

Minutes

Thursday, April 19, 2018, 12 pm EDT

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

Regrets: Martin Taillefer (MT), Dave Wartman (DW), 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

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

2. APPROVAL OF MINUTES

No minutes to approve at this meeting.

3. REPORTS FROM THE CONGRESSES LAC

3.1. HALIFAX 2018

See written report.

PK reviewed DW report. All seems to be on track.

GG pointed out that we have met our rooming block contract obligation at the Cambridge Suites and are almost there with the Hampton Inn.

DS asked about the schedule for all the Sunday meetings. GG is working with the LAC to get the schedule firmed up. DS also asked if the students will have a student event on Sunday this year. DS will follow-up with DW.

3.2. MONTREAL 2019

See written report.

PK thanked DP for her hard work as she is the only member of the Montreal LAC. GG asked if everyone was clear on what will be the specific CMOS events during the joint congress. GG's understanding is that CMOS activities will include: banquet & awards, Parson-Patterson

awards (possibly combined with the banquet), and in-person meeting rooms. DP added that the Montreal LAC will also be responsible for managing the CMOS Congress budget. PK asked DP to set-up a Town Hall meeting for the Atmosphere Related Research in Canadian Universities (ARRCU) Special Interest Group (SIG).

New A.I. DP to arrange for a meeting room for the Atmosphere Related Research in Canadian Universities (ARRCU) Special Interest Group (SIG) in Montreal during the IUGG Congress.

New A.I. PK to contact the Natural Sciences and Engineering Research Council of Canada (NSERC) to see if they would like to hold a town hall meeting in Montreal in 2019.

4. ANNUAL REPORT UPDATE

4.1. IDENTIFY TIME AND DATE OF AGM

GG indicated that the date and time of the next AGM will be Monday June 11 at 17:00 hours.

4.2. PROPOSED AGENDA FOR AGM

GG indicated that no new reports have been received; we have 35 reports out of 43. GG is editing the reports in a way to develop a template that Committees and Centres will use to report their successes for future years. Sarah Knight has also agreed to help publish the annual review document for CMOS once all the reports are available.

GG pointed out that on last year's AGM agenda, the approval of the Audited Financial Statements was omitted and that we need ensure that this item is on this year's agenda. GG suggested that we add this item just ahead of the budget 2019 approval.

GG asked that we should invite people to present their report or to speak only if they have something to add that is not in their report. MFG indicated that people should speak only if they have something that is not included in their report as the meeting should not last more than two hours. WR concurred as he will be chairing that meeting.

New A.I. MFG to update the draft Agenda for the AGM and to send it to GG and FR asap.

5. EXECUTIVE COMMITTEE REPORTS

5.1. PRESIDENT

See the written report.

WR noted that one of the action items from the last Centre Chair meeting pertained to the advertisement of the CMOS Speaker Tour on the CMOS website and at the various Centres.

DS suggested that we track attendance at Tour Speaker presentations from each Centre. PK will follow-up for next year. That information could be part of the Centers Annual Report.

5.2.VICE-PRESIDENT

See the written report.

5.3.TREASURER

No report.

5.4.RECORDING SECRETARY

See the written report.

5.5.CORRESPONDING SECRETARY

See the written report.

The CMOS Speaker Tour event will be completed by the end of the week.

5.6.PAST PRESIDENT

No report.

5.7.EXECUTIVE DIRECTOR

See the written report.

5.8.DIRECTOR OF PUBLICATIONS

See the written report.

6. REVIEW OF OLD ACTION ITEMS

- C4.1** Send a list of CMOS National staff and related expenses that will required financial support to attend the Congress to DW. **GG-Closed.**
The requested information was provided.
- C4.2** Send an email to the Chairs of all CMOS Committees to find out who will need a meeting room on Sunday of the Congress. **GG-Closed.**
- C4.3** Propose a list of procedures (activities) and responsibilities that need to be done for the next Council Meeting, the AGM and the CMOS Annual Congress and to present them at the April Executive meeting. **GG-Closed.**
- E5.2** Discuss the congress budgeting spreadsheet template at the next Finance and Investment Committee scheduled for April 16, 2018. **PK-Closed.**

This meeting is now scheduled for April 20 and the budgeting spreadsheet template will be discussed on that day.

- E5.3** Look at the financial sheets and provide suggestions to PK on how to reduce costs by April 16. **All-Closed.**

This meeting is now scheduled for April 20. Requested information is available for discussion.

- E5.5** In collaboration with the chair of the Congress LAC, the Executive Committee will develop a Congress Report Template by August 1st, 2018. **PK-Open.**

PK asked when the last Congress Report was written. GG responded that the last Congress report on file was from Congress 2013 and contained 56 pages.

There was a lot of discussion on the steps needed to develop a Congress Report Template. As a result, the deadline for action E5.5 has been changed from June 1st to August 1st and has been reassigned to PK. Two new action items have been created.

New A.I. The incoming Executive will create an ad-hoc working group at its second Executive meeting in August 2018 to review the current Congress guideline document.

New A.I. The ad-hoc working group with help from the chairs of past LACs will review the Congress guidelines document in fall 2018.

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

This has a lower priority at this point. This action will be complete over the summer months.

- 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-Closed.**

The organizing group is looking at offering a one-day registration fee structure.

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

This has a lower priority at this point. This action will be complete over the summer months.

7. CYCLE OF ACTIVITIES

FR explained the revised version of the Cycle of Activities document. FR would like to have this latest version posted on the CMOS website by Congress 2018.

New A.I. All to review the April version of the Cycle of Activities document by May 03rd.

8. OTHER BUSINESS

FR indicated that she is starting to develop a CMOS Continuity document to provide a brief description of decisions made and why during the term of the Ottawa Centre holding positions on the CMOS Executive Committee. FR will send a rough draft to the Executive for comments over the next few weeks.

9. UPCOMING MEETINGS

Centre Chair Meeting: June 10, 2018.
Council Meeting: June 10, 2018.
Executive Committee Meeting: June/July, 2018.

10. ADJOURNMENT

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

APPENDIX 1

New Action Items from Executive Meeting #6

- E6.1** Arrange for a meeting room for the Atmosphere Related Research in Canadian Universities (ARRCU) Special Interest Group (SIG) in Montreal during the IUGG Congress. **DP-Open.**
- E6.2** Contact the Natural Sciences and Engineering Research Council of Canada (NSERC) to see if they would like to hold a town hall meeting in Montreal in 2019. **PK-Open.**
- E6.3** Update the draft Agenda for the AGM and to send it to GG and FR asap. **MFG-Open.**
- E6.4** Create an ad-hoc working group at its second Executive meeting in August 2018 to review the current Congress guideline document. **Incoming Executive -Open (PK).**
- E6.5** With help from the chairs of past LACs, review the Congress guidelines document in fall 2018. **Ad-hoc working group-Open (PK).**
- E6.6** Review the April version of the Cycle of Activities document by May 03rd. **All-Open.**

APPENDIX 2

Old Action Items

- E5.5** In collaboration with the chair of the Congress LAC, the Executive Committee will develop a Congress Report Template by August 1st, 2018. **PK-Open.**
- C3.1** Write detailed procedures on the dissolving (merging) of Centres and post them on the CMOS website. **GG-Open.**
- C1.6** Look at options for the Executive and Council members to share documents. **GG-Open.**