

Minutes

Thursday, July 19, 2018, 12 pm EDT

Present: Alanna Mackenzie (AM), Wayne Richardson (WR), Gordon Griffith (GG), Fred Conway (FC), Paul Kushner (PK), Amir Shabbar (AS), Dave Wartman (DW)(Items 1-3), Rick Jones (RJ) for Dominique Paquin(Items 1-3), Kim Strong (KS)

Regrets: Dominique Paquin (DP), Douw Steyn (DS).

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. (WR/FC). Carried.

2. APPROVAL OF MINUTES

There are no documents to approve this time. In the ensuing procedural discussion, the issue of Council membership and CMOS committee chairs arose.

NewE1.1 GG to clarify which Committee Chairs are members of Council.

3. REPORTS FROM THE CONGRESSES LAC

HALIFAX 2018 (DW)

DW commented on his written report and its recommendations, and emphasized the complexity and challenging nature of organizing a Congress. A specific accomplishment for this Congress was the creation of a Code of Conduct for organizers and volunteers. He emphasized two recommendations:

- (a) Clarification of responsibilities
- (b) Review of measures of success.

PK thanked DW for the production of the most timely and complete Congress report ever. FC asked for details of the delay in paying the bill for audiovisual support, noted in the report. GG advised this was simply an oversight in a very busy period. PK noted the importance of timely payments for smaller vendors.

New E1.2 PK to send letter of thanks to the Halifax LAC

New E1.3 Exec to ensure the adoption of the Halifax Code of Conduct by the upcoming Congresses.

MONTREAL 2019 and IUGG (RJ for DP)

RJ noted concerns for CMOS from review of the IUGG budget prepared by the Conference organizers (JPDL). There is no source of funding for either the CMOS banquet or Patterson-Parsons Luncheon. The recommendation is to continue to work on the budget, but to plan on combining the two events. He raised two questions:

- (a) Need for and funding level of the student travel bursary funding.
- (b) Funding for CMOS executive travel.

GG noted that work continues on the Conference budget to ensure that the CMOS banquet costs are included in registration fees. PK observed (a) CMOS executive travel costs is an important item, and deferred any decision on the two questions posed, (b) CMOS needs to know what travel allowances and restrictions will be applied to government colleagues who wish to attend the Congress, and (c) the importance for CMOS to promote this meeting as much as possible.

New E1.4 For the 2019 Montreal Congress (within the IUGG), determine the need for and funding level of the student travel bursary and CMOS executive travel budget.

New E1.5 Montreal LAC to Continue to work on the IUGG budget, to ensure funding for the CMOS banquet.

4. Ad-hoc Committee for Congress Planning (PK).

PK reported that he had held a teleconference of this group, which grew out of the Finance and Investment Committee (FIC), to discuss Congress budgets and planning. The key result was beginning to identify priority areas for work, in recognition of the complexity of Congress planning, and of the need for success measures. It might be appropriate that this Ad-hoc Committee become a standing committee depending on the results of its activities.

New E1.6 P.K. to circulate a report on the 12-July-2018 telecon of the Ad-hoc Committee for Congress Planning, and work with Executive Director to prepare Terms of Reference for a new Standing Committee for Congress Planning, for consideration at the August executive meeting.

5. Tour Speaker (AM).

At AM's request, PK reviewed the role of the Corresponding Secretary in connection with the Speaker Tour: to be contact for logistics (travel and marketing); to ensure the availability of all information required for the program; and to promote coordination to save travel costs. Liaison with the Centre Chairs Committee is important.

PK also noted that the process for selection of the tour speaker(s) is rather ad hoc, and noted (a) a preference for two speakers in the annual program (east and west) to save travel costs and reduce carbon footprint (less cross-country travel), (b) historically there have been few female speakers and (c) and oceanographic focus would be appropriate for 2018-19.

New E1.7 PK to contact nominees identified at this meeting and to update executive during the August executive meeting.

6. IFMS Nominations (GG)

GG reviewed the history of CMOS interaction with the International Forum of Meteorological Societies (IFMS). This organization has incorporated in the US and is now

electing a governing body. GG asked if the Executive would want to propose a candidate for the IFMS Executive, and move from a monitoring to an active role. PK reported that the American Meteorological Society (AMS) strongly supports the IFMS. It was noted that Harinder Aruhwalia, current IFMS President is seeking nomination and re-election as IFMS President. The decision was for GG to continue with a monitoring role as the CMOS contact.

7. Centre Chair Committee versus Membership Committee (GG)

GG suggested that the work of these two committees could be combined or rationalized in view of changes over the years. The Executive agreed (Action E1.8)

New E1.8 PK, KS and GG to prepare a proposal to rationalize the Membership Committee and the Centre Chairs Committee for the September Council Meeting

8. Cheque Approvals (AS).

See Treasurer's Report – cheques approved by e-mail vote. GG reported on the cheque-signing process. All CMOS cheques require two signatures. Invoices over \$5K must be approved by the Executive, , before cheques will be printed ready for signing. Approval is granted through simple majority while ensuring a quorum of responses is received. (Executive Committee quorum includes two voting members plus the president or vice-president) Since the bank account is in Ottawa and the Executive is across the country, there are CMOS members in Ottawa who have signing authority for all CMOS cheques, these include: GG, WR, Fiona Robertson, Boumy Sayavong, Martin Taillefer and Ann MacMillan.

9. Executive Reports

All reports were accepted without further comment. KS noted that she had not seen the AGM Minutes, which are to be reviewed at the next Council meeting and approved at the next annual general meeting.

10. Review of Action Items

PK stated that this item in past involved review of all open action items from previous meetings and that it was important to continue this practice.

New E1.9 FC to update and circulate the list of open action items from before the current meeting.

11. Cycle of Activities (AM)

Only one item outstanding which was due for this meeting, according to the Cycle.

New E1.10 FC to re-circulate draft minutes of CMOS AGM for discussion at the September Council meeting.

12. Proposed Meeting Schedule

Approval moved by GG, seconded by KS.

13. Adjournment: Moved KS, seconded FC – unanimous.

Appendix 1

New Action Items from Executive Meeting #1

- E1.1** Clarify membership of CMOS Council, with particular reference to Committee Chairs. **GG-Open.**
- E1.2** Send of letter of thanks to the Halifax LAC. **PK-Open.**
- E1.3** Ensure the adoption of the Halifax Code of Conduct by the upcoming Congresses. **PK-Open.**
- E1.4** For the 2019 Montreal Congress (within the IUGG), determine the need for and funding level of the student travel bursary and CMOS executive travel budget. **Exec-Open**
- E1.5** Continue to work on the IUGG budget, to ensure funding for the CMOS banquet. **Montreal LAC – open**
- E1.6** Circulate a report on the 12-July-2018 telecon of the Ad-hoc Committee for Congress Planning, and prepare a proposal for the creation of a new Standing Committee for Congress Planning, for consideration at the August executive meeting. **PK-Open.**
- E1.7** Contact nominees identified during Executive Committee Meeting #1 for the 2018-19 Touring Speaker program and update the executive during the August executive meeting. **PK-Open.**
- E1.8** Prepare a proposal to rationalize the Membership Committee and Centre Chairs Committee for the September Council Meeting. **Open: PK, KS, GG.**
- E1.9** Open action item list to be updated and circulated. **Closed - FC**
- E1.10** Draft minutes of the CMOS AGM to be circulated. **Closed – FC.**