

**CMOS Executive Committee 2018-2019 Meeting #6 2019-04-18**  
**Procès-verbal de comité Exécutif de la SCMO 2018-2019 Réunion #6 18-04-2019**

**Attending/ présent :**

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

**Attachments to Minutes/Pièces jointes**

1	Action items from Exec-6	6	Recommendations--Undergraduate Scholarship
2	Updated Action Items	7	Recommendations for Projects Maury, Atmosphere
3	CMOS Membership Proposal	8	CMOS Cycle of Activities March-April
4	Meeting Notes -CMOS Membership Proposal	9	Executive and LAC Reports
5	CMOS Prizes and Awards Committee 2018		

1.	<b>Approval of Agenda / Adoption de l'ordre du jour.</b> Moved FC), seconded KS). unanimous
2.	<b>Approval of Minutes/ Approbation du procès-verbal</b> (Council-4). WR noted that his report was not listed in the minutes. <b>Moved</b> (FC), seconded (AS) – minutes approved as corrected. PK advised that the minutes of Council-4 should be circulated to Council with the recent Executive minutes in advance of the next Council meeting.
3.	<b>Congress and Congress Committee Updates/ Congrès et mise à jour des comités du congrès:</b>
3(a)	<b>IUGG2019 in Montréal (DP) – see report in Attachment 9</b> <ul style="list-style-type: none"> <li>○ <b>Participants</b> : currently 1100 registrations, with 30 CMOS members .</li> <li>○ <b>CMOS Banquet</b> – only 11 tickets so far. <ul style="list-style-type: none"> <li>○ A reminder for the banquet will be sent to local CMOS members</li> <li>○ DP will contact JPDL to assure that the banquet is listed on the registration receipt where applicable.</li> <li>○ <b>New Action E6.1</b> – GG to send out a reminder of the banquet with instructions to clarify the registration procedure.</li> </ul> </li> <li>○ <b>CMOS Visibility</b> – PK will participate in the opening ceremony; CMOS will be mentioned on electronic displays (Action Item C3.3 now closed).</li> <li>○ <b>Exhibits</b> : number booked now 120</li> <li>○ <b>Budget</b> : current projection a \$30K surplus</li> <li>○ <b>Student Activities</b> listed on web site.</li> <li>○ <b>Media Coordinator</b> <ul style="list-style-type: none"> <li>○ Situations not resolved. JPDL taking little action (contractual issue not clear) and IUGG not engaged in issue of media/outreach</li> <li>○ Jacques Lavigne was approached and has sent a proposal to handle media/outreach (has options, cost \$8-15K). JPDL is to meet with CMOS/CGU for a decision.</li> <li>○ <b>Revived Action Item E2.8</b> – GG to prepare a draft contract to have Sarah Knight attend IUGG and act as a media rep for CMOS, in cooperation with whatever is decided by IUGG LOC. Decision on contract by end April.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Next IUGG LOC meeting week of 22-April</li> <li>○ <b>CMOS Booth Animation</b> : Lewis Poulin has offered to provide animation for the booth – welcomed by the Executive. DP noted that no issue of licensing is anticipated.</li> </ul>
3(b)	<p><b>Ottawa (BA) -</b></p> <ul style="list-style-type: none"> <li>○ <b>Promotional Material</b> : <ul style="list-style-type: none"> <li>○ Three proposals in response to RFP for Congress Banner, will be evaluated at next LAC meeting.</li> <li>○ Generic Briefing Note prepared.</li> <li>○ PPT presentation (5-minutes) for CMOS Banquet in Montreal in preparation</li> <li>○ <b>New Action Item E6.2</b> : DP to confirm if IUGG registration is necessary to attend CMOS Banquet.</li> </ul> </li> <li>○ <b>Marketing Plan</b> – in works. Have list of 50 contacts and a contacting schedule</li> <li>○ <b>ECCC Meeting (MSC and Science)</b>– still to happen</li> <li>○ <b>Next LAC Meeting</b> – 24-April.</li> </ul>
	<b>BA and DP</b> left the meeting before the next item
4.	<p><b>Remote Access to AGM/ Accès à distance au RGA</b></p> <ul style="list-style-type: none"> <li>○ Plan in preparation. Will be an annotated agenda and procedural rules for remote and local participation.</li> <li>○ Remote access will be via Webex</li> <li>○ Minute taker – GG volunteered and KS offered to provide back up</li> <li>○ Budget presentation – GG will present as in the past. For future AGMs will consider Treasurer’s role</li> </ul>
5.	<p><b>CMOS Membership and Outreach – Ottawa Centre Proposal/ Adhésion et sensibilisation pour la SCMO – Proposition du Centre d’Ottawa (KS)</b></p> <ul style="list-style-type: none"> <li>○ KS tabled the proposal and notes from a related meeting (Attachments 3&amp;4)</li> <li>○ <b>New Action Item E6.3</b> – KS will present proposal to next Centre Chairs Meeting, and also a plan for a pilot project based on this proposal to the Executive and Centre Chairs</li> <li>○ KS noted some suggestions from the related meeting <ul style="list-style-type: none"> <li>○ Raised corporate membership fees to fund education efforts. PK noted that asking for donations might work better.</li> <li>○ CMOS corporate site licensing for software to support education efforts</li> <li>○ Various suggestions to improve the CMOS website, which will be discussed with Sarah Knight</li> <li>○ Proponent Michael Steeves might be interested in SPEC involvement</li> </ul> </li> <li>○ GG noted that the contract for CMOS software up for renewal</li> <li>○ <b>New Action Item E6.4</b> – GG to review options in CMOS software contact re local site licensing.</li> <li>○ <b>New Action Item E6.5</b> – Executive to discuss the CMOS website at its next meeting.</li> </ul>
6	<p><b>Prizes and Awards Committee – Final Report/Rapport final – Comité sur les prix et recompenses</b></p> <ul style="list-style-type: none"> <li>○ Committee report by Denis Bourque tabled (attachment 5). The number of nominations was disappointing. <b>Moved</b> (FC, seconded WR) that GG should seek the required Council approval of the nominations by e-mail vote.</li> <li>○ Undergraduate Prize – nomination of Science Committee tabled (attachment 6). Moved (KS, seconded WR) that the nomination is approved.</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Projects Atmosphere and Maury (attachment 7) – only one application for Project Atmosphere, and none for Maury. Moved (KS, seconded WR) that the Project Atmosphere applicant is approved.</li> </ul>																																												
7	<p><b>Executive Reports/Rapports de l'exécutif (attachment 9)</b></p> <ul style="list-style-type: none"> <li>○ <b>President (PK)</b> <ul style="list-style-type: none"> <li>○ Noted that PK, KS, and GG have regular telecons</li> <li>○ Election procedure at 2019 AGM (with remote access) is under work</li> <li>○ Noted that the Congress Committee has identified a need for software to manage the Congress Science Program</li> </ul> </li> <li>○ Vice-President (KS) <ul style="list-style-type: none"> <li>○ Identified 3 new CMOS Councillors and a CMOS VP candidate. GG noted that a balance between Academe, Government and Private Sector is desirable but the latter is difficult to find.</li> <li>○ Private Sector Committee (PSC) – have members but no chair. KS or PK might chair a re-launch meeting and hope for a volunteer to chair</li> <li>○ SPEC (School and Public Education Committee) – little recent progress</li> <li>○ Committee Terms of Reference – translation in the works.</li> </ul> </li> <li>○ Treasurer (AS) <ul style="list-style-type: none"> <li>○ Financial report shows significant difference between current position and corresponding one last year. Agreed that this is due to the IUGG</li> </ul> </li> <li>○ Corresponding Secretary (AM) <ul style="list-style-type: none"> <li>○ <b>Moved</b> (WR,AS) that membership applications in that report are approved.</li> <li>○ AS noted that he had been told of more applications than were listed – agreed that there may be a lag in the process.</li> </ul> </li> <li>○ Past President (WR) <ul style="list-style-type: none"> <li>○ Working on proposals for CMOS Fellows and Honourary Members, with report to the next Executive meeting.</li> </ul> </li> </ul>																																												
8	<p><b>Cycle of Activities/cycle d'activités</b> (attachment 8)– GG noted that all is in order, except that the Audit has been delayed this year (coming first week in May)</p>																																												
9	<p><b>Review of Action Items/examen des éléments d'action</b></p> <ul style="list-style-type: none"> <li>○ FC noted that item E2.8 (CMOS Green Plan) has been pending for some time due in part to a lack of Executive participation. PK and KS offered to work on the issue with GG</li> </ul>																																												
10	<p><b>Upcoming Meetings/ réunions à venir – Update of tabled list.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Executive Committee</th> <th style="width: 25%;">Centre Chair Committee</th> <th style="width: 25%;">Council</th> <th style="width: 25%;">AGM</th> </tr> </thead> <tbody> <tr> <td><b>Thursday</b></td> <td><b>Thursday</b></td> <td><b>Thursday</b></td> <td><b>Thursday</b></td> </tr> <tr> <td>February 14</td> <td>March 07</td> <td>March 21</td> <td></td> </tr> <tr> <td>April 18</td> <td>June 06</td> <td>June 13</td> <td>July 18</td> </tr> <tr> <td>May 27 – 2 pm</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;"><b>IUGG2019</b></td> </tr> <tr> <td>CNC-SCOR</td> <td>Mon, July 8, 9am</td> <td>MCC-Floor 5</td> <td>524B</td> </tr> <tr> <td>Centre Chairs Committee</td> <td>Mon, July 8, 1 pm</td> <td>MCC-Floor 5</td> <td>524B</td> </tr> <tr> <td>Publications Committee</td> <td>Mon, July 8, 1pm</td> <td>MCC-Floor 5</td> <td>5224A</td> </tr> <tr> <td>Council Meeting</td> <td>Mon, July 8, 3 pm</td> <td>MCC-Floor 5</td> <td>524A</td> </tr> <tr> <td>Annual General Meeting</td> <td>Mon, July 9, 6 pm</td> <td>MCC-Floor 5</td> <td>518C</td> </tr> </tbody> </table>	Executive Committee	Centre Chair Committee	Council	AGM	<b>Thursday</b>	<b>Thursday</b>	<b>Thursday</b>	<b>Thursday</b>	February 14	March 07	March 21		April 18	June 06	June 13	July 18	May 27 – 2 pm				<b>IUGG2019</b>				CNC-SCOR	Mon, July 8, 9am	MCC-Floor 5	524B	Centre Chairs Committee	Mon, July 8, 1 pm	MCC-Floor 5	524B	Publications Committee	Mon, July 8, 1pm	MCC-Floor 5	5224A	Council Meeting	Mon, July 8, 3 pm	MCC-Floor 5	524A	Annual General Meeting	Mon, July 9, 6 pm	MCC-Floor 5	518C
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**Attachment 1**

**Action Items from CMOS Exec-6**

<b>E6.1</b>	GG	send out a reminder of the banquet with instructions to clarify the registration procedure.
<b>E6.2</b>	DP	confirm if IUGG registration is necessary to attend CMOS Banquet.
<b>E6.3</b>	KS	<ul style="list-style-type: none"><li>○ present Ottawa Centre proposal to next Centre Chairs Meeting, and also</li><li>○ present a plan for a pilot project based on this proposal to the Executive and Centre Chairs</li></ul>
<b>E6.4</b>	GG	GG to review options in CMOS software contact re local site licensing.
<b>E6.5</b>	Executive	Executive to discuss the CMOS website at its next meeting.

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**Attachment 2**

**Outstanding Action Items Updated from Exec\_6**  
**(Year is 2018-19 unless noted)**

<b>C4.1</b>	GG	Follow up on opportunity year-end funding from DFP	Closed
<b>C4.2</b>	GG	Prepare a draft Code of Conduct for the April meeting, for presentation to the AGM	
<b>C4.3</b>	GG	Arrange for translation and distribution of CMOS slide deck, English immediately and French as soon as available.	
<b>C4.4</b>	GG	Arrange translation of new TOR of Nominating Committee and include in package for the AGM	
<b>C4.5</b>	GG, LAC2020	Arrange for a small graphics design contract for Congress 2020	LAC looking at proposals
<b>E5.3</b>	AM	Ensure the application form includes a request for contact information from the student applicant's supervisor or program advisor.	In Progress
<b>E5.4</b>	GG,KS	Deliver report on impact of waiving student membership fees to 2019 AGM. KS to prepare and deliver report. GG to provide supporting information to KS: <ul style="list-style-type: none"> <li>• Year by year annual counts, for five years, 2015-2019 of <ul style="list-style-type: none"> <li>○ Number student members</li> <li>○ Number of student memebers as % of total CMOS membership</li> <li>○ resulting impact on fees lost, so number from item 1 x student fee,</li> <li>○ number of students attending CMOS Congress</li> </ul> </li> </ul>	
<b>C3.3</b>	DP	Press for CMOS recognition at IUGG opening ceremony, and CMOS ad on electronic displays	Done
<b>E4.8</b>	GG	Confirm reception from Royal Society of refund of CMOS PAGSE contribution	Open
<b>E4.9</b>	GG	Arrange for addition of LAC Chair for next Congress to Council membership.	Open

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<b>E3.3</b>	GG	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
<b>E2.4</b>	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. PK and KS offered to participate
<b>E2.8</b>	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.
<b>2017-18.C3.1</b>	GG	Write detailed procedures on the dissolving (merging) of Centres and post them on the CMOS website.	Dropped
<b>2017-18.AG2</b>	WR	Executive to look at the option of creating a new type of registration for retirees. 15-Nov – PK to WR to consider	Open
<b>2017-18.AG3</b>	GG	Sarah Knight to follow up on writing an article of membership benefits for consultants.	Open