

**Minutes CMOS Executive 2018-2019 Meeting #4 2018-12-13**  
**Procès-verbal de l'exécutif de la SCMO 2018-2019 Réunion #4 13-12-2018**

**Attending : Paul Kushner (PK), Kim Strong (KS), Gordon Griffith (GG), Amir Shabbar (AS), Fred Conway(FC), Alanna MacKenzie(AM), Wayne Richards (WR), Douw Steyn (DS)**  
**Congress Report : Dominique Paquin (DP), Bruce Angle (BA)**

1.	<b>Approval of Agenda / Adoption de l'ordre du jour.</b> The circulated agenda was modified to accommodate participants with time constraints (so numerical order of items is not consecutive in minutes). Adoption was by consensus.
2.	<b>Approval of Minutes/ Approbation du procès-verbal</b> (Council-2) <b>Moved</b> (FC), seconded (KS), approval of the minutes of Council-2. Unanimous.
4.	<b>Congress and Congress Committee Update / Congrès et mise à jour des comités du Congrès</b> LAC reports and Congress Committee Meeting #2 minutes attached.
4(a)	<p><b>Montréal (DP) – see report.</b>  <b>DP :</b></p> <ul style="list-style-type: none"> <li>• Problems identified in paper submission for IUGG : hard to find appropriate session. Issue will be resolved.</li> <li>• Latest budget: yield to CMOS projected to be \$15K with 400 attendees.</li> <li>• JPDL is having poor response to call for exhibitors/sponsors – may need help. CMOS has already provided its own contact list to them.</li> <li>• CMOS needs to discuss banquet plans with ECCC and DFO as the opportunity for speeches with the prizes will be limited.</li> <li>• CMOS will need to pay for the banquet a month ahead of the event. CMOS has already provided some initial funding to JPDL – an advance on registration fees.</li> <li>• <b>Discussion :</b> <ul style="list-style-type: none"> <li>○ <b>Need for a CMOS booth</b> at IUGG raised – needed to promote Congres 2020. Staffing will be required, and there may be a cost (TBD). DP estimated the standard fee to be \$2500-3500.</li> <li>○ <b>AGM (Agenda Item 5)</b> – GG investigated bylaw requirements. PK suggested that the AGM be held just prior to the Banquet, with attendance possible via Webex. GG noted that the bylaws dictate the required announcement for the AGM in the Bulletin a prescribed number of days before the meeting. PK indicated that a room for 50 would be required for the meeting.</li> <li>○ <b>Moved (WR, seconded KS)</b> that the AGM be held at the IUGG as proposed, with Webex access so those who cannot attend in person can still participate and vote.</li> </ul> </li> <li>• <b>New Action Item E4.1</b> – DP to investigate arrangements for a CMOS booth, and arrange for a room for the AGM.</li> </ul>
4(b)	<p><b>Ottawa (BA) - report provided</b>  <b>BA :</b></p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> meeting of LACC held on 23 Nov, next to be on 30-Jan. So far relationship with the Delta Hotel (Congress venue) is good.</li> <li>• Gord McBean has agreed to chair the Scientific Program Committee; Len Barrie will co-chair. The working theme for the Congress is « Building Resilient Communities »</li> </ul>

	<ul style="list-style-type: none"> <li>BA advised that he was unable to discuss the IUGG with David Grimes (ADMA) at a recent encounter – moment was not right.</li> </ul>
4(c)	<p>Congress Committee Meeting #2 not discussed. DP and BA left the meeting with the conclusion of the LACC reports.</p>
9.	<p><b>Corresponding Secretary Responsibilities / Responsabilités du secrétaire correspondant</b></p> <ul style="list-style-type: none"> <li>PK met with AM to discuss the position workload. He stated that key functions are (a) arranging for the Touring Speaker and (b) gathering information for meetings. Other functions involve member communications, gathering material for the Annual Report, and serving as the point of contact with the Centres.</li> <li>Improving procedure to deal with new memberships was discussed. This requires work and communication with the CMOS Office Manager (Qing), Centre Chairs, and the Executive. Current procedure seems excessive as membership has little restriction, so no basis to turn down membership requests.</li> </ul> <p><b>New Action Time E4.2</b> – AM to propose an easier procedure for handling new memberships. <b>New Action Item E4.3</b> – AM and GG to discuss the template for Committee Reports, and consult with KS on the final version before it goes out to committees. Template should include Feb 1 date and identification of terms of Committee members (see 8(b)).</p> <ul style="list-style-type: none"> <li>AM advised that dates for the Touring Speaker were still not defined for some Centres, and that the date for Toronto has been set as April 8.</li> </ul>
3.	<p><b>Discussion of VP Report / discussion du rapport de VP</b> KS highlighted some items from her report :</p> <ul style="list-style-type: none"> <li>Status of SPEC. Centres have not identified members for this committee. PK emphasized that this is an important committee and that interest exists among the membership</li> </ul> <p><b>Action Item CC2.9 is ongoing:</b> KS to continue to pursue participation in SPEC with Centres. <b>New Action Item E4.4</b> –All Executive were invited to send names of potential SPEC members to KS.</p> <ul style="list-style-type: none"> <li>VP duties – revised duties will require a bylaw change – any proposed bylaw changes should be published in the CMOS Bulletin by March 2019. <ul style="list-style-type: none"> <li>Finance and Investment Committee – Agreed that Treasure should be Chair of FIC, with VP attending meetings. AS indicated that he expected to be involved in annual budget preparation, which is due at end-Nov.</li> </ul> </li> </ul> <p><b>Action Item E2.5 continues</b> – KS to finalized the text of requisite bylaw changes for VP duties</p> <ul style="list-style-type: none"> <li>Prizes and Awards Committee – KS noted the revised TOR for the Teritia Hughes Award from the Prizes and Awards Committee, further specifying the appropriate science fields. PK felt the specifications were too narrow, and should include all CMOS sciences. GG stated that these changes would require bylaw changes.</li> </ul> <p><b>New Action Item E4.5</b> : KS to respond to the Committee proposing the list of appropriate sciences from the CMOS website.</p> <ul style="list-style-type: none"> <li>CMOS links with CCCS (Canadian Centre for Climate Services). PK felt that CCCS was not ready to formalize links with CMOS</li> </ul> <p><b>New Action Item E4.6</b> : PK to invite CCCS to take part in next ARCCU meeting (Feb 7)</p> <ul style="list-style-type: none"> <li>Status of Work on Committee TOR. GG advised that necessary translations were in the work plan, and the results for each committee would be posted as soon as available. PK recommended that initial focus be on SPEC and Private Sector Committee.</li> </ul>
3(b)	<p><b>Change of Chair</b> – at this point PK left the meeting and KS assumed the chair.</p>

6.	<p><b>CMOS Budget 2020 / Budget de la SCMO pour 2020</b></p> <p>GG made a few comments on the draft budget :</p> <ul style="list-style-type: none"> <li>• Congress 2018 saw a profit of \$53K, to be shared between the Society and the Centre. The Centre gets \$10/paying registrant, plus 10% of profit over budget.</li> <li>• Projections for CMOS salaries provide for small increases.</li> <li>• Dues income – GG has reviewed the member list to identify inactives. This is reflected in projected dues income.</li> <li>• Waived Page charges – DS noted that this item has been significantly reduced of late. GG’s budget projections reflect this change.</li> </ul> <p><b>New Action Item E4.7</b> : AS, GG to work on the budget.</p>
7.	<p><b>Funding of Projects Atmosphere and Maury / Financement des projets Atmosphère et Maury</b></p> <ul style="list-style-type: none"> <li>• KS reported on discussions with Denis Bourque on this issue. Denis noted the many reports from participants, their engagement with larger groups of teachers after returning from the workshops, and the relevance of these projects on CMOS’s charitable status.</li> <li>• GG advised the CMOS pays for participant travel and part of the registration fee, and that participant reports are required. CMOS has no partner for Project Atmosphere, as of this year, as Canadian Geographic Education has withdrawn, which increases the cost to CMOS, but GG suggested the Weather Network as a possible.</li> </ul> <p><b>Action Item C2.4 continues</b> : KS to discuss with Centre Chairs.</p>
8.	<b>Bylaw Review/ Examen des statuts</b>
8(a)	<p><b>Procedure for Election of Council</b> – PK was not available to speak to this item. FC noted that the AGM 2018 minutes did not show clearly the election of Council and Executive as described in the bylaws (AGM elects Council, Council elects Exec), though GG confirmed that this happened. FC has attached a Council and Executive list to the AGM minutes for clarity – these minutes go to the next AGM for approval.</p>
8(b)	<p><b>Committee Membership Terms</b> – KS/GG discussion. Cycle of Activities specifies Council approval of Committee memberships in Nov ; appointments are supposed to be for three years to ensure rolling representation. Committee report template should be changed to include term dates (Action Item E4.3)</p>
10	<b>Executive Reports</b>
	<ul style="list-style-type: none"> <li>• Executive Director – no report beyond draft budget</li> </ul>
	<ul style="list-style-type: none"> <li>• Treasurer – AS noted current balance (end Nov)</li> </ul>
	<ul style="list-style-type: none"> <li>• Publications Director – DS had nothing to add to report</li> </ul>
	<ul style="list-style-type: none"> <li>• Recording Secretary – FC advised that minutes produced are the report</li> </ul>
	<ul style="list-style-type: none"> <li>• Past President – WR reported on PAGSE <ul style="list-style-type: none"> <li>○ PAGSE runs « Bacon &amp; Egg Heads » - monthly science presentations to Parliamentarians when Parliament is sitting. This has been funded by interested societies through the Royal Society</li> <li>○ Last spring, Royal Society wanted to take over B&amp;E. Issue resolved : PAGSE continues to do so but under Museum of Nature. Bad feelings remain : Royal Society is returning funds to supporting societies with no explanation</li> <li>○ Noted that PAGSE is contributing to the NSERC consultation on Research Partnerships.</li> </ul> </li> </ul> <p><b>New Action Item E4.8</b> – GG to confirm reception of funds from Royal Society</p>
11	<p><b>Cycle of Activities</b> – Discussion : LAC chairs are supposed to be added to Council for liability reasons, though the full Council will change after the AGM.</p>

	<b>New Action Item E4.9</b> – GG to arrange for LAC chair for next Congress to be added to Council		
12.	<b>Review of Action Items</b> – summary report tabled.		
13.	<b>Adjournment / ajournement : Moved</b> by WR, Seconded by DS (unanimous)		
	<b>Upcoming Meetings/ réunions à venir – Update of tabled list.</b>		
	<b>Executive Committee</b>	<b>Centre Chair Committee</b>	<b>Council</b>
	<b>Thursday</b>	<b>Thursday</b>	<b>Thursday</b>
	December 13	January 10	January 17
	February 14	March 07	March 21
	April 18	June 06	June 13

### Attachment #1

#### Action Items from Executive Meeting #4/Eléments d’action de la reunion #4 de l’exécutif

<b>E4.1</b>	DP	investigate arrangements for a CMOS booth, and arrange for a room for the AGM.
<b>E4.2</b>	AM	to propose an easier procedure for handling new memberships, to reduce work burden on Corresponding Secretary.
<b>E4.3</b>	AM/GG	Review and update template for committee reports to include specification of Feb 1 date and identification of term of committee members
<b>E4.4</b>	Exec	Send names of potential SPEC members to KS.
<b>E4.5</b>	KS	Respond to Prizes and Awards Committee re terms of Tertia Hughes award proposing use of the list of CMOS sciences from the CMOS website.
<b>E4.6</b>	PK	Invite participation of CCCS at next ARCCU meeting (Feb 7)
<b>E4.7</b>	AS/GG	Review draft budget for presentation at January Council meeting
<b>E4.8</b>	GG	Confirm reception from Royal Society of refund of CMOS PAGSE contribution
<b>E4.9</b>	GG	Arrange for addition of LAC Chair for next Congress to Council membership.