component of the joint Congress will include with respect to scientific program, banquet, awards and prizes, social activities and meetings. **PK-Open.**
- E1.6** Think of the name of a high caliber speaker to present on CMOS during one of PAGSE News breakfast meetings. **All-Open.**
- C5.1** Lead an ad hoc working group to discuss how to move forward to ensure the financial health of congresses, to better define the accountability of the LAC and to update the congress preparation guidelines. **GG-Open.**
- C5.3** Propose attributes of the group to form the next Executive and Council including Councilor-at-large as part of a succession plan. **MT-Open.**
- C5.4** Prepare and sign a new contract to produce the Trivia Calendar for this year. **GG-Open.**
- C5.6** Look at the possibility of financially supporting the SIGs in the next budget cycle (2019) if funds are requested by the SIGs. **MT, GG, BS-Open.**