

## Minutes

Thursday, Dec 14, 2017, 12 pm EDT

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

**Regrets:** 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

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

### 2. APPROVAL OF MINUTES

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No minutes to approve at this meeting.

### 3. REPORTS FROM THE CONGRESSES LAC

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#### 3.1. HALIFAX 2018

See written report.

DW presented his detailed report.

He highlighted the importance of continuity and learning from congress to congress by documenting the challenges and issues in a Congress report. The last report produced was in 2013. DW will be preparing a report after the Halifax Congress and believes that it should be a requirement for all future congresses.

**New A.I. CMOS Executive to consider measures to ensure continuity of successes and lessons learned in the organization of congresses from one year to the next.**

#### 3.2. MONTREAL 2019

See written report.

DP reported that there is someone in Montreal in charge of Sponsorship and that that person is wondering when it would be a good time to begin the "request for sponsorship support"

process for the 2019 Congress? DW recommended to wait until the next fiscal calendar year begins. He indicated that he will send DP a list of potential sponsors and provide her with tips and best practices.

DP informed the Executive that the next LAC meeting will take place in mid-January to prepare a preliminary budget.

SC added that André Guigère had confirmed his interest in helping with the organization of the Congress.

## 4. CMOS BULLETIN SCMO

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DS reported that all is going very well, and all the comments received so far were very positive. FR will remove this topic from future Executive Committee meeting agendas.

## 5. TOUR SPEAKER

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FR indicated that the speakers' schedule for all 14 Centers is complete. She did not receive any feedback from the talks yet. FR will contact Gilbert Brunet to ask permission to video one of his talks to post on the Web for those who can't attend.

**New A.I. FR to contact Gilbert Brunet to ask his permission to record one of his talks and to post it on the CMOS Website.**

PK asked if it would be worthwhile for Sarah Knight to interview Gilbert Brunet and put the interview on the website as an advertisement for the Tour Speaker. FR will contact Sarah Knight and Gilbert Brunet to follow-up on this suggestion.

**New A.I. FR to contact Sarah Knight and Gilbert Brunet to discuss the idea of conducting an interview as a means of advertising the CMOS Speaker Tour.**

## 6. EXECUTIVE COMMITTEE REPORTS

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### 6.1. PRESIDENT

See the written report.

WR briefly reviewed his report. He indicated that he had not yet drafted his response to Harinder Ahluwalia with his role as President of IFMS and who is representing CMOS in these activities. WR summarized that, as previously discussed, GG would continue to be the CMOS representative responsible for monitoring the activities of IFMS. He also noted that funding for IFMS does not currently fit in CMOS' strategic plan objectives.

WR reported that CMOS has successfully concluded a contract renewal for GG to continue for another year as the CMOS Executive Director. All Executive members were very happy with this.

#### 6.2.VICE-PRESIDENT

See the written report.

#### 6.3.TREASURER

See the written report.

#### 6.4.RECORDING SECRETARY

See the written report.

#### 6.5.CORRESPONDING SECRETARY

See the written report.

FR added that we need to identify who will be preparing the Annual Review for 2017. GG explained that last year, FR and GG collected and edited all the individual reports and that the annual review document was prepared by Paul-André Bolduc and that Paul-André has informed him that it would be the last time. DS then explained that in the past, this task was the responsibility of the Bulletin Editor but not anymore. He also added that the main difficulty is to get the people to submit their individual reports. The formatting of the annual review document is an easier task.

There was a good discussion on the need for the report, it's current format and options to find someone to prepare it. As a not-for-profit organization, CMOS is required to submit an Annual Review. The format however is not prescribed. GG proposed to investigate what type of report other organizations are doing. WR is wondering how much it would cost to get Sarah Knight to edit the individual reports and compile them into the annual review document.

MFG pointed out that the material for the preparation of the Annual Review is due by the end of February. She suggested that we send the request for reports for the Annual Review as prescribed in the cycle of activities with one reminder. She also suggested that we contact Sarah Knight to see if she would be available to take on the task of preparing the Annual Review document. MFG indicated that the format of the Review and its content should be another project all together. We could propose a template and get it approved at the next AGM.

**New A.I. GG to contact Sarah Knight to ask if she has the capacity to undertake the task of preparing the Annual Review and to provide a cost estimate.**

#### 6.6.PAST PRESIDENT

No report.

## 6.7. EXECUTIVE DIRECTOR

See the written report.

GG reviewed CMOS' involvement in the Let's Talk Science challenge as described in his report. He suggested that we continue to highlight the careers of meteorologists, oceanographers, climatologists or other scientific careers that we encounter within the CMOS community either on our website or the Bulletin; "Career of the month" type thing. CMOS has two Committees related to education and schooling. It could be a good opportunity to re-engage those committees. All Executive members supported that suggestion. DS indicated that Sarah Knight would surely be interested in interviewing such scientists and developing interesting pieces.

The two Committees are the School and Public Education Committee (SPEC) and the University and Professional Education Committee (UPEC). The question is how do we re-engage these two committees and get them focused on outreach activities? WR suggested that PK initiate actions with help from the Centre Chairs. PK concurred and will begin to look for potential career highlights. WR will also include a few paragraphs on this new initiative in his President's Message for the New Year.

## 6.8. DIRECTOR OF PUBLICATIONS

See the written report.

## 7. REVIEW OF OLD ACTION ITEMS

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**C2.1** Review prior minutes to shed light on CMOS providing 1% of its membership revenue to IFMS. **MFG-Closed.**

**C2.2** Discuss how to best respond to Harinder Ahluwalia to let him know that he is not speaking for nor representing CMOS at the IFMS as he has not been given approval by Council/Executive to do so. **WR/GG-Closed.**

*Wayne and Gordon plan to meet on Tuesday, December 12, 2017 prior to the Ottawa Centre Christmas Luncheon to develop a response to Harinder Ahluwalia.*

**C2.3** Arrange another Adhoc working group meeting to discuss the outstanding questions especially the one on the governance. **GG-Closed.**

*The Adhoc working group met on Nov. 29, 2017 and decided to respond to CCF with options of either starting a new Special Interest Group or initiating an arrangement similar to CNC-SCOR partnership.*

**C1.2** Find more information about the Montreal Congress registration fees and if an option to attend the CMOS portion only could be offered to participants. **GG-Open.**

**C1.6** Look at options for the Executive and Council members to share documents. **GG-Open.**

**C1.8** Find two councilors-at-large. **PK-Open.**

*PK has identified one councillor at large and is planning to contact another. Also see 9. Other Business below.*

- 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.**

*This committee is planning to meet in January 2018. It will evaluate the financial status of CMOS with a long view to improving the situation in coming years. PK hopes that coming out of this we would have a document that honestly discusses our finances, and makes concrete suggestions for ensuring long-term stewardship. This would be shared with the membership and the centres, in particular those holding the annual congress.*

- 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.**

## 8. CYCLE OF ACTIVITIES

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FR reminded the Executive to review the CMOS activities for December and January. FR will send a message to the Executive Members asking them to update their portion of the Cycle of Activities document.

**New A.I. FR to send a message to the Executive Members asking them to update their portion of the Cycle of Activities document.**

## 9. OTHER BUSINESS

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### 9.1. NUMBER OF COUNCILLOR AT LARGE

PK has identified one councillor-at-large for next year and asked guidance on how to find other candidates. FR explained that we need a good balance between meteorology and oceanography and that a master list of all members of Council should be maintained to keep track of the date at which each councillor gets approved to avoid having a large turnover of Council members at the same time.

GG explained that CMOS has a Nominating Committee and that nominees should be submitted to that Committee in January. PK will contact the Centre Chairs to seek suggestions for two additional councillors-at-large to complete action item C1.8.

## 10. UPCOMING MEETINGS

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Centre Chair Meeting: January 11, 2018.

Council Meeting: January 18, 2018.

Executive Committee Meeting: February 15, 2018.

## **11. ADJOURNMENT**

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Merry Christmas and Happy New Year to everyone.

Motion to adjourn. (DS/PK). Carried.

## APPENDIX 1

### New Action Items from Executive Meeting #4

- E4.1** CMOS Executive to consider measures to ensure continuity of successes and lessons learned in the organization of congresses from one year to the next. **All-Open.**
- E4.2** Contact Gilbert Brunet to ask his permission to record one of his talks and to post it on the CMOS Website. **FR-Open.**
- E4.3** Contact Sarah Knight and Gilbert Brunet to discuss the idea of conducting an interview as a means of advertising the CMOS Speaker Tour. **FR-Open.**
- E4.4** Contact Sarah Knight to ask if she has the capacity to undertake the task of preparing the Annual Review and to provide a cost estimate. **GG-Open.**
- E4.5** Send a message to the Executive Members asking them to update their portion of the Cycle of Activities document. **FR-Open.**

## APPENDIX 2

### Old Action Items

- C1.2** Find more information about the Montreal Congress registration fees and if an option to attend the CMOS portion only could be offered to participants. **GG-Open.**
- C1.6** Look at options for the Executive and Council members to share documents. **GG-Open.**
- C1.8** Find two councilors-at-large. **MT/PK-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.**
- 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.**