

## Minutes

**Thursday, Aug 16, 2018, 12 pm EDT**

**Present:** Alanna Mackenzie (AM), Wayne Richardson (WR), Gordon Griffith (GG), Fred Conway (FC), Paul Kushner (PK), Amir Shabbar (AS), Rick Jones (RJ) for Dominique Paquin (Items 1-3). Bruce Angle (BA), Douw Steyn (DS)

**Regrets:** Dominique Paquin (DP), Kim Strong (KS)

**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. (FC/DS). Carried.

GG requested that in future successive versions of the proposed agenda be numbered for clarity.

### 2. APPROVAL OF MINUTES

Discussion:

GG noted that the action item in item 4 should be identified as E1.6.

PK advised that action time E1.8 should include reference to subsequent Council approval.

Approval as amended: (WR/FC). Carried

### 3. REPORTS FROM THE CONGRESS' LACs

#### **Montreal 2019 (RJ for DP)**

Discussion of banquet costs and funding allocated in IUGG budget. No Local Organizing Committee (LOC) member is on the relevant IUGG budget committee. DS recommended reviewing the process for earlier meetings for advice for the 2019 Congress preparation. PK noted that the Executive trusts the LOC to do the operational planning for the CMOS-specific events that are part of the IUGG General Assembly meeting.

NEW A.I. E2.1 GG to:

- Contact the IUGG LOC to make RJ a member of the IUGG budget committee as a CMOS rep
- To provide an update on the IUGG budget to the next meeting of the Executive
- To prepare an estimate of CMOS-specific costs for IUGG 2019 for executive travel and the student bursary fund, based on recent CMOS congresses.

#### **Ottawa 2020 (BA)**

PK advised that a good team as the Local Arrangements Committee (LAC) is in place, and plans are progressing well.

### 4. Tour Speaker

AM advised that two speakers (East and West) have agreed to participate: the choice was accepted by the executive. AM stated that she would proceed with scheduling presentation dates in consultation with Centre Chairs. PK recommended that she pursue resumes and the subject of the talks, which preferably would include reference to international cooperation in view of the IUGG meeting in Montreal this year.

## 5. Executive Reports

### President: PK

- Reviewed and updated the outstanding action items
- Tabled notes from the July meeting of the Finance and Investment Committee (Appendix 3)
- Noted that Australian Meteorological and Oceanographic Society (AMOS) supports the International Forum of Meteorological Societies (IFMS), and as a follow up to CMOS voting in IFMS elections proposed briefing Council at the next Council meeting.
- Identified new Action items
  - New A.I. E2.2 – PK to prepare a proposal for Council re CMOS partnership in the IFMS
  - New A.I. E2.3 – PK to draft a CMOS endorsement of the March for Science for discussion at the Nov Council meeting
  - New A.I. E 2.4 – GG to prepare a support paper for a CMOS Green Initiative, and to discuss with AM
  - New A.I. E2.5 – PK to prepare and update of the VP's duties in discussion with KS and GG

**Executive Director:** GG referred to his report, and noted that CMOS will not attend the next IFMS meeting in Budapest, and has not been asked to support Harinder's travel. He noted that AMOS making the target IFMS financial contribution.

**Treasurer:** AS referred to his report. He also noted that CMOS's current bank account balance is low and overall its expenses are high.

6. **Cycle of Activities** – PK stated that the executive is on target.

## 7. Status of Membership Committee

AS expressed concerns as to procedure to collect outstanding dues and the need for current membership lists with complete information.

GG advised that centre membership lists are provided annually to each centre. The membership database needs purging: it contains over 9400 individual entries, while active CMOS membership is around 900. The database can provide snapshots to collect data for trend analyses however it cannot provide historical comparisons. Reminders of

payable dues are issued, starting in September as noted in the Cycle of Activities. Tow email reminders are sent to all CMOS members annually to renew memberships. Centre Chairs are also encouraged to send additional reminders to their respective Centre members and also to encourage everyone to ensure contact information is kept up-to-date.

**8. IMO Prize – CMOS Recognition.**

Gordon McBean was been awarded the International Meteorological Organization (IMO) prize by the World Meteorological Organization (WMO) Executive Council. The original WMO press release was posted on the CMOS website and shared across our social media networks.

New A.I. E2.6 – Executive to consider suitable CMOS recognition and discuss offline.

**9. CMOS Communication Strategy**

GG tabled a proposal from Sarah Knight (Bulletin Editor) and noted that funds are allocated in the current budget for such work (Appendix 4)

New A.I. E2.6 GG and PK to explore status of revenue generation from advertisements in the Bulletin

New A.I. E2.7 GG to prepare a statement of work (SOW) for a contract with Sarah on CMOS Communications with regard to the upcoming IUGG and ongoing CMOS issues.

**10. Review of Action Items – discussion beyond PK’s review in his report was deferred.**

**11. Adjournment – Motion (FC, GG) – carried.**

<b>Executive Committee</b>	<b>Centre Chair Committee</b>	<b>Council</b>
<b>Thursday</b>	<b>Thursday</b>	<b>Thursday</b>
August 16	September 13	September 20
October 18	November 08	November 15
December 13	January 10	January 17
February 14	March 07	March 21

## **Appendix 1**

### **New Action Items from Executive Meeting #2**

**E2.1** - GG to:

- Contact the IUGG LA to make RJ a member of the IUGG budget committee as a CMOS rep
- To provide an update on the IUGG budget to the next meeting of the Executive
- To prepare an estimate of costs for Congress 2019 for executive travel and the student bursary fund, based on recent Congresses.

**E2.2** – PK to prepare a proposal for Council re CMOS partnership in the IFMS

**E2.3** – PK to draft a CMOS endorsement of the March for Science for discussion at the Nov Council meeting

**E 2.4** – GG to prepare a support paper for a CMOS Green Initiative, and to discuss with AM

**E2.5** – PK to prepare and update of the VP's duties in discussion with KS and GG

**E2.6** – Executive to consider suitable CMOS recognition and discuss offline.

**E2.7** - GG and PK to explore status of revenue generation from advertisements in the Bulletin

**E2.8** - GG to prepare a SOW for a contract with Sarah on CMOS Communications with regard to the upcoming IUGG and ongoing CMOS issues.

**E2.9** – New Congress Planning Committee to review Congress Guideline Document and Report Template.

## Appendix 2

### Outstanding Action Items re 16-August-2018 Exec Meeting

- 2016-17.AG1** The Finance and Investment Committee to prepare an impact and value analysis of waiving the student membership fees indefinitely and to report findings by the next AGM. *As the impact and value analysis couldn't be completed after only one year of waiving the student membership fees, Council has approved providing free membership to students for 2018 and 2019. The impact and value analysis will be completed in 2019.*  
– to VP KS, Open
- 2017-18.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.  
**Referred to GG.**
- 2017-18.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-closed** - *Contact sent out on May 28, 2018.*
- 2017-18.E6.4** Create an ad-hoc working group at its second Executive meeting in August 2018 to review the current Congress guideline document. **Consolidated to 2018-19.E2.9**
- 2017-18.E6.5** With help from the chairs of past LACs, review the Congress guidelines document in fall 2018. **Consolidated to 2018-19.E2.9**
- 2017-18.E5.5** In collaboration with the chair of the Congress LAC, the Executive Committee will develop a Congress Report Template by August 1<sup>st</sup>, 2018. **Consolidated to 2018-19.E2.9**
- 2017-18.C3.1** Write detailed procedures on the dissolving (merging) of Centres and post them on the CMOS website. **GG-Open.**
- 2017-18.C1.6** Look at options for the Executive and Council members to share documents. **GG-Open.** *Had introductory discussion with Dropbox Business service. See GG Activity Report for details.*
- 2017-18.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.**
- 2017-18.AG1** The Awards and Prizes Committee to review the description of the Tertia MC Hughes Memorial Graduate Student Prizes to identify the eligible fields of study
- 2017-18.AG2** Executive to look at the option of creating a new type of registration for retirees.
- 2017-18.AG3** Sarah Knight to follow up on writing an article of membership benefits for consultants. **Open.**
- 2017-18.AG4** Executive to follow up with Bob Jones for further work on Weathercaster fee structure. **Open.**

- 2018-19.E1.1** Clarify membership of CMOS Council, with particular reference to Committee Chairs. **GG-Open.**
- 2018-19.E1.2** Send a letter of thanks to the Halifax LAC. **PK-Closed.**
- 2018-19.E1.3** Ensure the adoption of the Code of Conduct developed for the Congress 2018 by the upcoming Congresses. **Exec-Open.**
- 2018-19.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. **Closed by replacement by 2018-19.E2.1**
- 2018-19.E1.5** Continue to work on the IUGG budget, to ensure funding for the CMOS banquet. **Closed by replacement by 2018-19.E2.1**
- 2018-19.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-Closed. Action times noted below**
- 2018-19.E1.7** Contact prospective nominees for the 2018-19 Tour Speaker role identified during Executive Meeting #1 and provide an update to the August executive meeting. **PK-Closed.**
- 2018-19.E1.8** Prepare a proposal to rationalize the Membership Committee and Centre Chairs Committee for the September Centre Chairs Meeting and subsequently the Council meeting **Open: PK, KS, GG.**
- 2018-19.E1.9** Open action item list to be updated and circulated. **Closed – FC**
- 2018-19.E1.10** Draft minutes of the CMOS AGM to be circulated. **Closed – FC.**
- Action: Congress Committee 1:** GG to find the explanation for variance from year to year of the HST.
- Action: Congress Committee 2:** RJ please report back to proposed congress committee on CMOS banquet and awards night.
- Action: Congress Committee 3:** the proposed Congress committee should identify key parts for revision of congress guidelines, budget, and report documents as part of its terms of reference
- Action: Congress Committee 4:** the proposed Congress committee should consider sponsorship within its terms of reference, noting the discussion on particular points above.
- Action: Congress Committee 5:** Congress committee proposal should be raised at next Executive Meeting (Closed).

## Appendix 3

### Minutes

## CMOS Finance and Investment Committee

Thursday, July 12, 2018, 12 pm EDT

<b>Present:</b>	Dave Wartman (DW)	Halifax Congress 2018 LAC Chair
	Bruce Angle (BA)	Ottawa Congress 2020 LAC Chair (Halifax Treasurer)
	Amir Shabbar (AS)	CMOS Treasurer and Toronto Centre Chair
	Paul Kushner (PK)	CMOS President
	Rick Jones (RJ)	IUGG Montreal 2019 LOC Treasurer
	Clark Richards (CR)	Halifax Congress 2018 SPC Chair
	Wayne Richardson (WR)	CMOS Past President
	Kim Strong (KS)	CMOS Vice President
	Jim Abraham (JA)	Halifax Congress 2018 LAC member and Halifax Centre Chair
	Gordon Griffith (GG)	CMOS Executive Director

### 1. INTRODUCTIONS

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PK welcomed everyone to the first Finance and Investment Committee meeting with the new executive committee members from the Toronto Centre. This meeting was also to review congress organization details and to develop a plan on how to improve the process for future LACs. CMOS has been facing an annual deficit primarily resulting from congress financials over the past 3-4 years. This committee needs to understand the congress budgeting process and develop a plan to improve the society's financial standing for the future.

### 2. CONGRESS BUDGETING

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DW and BA provided comments and insight from their experiences organizing the Halifax Congress 2018:

- The Excel spreadsheet template is complicated to use and since it was developed a number of years ago, the corporate memory is not available to help explain the details in the embedded equations, etc.
- Major revenue sources include:
  - Registration (approx. 2/3 of total)
  - Sponsorships: sponsorships took about 150 hours of work to obtain for the Halifax Congress.
  - Abstracts
- Major expense sources include:

- Facilities and Food and Beverage
  - Audio/visual equipment rental
  - CMOS HQ staff and executive committee travel costs
  - There seems to be a variance from year to year of the HST rebate.
- Action: Congress Committee 1:** GG to find the explanation for variance from year to year of the HST.

### 3. IUGG MONTREAL 2019

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RJ has joined Dominique Paquin on the Montreal local organizing committee (LOC) specifically to help with budgeting for the CMOS specific events taking place during the main event. The following ideas are proposed:

- Combining the Patterson-Parsons awards with the CMOS banquet;
- Spreading awards and prizes presentations out over the extent of the event.
- Ensuring that the cost of banquet tickets are included in the event registration fee for CMOS members.

**Action: Congress Committee 2:** RJ please report back to proposed congress committee (see item 6 below) on CMOS banquet and awards night.

### 4. CONGRESS GUIDELINE AND OTHER TEMPLATES

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The following documents exist to help organize a congress:

- Congress guideline version 2011, 2016 version exists as a partial update. This guideline needs updating and reformatting to represent tasks from a more structured project management point of view. Split guideline to highlight LAC and SPC information separately. Coordinate the Science Program Committee (SPC) with the CMOS Scientific Committee each year.
- Budget spreadsheet template: this document needs updating including the addition of detailed explanations for each line item and embedded equations.
- Execution Plan: Developed and used for Halifax 2018. This plan focuses more on the detailed events during the five-day congress.
- Congress Report: Each LAC prepares a detailed report immediately following a congress identifying what went well, what challenges were met and overcome and suggested process improvements for future congresses.

Past and future LAC chairs should meet and share best practices. It was also suggested that the LAC chair sit on the LAC for future congresses. Allowing future LAC chairs to attend current congresses and shadow the current LAC members allows for information transfer. Congress budgets should include costs associated with future LAC chairs attending.

**Action: Congress Committee 3:** the proposed Congress committee should identify key parts for revision of congress guidelines, budget, and report documents. These include a visual overview



tool, budget tool, facilities template, and hour-by-hour execution template for the week of the Congress.

## 5. SPONSORSHIP

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Each LAC feels like they start from scratch with respect to seeking sponsorships. Oscar Koren (Toronto) had been providing assistance in managing the sponsorships for past congresses. Partnerships need to be built from a national perspective that can easily translate into the annual financial support of the congress. There are companies that are consistently the lead sponsorships of the annual congresses and these relationships must be maintained and secured for future years.

**Action: Congress Committee 4:** the proposed Congress committee should consider sponsorship within its terms of reference. In particular, the committee should develop a coordinated approach to sponsorships that includes national CMOS involvement.

We suggested creating a template for sponsorships, having a consistent approach for levels (silver, gold, platinum, etc. – this is in Annex R of Congress guidelines but not obvious), policy, and database.

It was also recommended that there be an ongoing G&C with ECCC and/or DFO for sponsorship to reduce the workload of having to renew this annually.

## 6. NEXT STEPS

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Form an ad hoc working group (“Congress Committee”) made up of past, present and future LAC chairs/members to ensure the congress guidelines and other templates are updated and reformatted into a more user-friendly version. Initial priorities are the budget tool, guidelines document, and liaison with IUGG.

There is potential for this group to transform into a CMOS standing committee that will annually review and revise the congress documents and templates based on future practices.

**Action: Congress Committee 5:** Congress committee proposal should be raised at next Executive Meeting (PK is point person).

## 7. NEXT MEETING

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TBD – October 2018

## 8. SUMMARY OF ACTIONS

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- **Action: Congress Committee 1:** GG to find the explanation for variance from year to year of the HST.
- **Action: Congress Committee 2:** RJ please report back to proposed congress committee on CMOS banquet and awards night.
- **Action: Congress Committee 3:** the proposed Congress committee should identify key parts for revision of congress guidelines, budget, and report documents as part of its terms of reference
- **Action: Congress Committee 4:** the proposed Congress committee should consider sponsorship within its terms of reference, noting the discussion on particular points above.
- **Action: Congress Committee 5:** Congress committee proposal should be raised at next Executive Meeting (PK is point person).

#### **Appendix 4**

### **Developing CMOS Communications – a brief outline of a place to start August 2018**

**By Sarah Knight, Bulletin Editor**

There are several areas that really do need to be addressed for a communications effort to be truly effective in terms of increasing the visibility and impact of the Society, including streamlining the website and increasing the visibility of key members/topics, developing a comprehensive and consistent outreach programme to support the various centres across the country to engage, and developing a much stronger social media presence. These areas are outside of the scope of this proposal, but would be places that I would be happy to advise on, and work with others to develop, at a later date.

- 1) VISION, PRESENCE, STRATEGY. Liaising with executive and council:
  - a. Develop a dedicated page on the website for the media, to include:
    - i. CMOS media engagement contacts list (put together with support from the Scientific Committee). As well as a written bio, photo, and willingness to engage in various media platforms (print, radio/audio interviews for web, television), other opportunities exist here including very short (1-2 min) video introductions to them and areas of expertise or short audio interviews. List would need to identify general spokespeople for broad areas, and experts willing to address only those topics specifically relevant to their areas of research.
    - ii. Clear graphic/overview of CMOS research areas, with key contact people (linking in to contacts list above)
    - iii. Links to past and present press releases, as a list of downloadable PDFs with full web articles available on the Bulletin “News and Events” page.
  - b. Put together a communications strategy for 2019. Linking in with members’ host institutions would be advisable, to establish a connection and ideally an understanding of how each would like to be referenced in media pieces.
- 2) MEDIA: Develop a regular media presence.
  - a. I would suggest aiming for releases every month as a start. The topics of these would be identified by members or the scientific committee, who could identify CMOS contacts to support. This would require the understanding that the scientific committee, and the members themselves, are keeping in touch with what is happening and what topics are timely and relevant to address. My role would be only to support in writing and distributing pieces. Let the Society know what my function is, and why it’s of benefit to them to engage.

- b. Update the Media contacts list that I put together for the congress in 2017. Make use of the contacts of the many members who already engage.
  - c. Work alongside the social media person (once recruited) to broadly distribute messages.
  - d. Consider revisiting the podcast interview series that were conducted for the 2017 congress and had a very broad reach (400-500 listens per day at their peak, still getting over 100 listens per day)
  - e. Other ideas could include better connecting what members are already doing to CMOS – e.g. through social media, the website and Bulletin, have pages that highlight other members blogs and activities – e.g. Phil Chadwick’s blog on his paintings, Dan Weaver’s Instagram account of his photographs, etc.
- 3) OTHER COMMS: Where required – key would be working with the LAC comms person at congress time to ensure that consistency is maintained and contacts are built on (e.g. it is nonsensical that each year a new Facebook group is started for the congress, with all contacts needing to be newly recruited).

As far as timing, I would suggest starting with (1), and working towards getting that piece completed in 2018, with the comms strategy discussed and approved. Establishing (2) by the end of 2018, and having a monthly programme of releases ( and podcasts?blog profiles?) running in 2019 is a realistic goal. Aiming to have a social media person in place and have that platform better scoped out by the end of this year would be advised.

In terms of how you may wish to retain my services, (1) would be a once-off, and I could estimate how many hours may go in to that. For (2) I would suggest a monthly minimum and maximum hourly input on my part, to allow for the setting of realistic goals that support the strategic aims and the financial resources and limitations of the Society.