

CMOS Executive Committee 2018-2019 Meeting #5 2019-02-14
Procès-verbal du comité exécutif de la SCMO 2018-2019 Réunion #5 14-02-2019

Attending:

President	Paul Kushner (PK)	√			
Vice-Pres.	Kim Strong (KS)	√			
Treasurer	Amir Shabbar (AM)	Regrets			
Cor. Sec.	Alanna MacKenzie(AM)	√			
Rec. Sec.	Fred Conway(FC)	Regrets			
Past Pres.	Wayne Richardson (WR)	√			
Exec. Dir.	Gordon Griffith (GG)	√	Congress 2019	Dominique Paquin (DP)	√
Dir. Pub.	Douw Steyn (DS)	√	Congress 2020	Bruce Angle (BA)	√

Attachments to Minutes

1	Action items from Council-3	5	Executive Reports
2	Updated Action Items	6	CMOS Cycle of Activities – Jan-Feb
3	Montreal 2019 LAC Report		
4	Ottawa 2020 LAC Report		

1.	Approval of Agenda / Adoption de l'ordre du jour. Moved (DS) , seconded (WR) unanimous
2.	Approval of Minutes/ Approbation du procès-verbal (Council-3) Moved (DS), seconded (WR) unanimous.
3.	Congress Update/ mise à jour du congrès:
3(a)	<p>Montréal 2019 (DP) – see report in Attachment 3.</p> <ul style="list-style-type: none"> Last day for abstract submission – 18-Feb Banquet: Letters to ECC, DFO and CNC-SCOR to include prize presentations at Banquet. CNC-SCOR OK with arrangements. DFO considering biennial award presentation. No response from ECCC. Student Activities – ideas in development. Have contacted McGill, UofT: news soon. CMOS Booth – have a free booth for the entire event. Conference volunteers – need 300. Will be information on IUGG site soon, but also doing local recruiting. VIA Rail discount has been requested. Received 800 abstracts as of February 13, 2019, low compared to IUGG Prague 2015 with 3,900 at the same time before the event. JPDL, CMOS LAC, IUGG LOC, and CGU representatives to meet via Skype following Executive Committee meeting to discuss low uptake of abstracts and registration. GG and DP will be participating. It was suggested that an extension to the abstract submission date deadline be made. <p>New Action E5.1 – GG and DP will report findings of JPDL, CMOS LAC, IUGG LOC and CGU February 14, 2019 3:00pm meeting. A special meeting of the Executive Committee will be scheduled to discuss IUGG abstract and registration issues if required.</p>
3(b)	<p>Ottawa 2020 (BA) - see report in Attachment 4</p> <ul style="list-style-type: none"> Plans are well underway.

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	<ul style="list-style-type: none"> • Still planning on meeting with departmental reps (ECCC, DFO) to help promote the congress. • Plan for Science Program Committee (SPC) to consult with the CMOS Science Committee to help develop the congress theme. <p>The following suggestions were offered:</p> <ul style="list-style-type: none"> • ARCCU announcements list is a good channel to solicit volunteers. • If Patterson/Parsons Medals Luncheon event offering is in question, an enhanced ice breaker event could be offered instead. • Could also offer a plenary speaker opportunity or a concurrent speaker session to award recipients in lieu of having Patterson/Parsons Luncheon.
3(c)	BA and DP left the meeting before the next item
4.	<p>Executive Reports/Rapports de l'exécutif (provided by PK, KS, GG, AM and DS) - see reports in Attachments 5a-e</p> <p>President:</p> <ul style="list-style-type: none"> • Nothing additional to provided report. <p>Vice-President:</p> <ul style="list-style-type: none"> • Reviewed action items contained in the report. • CMOS Information Leaflet had already been identified for revision and updating. Request was made to have updated leaflet available for March 1, 2019. <p>New Action E5.2: GG to complete CMOS Information Leaflet revision and updating by March 1, 2019.</p> <p>Executive Director:</p> <ul style="list-style-type: none"> • Confirmed receipt of 25 of 43 annual reports to be included in the CMOS Annual Review 2018. Chairs of committees and centres that are delinquent in submitting an annual report have been notified. <p>Corresponding Secretary:</p> <ul style="list-style-type: none"> • List of 25 new members presented for approval. Moved (KS), seconded (AM) unanimous. • To ensure the validity of an application for student membership it was suggested that the application form should include contact information from the applicant's supervisor or program advisor. <p>New Action E5.3: AM to ensure the application form includes a request for contact information from the student applicant's supervisor or program advisor.</p> <p>Director of Publications:</p> <ul style="list-style-type: none"> • Conclusions from A-O Manuscript submission discussion will be reported at next meeting.
7.	<p>Cycle of Activities / cycle d'activités (attachment 6)</p> <ul style="list-style-type: none"> • No activities were identified during this time period.
8	<p>Review of Action Items / examen des éléments d'action – list tabled via agenda attachment 7.</p> <p>Updated list with minutes reflects Executive-5 information.</p> <p>Outstanding Action Item 2016-17.AG1 – impact of waiving student fees:</p> <ul style="list-style-type: none"> • Discussed a report for 2019 AGM • Discussed obtaining student anecdotes about the benefits of membership, a short article in the CMOS Bulletin, and maybe a student survey on engagement sometime in the future.

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	New Action E5.4 – GG to provide statistical information on student membership to KS for report to AGM on impact of waiving student membership fees (Action Item 2016-17.AG1) . KS to deliver report to AGM			
9.	Upcoming Meetings/ réunions à venir – Update of tabled list.			
	Executive Committee	Centre Chair Committee	Council	AGM
	Thursday	Thursday	Thursday	Thursday
		March 07	March 21	
	April 18	June 06	June 13	July 9

DRAFT

Attachment 1
Action Items from CMOS_Executive_5
(Year is 2018-19 unless noted)

E5.1	GG/DP	Report findings of JPDL, CMOS LAC, IUGG LOC and CGU February 14, 2019 3:00pm meeting. A special meeting of the Executive Committee will be scheduled to discuss IUGG abstract and registration issues if required.
E5.2	GG	Complete CMOS Information Leaflet revision and updating by March 1, 2019.
E5.3	AM	Ensure the application form includes a request for contact information from the student applicant's supervisor or program advisor.
E5.4	GG, KS	<p><i>Deliver report on impact of waiving student membership fees to AGM. KS to prepare and deliver report.</i></p> <p><i>GG to provide supporting information to KS:</i></p> <ul style="list-style-type: none"> • <i>Year by year annual counts, for five years, 2015-2019 of</i> <ul style="list-style-type: none"> ○ <i>Number student members</i> ○ <i>Number of student members as % of total CMOS membership</i> ○ <i>resulting impact on fees lost, so number from item 1 x student fee,</i> ○ <i>number of students attending CMOS Congress</i>

Attachment 2
Outstanding Action Items for CMOS_Executive_5
(Year is 2018-19 unless noted)

C3.1	GG	Send reminder to CMOS members re IUGG registrations and call for abstracts (GG needs working link to IUGG summary page for this).	Done at E5
C3.2	GG	Contact CMOS committee chairs to establish a count for needed meeting rooms and provide total count (with number attendees and any date information) to DP for booking in a generic fashion (CMOS Meeting 1 etc).	Done at E5
C3.3	DP	Press for CMOS recognition at IUGG opening ceremony, and CMOS ad on electronic displays	Done at E5
C3.4	KS	Raise concept of “Professional Member” category, with annual vetting, with Centre Chairs, as way to address concerns about vetting of new members.	Open
C3.5	GG,PK, KS	to consider idea of a CMOS member’s Code of Conduct	Open
C3.6	GG,KS, AS	Arrange for sponsorship support for Toronto Science Policy Initiative Feb meeting on Climate Action.	Done at E5
C3.7	GG	Prepare bylaw amendment motions for AGM : <ul style="list-style-type: none"> - Terms of Tertia Hughes award - Creation of Council Chairs and Membership Committee - Duties of VP (see closed Action E2.5) 	open
E4.8	GG	Confirm reception from Royal Society of refund of CMOS PAGSE contribution	Open
E4.9	GG	Arrange for addition of LAC Chair for next Congress to Council membership.	Open
E3.3	GG, PK	conduct a review of the three existing MOUs (RMS, AMS and CGU) will be done to ensure they are kept current and that members of each society can take advantage of the intent of the MOUs with ease. (for example, easily obtaining associate membership with the other societies.)	Open
E2.4	GG,AM	GG to prepare a support paper for a CMOS Green Initiative, and to discuss with AM. <i>A proposal paper will be drafted for the next Executive Committee meeting, using the Global Reporting Initiative. 15-Nov – GG recommended to have GG and 1-2 Council members assume task.</i>	Open

E2.8	GG	GG to prepare a SOW for a contract with Sarah on CMOS Communications with regard to the upcoming IUGG and ongoing CMOS issues. – <i>In Progress</i>	Open
2016-17.AG1	Finance And Invest. Comm.	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. <i>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</i>	Closed with E5.4
2017-18.C3.1	GG	Write detailed procedures on the dissolving (merging) of Centres and post them on the CMOS website.	Closed. No need for action at this particular time
2017-18.AG2	WR	Executive to look at the option of creating a new type of registration for retirees. 15-Nov – PK to WR to consider	Open
2017-18.AG3	GG	Sarah Knight to follow up on writing an article of membership benefits for consultants.	Open
2017-18.AG4	GG	Executive to follow up with Bob Jones for further work on Weathercaster fee structure. 15-Nov PK>GG for consideration.	Closed. Some feedback received.