

## Minutes

Thursday, Feb 15, 2018, 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).

**Regrets:** Martin Taillefer (MT), Boumy Sayavong (BS), Sophie Cousineau (SC).

**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/PK). 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 the highlights of his detailed report.

The non-member full congress registration fee for Toronto 2017 was \$770. For Halifax 2018 the proposed non-member full congress registration fee is \$795 which represents an increase of approximately 3%. Following a lengthy discussion about the proposed registration fee, it was decided that the Executive Committee needs to know the cost of each registration category before approving the increase.

**New A.I. DW to send the list of all the proposed registration category fees to MFG for her to seek the Executive approval via e-mail.**

A code of conduct for the Congress has been developed and will need to be approved by the Executive Committee. It lays out behaviour expectations and will be made available to everyone involved with the Congress (organizing committee, registrants, volunteers, exhibitors, etc.). Once approved it will be posted on the CMOS website.

The Social Committee's program plans are progressing with highlights including a harbour cruise, COVE (industry tour) and career discussions with senior leaders.

The budgeting tool and spreadsheet has many inherent assumptions, presumably empirical, with the formulae and assumptions not well understood. The development of this application occurred almost a decade ago and the strong recommendation from the Halifax LAC is that it be updated with the assumptions clarified and confirmed.

The active promotion of the Congress is critically important to its success, with registrations being the largest source of revenue. One of the most effective vehicles to do this is the CMOS and the CMOS Congress web pages. The LAC will be discussing the tailoring and use of the websites with Farida, with the assumption that there is flexibility enable this promotion.

MFG asked how to address DW's suggestion with respect to providing an updated version of the financial spreadsheet template for the next congress. GG responded that Qing Liao may be able to shed some light on the embedded formulas used and assumptions made in the current spreadsheet.

**New A.I. PK to discuss the congress budgeting spreadsheet template at the next Finance and Investment Committee scheduled for April 16, 2018.**

### 3.2.MONTREAL 2019

See written report.

DP reminded DW to send her a list of potential sponsorships. DP will be contacting the scientific committee to find out if the CMOS sessions (International Association of Meteorology and Atmospheric Sciences - IAMAS and International Association for Physical Sciences of the Oceans – IAPSO) will be concentrated in 2 to 3 days or spread over the 10 days of the congress. She needs that information to plan when the CMOS awards ceremony and banquet should take place.

**Secretary's Note:** Following this meeting GG met with the IUGG organizing group and they firstly confirmed that the conference is scheduled for July 8-18, 2019. They also stated that the eight associations of the IUGG tend to group their presentations together over consecutive days and not spread over the entire 11 days. They also confirmed that each association will offer a special dinner invitation to its respective members at a restaurant local to the Palais de Congrès in Montreal. Therefore the CMOS banquet should be scheduled with this event in mind.

DP is wondering if it would be appropriate to advertise the joint IUGG-CGU-CMOS at the CMOS booth. The Executive Committee agreed.

DP reported that a discussion with Quebec Centre on a possible merger will take place during the next meeting of the Montreal Centre.

## 4. TOUR SPEAKER

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FR indicated that the current tour speaker, Gilbert Brunet, has given permission to record his talk in Vancouver and to post it on the CMOS website.

## 5. ANNUAL REPORT UPDATE

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FR indicated that 28 reports out of 43 have been received. GG also pointed out that free style writing reports increases the cost of translation compared to point form format. GG also asked if anyone has a resource (student) available who could work on putting together the Annual Review using the Adobe Acrobat Pro software. He estimates that this task will require about 40 hours of work.

FR suggested that the Executive Committee develop a template to produce the reports for subsequent years. All agreed.

## 6. EXECUTIVE COMMITTEE REPORTS

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### 6.1. PRESIDENT

See the written report.

### 6.2. VICE-PRESIDENT

See the written report.

PK highlighted the outcome of the January 26 Finance and Investment Committee meeting including the decision to draft financial guidelines for LACs for future congresses. The next Finance and Investment Committee meeting is scheduled for April 16, 2018.

He then reported on a phone conversation he had with the AMS Executive Director Keith Seitter. The AMS Annual meeting theme for 2019 is international partnerships. PK suggested that CMOS could help with a moderate amount of sponsorship, e.g. a coffee break or a stronger participation within sessions. Keith Seitter also pointed out that AMS underwrites the IFMS website and some other expenses and that he sees IFMS as a mechanism that effectively bridges across academia, government, operational, and private sector.

### 6.3. TREASURER

See the written report.

WR noted that according to BS's financial sheets the deficit is increasing and that our reserve funds are decreasing as a result. PK indicated that the Finance and Investment Committee will be reviewing these numbers and asked all members to look at the financial statements and provide him with suggestions on how to reduce the deficit.

**New A.I. All to look at the financial statements and provide suggestions to PK on how to reduce costs by April 16.**

#### 6.4. RECORDING SECRETARY

See the written report.

#### 6.5. CORRESPONDING SECRETARY

See the written report.

#### 6.6. PAST PRESIDENT

No report.

#### 6.7. EXECUTIVE DIRECTOR

See the written report.

#### 6.8. DIRECTOR OF PUBLICATIONS

See the written report.

## 7. REVIEW OF OLD ACTION ITEMS

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**C3.1** Write detailed procedures on the dissolving (merging) of Centres and post them on the CMOS website. **GG-Open.**

**C3.2** Discuss how much money could CMOS pay for the edition of the Annual Review. **FR/GG-Closed.**

*Funds are available, and the amount has been confirmed.*

**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-Closed.**

*MFG suggested that a Congress Report be prepared by the Chair of the LAC and sent to the Executive one month after the end of the Congress.*

GG indicated that the Congress report includes two components. The first one includes the procedural, the hand-over and the lessons learned can be prepared and sent to the Executive Committee one month after the end of the Congress. The second component is the financial statement, this can take several months to finalize. PK suggested that we develop a template

for the Congress Report. All members agreed. WR suggested that this deliverable be added to the cycle of activities.

**New A.I. FR to add 'Preparation of the Congress Report' one month after the Congress on to the Cycle of Activities and 'Preparation of the final financial statement' four months after the Congress.**

**New A.I. In collaboration with the chair of the Congress LAC, the Executive Committee will develop a Congress Report Template by June 1<sup>st</sup>, 2018.**

**E4.2** Contact Gilbert Brunet to ask his permission to record one of his talks and to post it on the CMOS Website. **FR-Closed.**

*Dr. Brunet has agreed, asked BC LM if they would record and confer with Bulletin Editor.*

**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.**

**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-Closed.**

*PK provided a verbal progress report on this item at the executive meeting. The first meeting took place on January 26 and a second meeting is scheduled for April 16.*

## 8. CYCLE OF ACTIVITIES

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FR reminded the Executive Committee to review the CMOS activities for February, March and April.

The date for the AGM needs to be posted in the April CMOS Bulletin.

## 9. UPCOMING MEETINGS

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Centre Chair Meeting: March 08, 2018.

Council Meeting: March 22, 2018.

Executive Committee Meeting: April 19, 2018.

## 10. ADJOURNMENT

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

## APPENDIX 1

### New Action Items from Executive Meeting #5

- E5.1** Send to send the list of all the proposed registration category fees to MFG for her to seek the Executive approval via e-mail. **DW/MFG-Open.**
- E5.2** Discuss the congress budgeting spreadsheet template at the next Finance and Investment Committee scheduled for April 16, 2018. **PK-Open.**
- E5.3** Look at the financial sheets and provide suggestions to PK on how to reduce costs by April 16. **All-Open.**
- E5.4** Add 'Preparation of the Congress Report' one month after the Congress on to the Cycle of Activities and 'Preparation of the final financial statement' four months after the Congress. **FR-Open.**
- E5.5** In collaboration with the chair of the Congress LAC, the Executive Committee will develop a Congress Report Template by June 1<sup>st</sup>, 2018. **All-Open.**

## APPENDIX 2

### Old Action Items

- C3.1** Write detailed procedures on the dissolving (merging) of Centres and post them on the CMOS website. **GG-Open.**
- 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.**