

CMOS Executive Committee 2018-2019 Meeting #7 2019-05-16
Procès-verbal du comité exécutif de la SCMO 2018-2019 Réunion #7 16-05-2019

Attending/ présent :

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

Attachments to Minutes/Pièces jointes

1	Action items from Exec-7	6	Cycle of Activities – May-June
2	Updated Action Items	7	Executive and LAC Reports
3	CMOS Membership Code of Conduct	8	
4	CMOS AGM Agenda	9	
5	Report of Retired Membership Fees		

1.	Approval of Agenda / Adoption de l'ordre du jour. Moved AS, seconded WR. unanimous
2.	<p>Approval of Minutes/ Approbation du procès-verbal</p> <ul style="list-style-type: none"> • Approval of Minutes of Exec-6: Moved FC, seconded KS, unanimous • PK noted that the upcoming Council meeting will <ul style="list-style-type: none"> ○ View (but not approve) the minutes of Exec-6 ○ Approve the minutes of Council-4 ○ View the minutes of Exec-7, which will be approved by the executive members of Council
3.	Congress and Congress Committee Updates/ Congrès et mise à jour des comités du congrès:
3(a)	<p>IUGG2019 in Montréal (DP) see IUGG 2019 Attachment 7</p> <ul style="list-style-type: none"> ○ Participants : currently 3400 registrations; need 300 more to meet minimum budget ○ CMOS Registrants – 180 (80 students) ○ Sponsors/Exhibitors – goal met ○ CMOS Banquet – only 22 tickets so far. Current position is that 100 attendees is required or banquet will be cancelled. Decision required by June 10. <ul style="list-style-type: none"> ○ Discussion : <ul style="list-style-type: none"> ▪ DP: 100 is a target, can go with fewer. Only fixed price is the bar. Banquet is not restricted to CMOS members, and IUGG registration is not required. ▪ PK : reduce price as incentive? DP: not likely to be effective ▪ Decision : go ahead with banquet, aiming for 40-50 attendees ▪ New Action E7.1 – PK to send out appeal for banquet attendance. DP will determine if a switch to a smaller room for banquet is possible. ○ Media Coordinator <ul style="list-style-type: none"> ○ Situations not resolved. LOC has asked Jacques Lavigne for a lower price option. ○ IUGG Deadline for Oral Presenters : DP has secured an extension for ECCC presenters as gov't approval is slow ○ CMOS AGM Conflict : scheduled for 6 pm 9-July, but IUGG public lecture is scheduled for 7 pm, which may impact the quorum
4.	<p>Remote Access to AGM/ Accès à distance au RGA - GG</p> <ul style="list-style-type: none"> ○ Plan still in development : should have something to share in 1-2 weeks

CMOS Executive Committee 2018-2019 Meeting #7 2019-05-16
Procès-verbal du comité exécutif de la SCMO 2018-2019 Réunion #7 16-05-2019

	<ul style="list-style-type: none"> ○ Remote access will be via Webex, with an administrator (GG's role). No way of gathering individual votes, but a voting procedure has been identified. ○ PK : Helpers will be required for this to run. ○ Issues <ul style="list-style-type: none"> ○ what will remote attendees be able to see? An extra CMOS notebook could be used to give a limited view of the meeting room. ○ Attendee membership will have to be validated. ○ Attendee list will be needed. Remote attendees using Webex could be identified via the Webex control bar, but some may just dial in and Webex does not identify these by name. Roll call procedure will need to be developed with assistance from helpers on site. ○ Practice : GG, PK plan to practice the online access prior to the Council meeting at IUGG, which will also help for the AGM. ○ Other arrangements: the published annual review will be main document for the meeting. This will be available electronically but a limited number paper copies (< 50) will be on hand. GG will send out an invitation to all CMOS members. ○ New Action item 7.6 [added to end of action items on May 21] : PK and GG will identify helpers to assist with IUGG/CMOS AGM roll call and online meeting.
	<p>DP left the meeting</p>
5.	<p>Membership fees for active volunteers/ Frais d'adhésion pour les bénévoles actifs (PK)</p> <ul style="list-style-type: none"> ○ a member has raised this issue – waived membership as a recognition of active volunteering in view of economic hardship ○ Discussion <ul style="list-style-type: none"> ○ Sympathy, but some opposition. Administration would be difficult. A rule based on hours of volunteering would be impossible, so a dues waiving based on need could not be based on activity. ○ New Action Item E7.2: GG and PK to investigate a hardship fund based on donations to CMOS, with input from FC.
6.	<p>CMOS Code of Conduct/ code de conduit (GG,PK) Attachment #3</p> <ul style="list-style-type: none"> ● GG tabled a draft code of conduct based on information from similar organizations ● Discussion: <ul style="list-style-type: none"> ○ This was to follow up on Council action Item C4.2 ○ general support for the content of the draft ○ adoption would require bylaw changes, such as for membership removal ● PK: <ul style="list-style-type: none"> ○ Plan is for consultation based on the draft (GG continuing as lead), including discussion at Council and then AGM 2019, with target adoption at AGM 2020. The next draft will be for fall 2019. ○ Draft needs to be compared for relationship and consistency with Ottawa Congress Code of Conduct (PK will circulate). ○ Draft to be presented to the next Council meeting. ● New Action Item E7.3 – KS to present draft to next Centre Chairs and Membership Committee meeting ● New Action Item E7.4 – GG to work on a second draft for fall of 2019, incorporating the results of consultations
7.	<p>AGM agenda/ Agenda de l'AGM Attachment #4</p>

CMOS Executive Committee 2018-2019 Meeting #7 2019-05-16
Procès-verbal du comité exécutif de la SCMO 2018-2019 Réunion #7 16-05-2019

	<ul style="list-style-type: none"> AM prepared the draft Agenda based on that of the 2018 AGM GG noted that approval of the new CMOS Fellows needs to be added New Action Item E7.5: GG and AM to work on the Agenda for approval by the June 13 Council meeting. GG advised that the Auditors have been at work; a first draft of their report should be available soon, so a meeting of the Audit Committee will be scheduled soon. 																								
	AM left the meeting.																								
8.	Executive Reports / Rapports executifs (Attachment 7)																								
	(a) President/Président – nothing to add																								
	(b) Vice-President/Vice-président: nothing to add. Pleased to report success in recruiting Diane Pendlebury as Corresponding Secretary for two years, starting in July 2019.																								
	(c) Executive Director / Directeur general <ul style="list-style-type: none"> Renewal of Olatech Contract for CMOS software. A desirable option has been offered in a 2-year contract involving support for major projects. CMOS website needs updating and the Congress Committee has identified a need for software to manage the Congress Science Program. A response to Olatech is overdue. The cost would be twice the existing contract: \$1450/mo, or about \$17K over two years Discussion: <ul style="list-style-type: none"> AS: where are the required funds in the 2019 budget? GG: funds in the 2019 budget will be found. <i>In the discussion, it became apparent that spending and approval authorities in CMOS are not well defined, so that what the Exec and/or Council needs or does not need to approve is not clear. The Executive Director does not have a defined spending authority (\$ limit below which he/she needs no approval). The concern is strictly a procedural one.</i> Moved by WR, seconded AS: that Exec approves the new Olatech contract with the recommended option. Unanimous. <i>(this motion was made as a precaution in view of procedural uncertainty).</i> 																								
	(d) Treasurer / Trésorier – nothing to add																								
	(e) Corresponding Secretary / Secrétaire de correspondance <ul style="list-style-type: none"> Moved by FC, seconded WR: that Exec approves the membership applications in this report. Unanimous. 																								
	(f) Past President / Président sortant – report includes a Report on Retired Membership fees (Attachment 5). <ul style="list-style-type: none"> New Action Item E7.6: WR to discuss report and proposal on Retired Membership Fees with GG – AS to be kept in the loop 																								
9.	Adjournment / ajournement – Moved by FC, seconded by WR. Unanimous.																								
	Upcoming Meetings/ réunions à venir – Update of tabled list. <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>April 18</td> <td>June 06</td> <td>June 13</td> <td>-</td> </tr> <tr> <td></td> <td>July 08 (at IUGG, see below for details)</td> <td>July 8 (at IUGG)</td> <td>July 9 (at IUGG)</td> </tr> <tr> <td colspan="4" style="text-align: center;">IUGG2019 CMOS Business Meetings, see this link and click the CMOS tab</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> </tbody> </table>	Executive Committee	Centre Chair Committee	Council	AGM	April 18	June 06	June 13	-		July 08 (at IUGG, see below for details)	July 8 (at IUGG)	July 9 (at IUGG)	IUGG2019 CMOS Business Meetings, see this link and click the CMOS tab				CNC-SCOR	Mon, July 8, 9am	MCC-Floor 5	524B	Centre Chairs Committee	Mon, July 8, 1 pm	MCC-Floor 5	524B
Executive Committee	Centre Chair Committee	Council	AGM																						
April 18	June 06	June 13	-																						
	July 08 (at IUGG, see below for details)	July 8 (at IUGG)	July 9 (at IUGG)																						
IUGG2019 CMOS Business Meetings, see this link and click the CMOS tab																									
CNC-SCOR	Mon, July 8, 9am	MCC-Floor 5	524B																						
Centre Chairs Committee	Mon, July 8, 1 pm	MCC-Floor 5	524B																						

CMOS Executive Committee 2018-2019 Meeting #7 2019-05-16
Procès-verbal du comité exécutif de la SCMO 2018-2019 Réunion #7 16-05-2019

	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

CMOS Executive Committee 2018-2019 Meeting #7 2019-05-16
Procès-verbal du comité exécutif de la SCMO 2018-2019 Réunion #7 16-05-2019

Attachment 1

Action Items from CMOS Exec-6

E7.1	PK	PK to send out appeal for banquet attendance.
E7.2	GG,PK	GG and PK to investigate a hardship fund to support members' dues payments, based on donations to CMOS.
E7.3	KS	KS to present draft CMOS Code of Conduct to next Centre Chairs and Membership Committee meeting
E7.4	GG	Prepare a second draft of the CMOS Code of Conduct for fall 2019, incorporating the results of consultations.
E7.4	GG,AM	GG and AM to work on the Agenda for CMOS AGM 2019 for approval by the June 13 Council meeting.
E7.5	WR,GG	Discuss report and proposal on Retired Membership Fees. AS to be kept in the loop re Budget implications
E7.6	PK, GG	Identify helpers to assist with IUGG/CMOS AGM roll call and online meeting.

CMOS Executive Committee 2018-2019 Meeting #7 2019-05-16
Procès-verbal du comité exécutif de la SCMO 2018-2019 Réunion #7 16-05-2019

Attachment 2

Outstanding Action Items Updated from Exec_7
(Year is 2018-19 unless noted)

E6.1	GG	send out a reminder of the banquet with instructions to clarify the registration procedure.	Done.
E6.2	DP	confirm if IUGG registration is necessary to attend CMOS Banquet – <i>done – registration not necessary</i>	Done.
E6.3	KS	present Ottawa Centre’s draft proposal to next Centre Chairs and Membership Committee Meeting	
E6.4	GG	GG to review options in CMOS software contact re local site licensing.	
E6.5	Executive	Executive to discuss the CMOS website at its next meeting.	
C4.2	GG	Prepare a draft Code of Conduct for the April meeting, for presentation to the AGM	In Progress
C4.3	GG	Arrange for translation and distribution of CMOS slide deck, English immediately and French as soon as available.	
C4.4	GG	Arrange translation of new TOR of Nominating Committee and include in package for the AGM	
C4.5	GG,LAC2020	Arrange for a small graphics design contract for Congress 2020	LAC looking at proposals
E5.3	AM	Ensure the application form includes a request for contact information from the student applicant’s supervisor or program advisor.	In Progress
E5.4	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"> • Year by year annual counts, for five years, 2015-2019 of <ul style="list-style-type: none"> ○ Number student members ○ Number of student members as % of total CMOS membership ○ resulting impact on fees lost, so number from item 1 x student fee, ○ number of students attending CMOS Congress 	
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

CMOS Executive Committee 2018-2019 Meeting #7 2019-05-16
Procès-verbal du comité exécutif de la SCMO 2018-2019 Réunion #7 16-05-2019

E3.3	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
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. PK and KS offered to participate
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.
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	Closed with E7.4
2017-18.AG3	GG	Sarah Knight to follow up on writing an article of membership benefits for consultants.	Open