

CMOS Executive 2019-2020: Meeting No #3
Exécutif de la SCMO 2019-2020: rencontre #3
1200 EDT, Thursday, December 12 / 1200 HNE, jeudi 12 décembre 2019

Minutes

Thursday, 12-Dec-2019, 12 pm EDT

Attending/ présent :

| | | | | | | |
|-------------------|------------------------------|----------|--|----------------------|-----------------------------|----------|
| President | Kim Strong (KS) | √ | | Past Pres. | Paul Kushner(PK) | |
| Vice-Pres. | Marek Stastna(MS) | √ | | Exec Dir | Gordon Griffith (GG) | √ |
| Treasurer | Amir Shabbar (AS) | √ | | Dir. Pub. | Douw Steyn (DS) | |
| Cor. Sec. | Diane Pendlebury(DPe) | √ | | Congress 2020 | Bruce Angle (BA) | |
| Rec. Sec. | Fred Conway(FC) | √ | | Congress 2021 | Dave Fissel (DF) | √ |
| | | | | Congress 2022 | Yanping Li (YL) | |

Attachments to Agenda/Pièces jointes à Ordre du jour

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|----|---|----|-----------------------------------|
| 1 | Agenda CMOS/SCMO Exec_3 2019-12-12 | 9d | Treasurer Activity Report |
| 2 | Draft Minutes_CMOS_Executive_2_2019-10-17 | 9f | Corresponding Sec Activity Report |
| 4 | Update on CMOS 2021 Congress | 9g | Past Pres Activity Report |
| 6a | IUGG-CMOS Montreal Centre Compensation Proposal | 9h | Director of Pubs Activity Report |
| 6b | CMOS Congress-Centre Compensation | 9i | CMOS Congress Code of conduct |
| 7 | CMOS Operational Policy - 2019-12-12 - Redlined | 9j | Congress Guidelines |
| 9a | President Activity Report | 10 | Action Items for Exec-3 |
| 9b | Vice-President Activity Report | 11 | Cycle of Activities |
| 9c | Executive Director Activity Report | | |

Attachments to Minutes/Pièces jointes au Procès verbal

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| 12 | New Action Items from Exec-3 | 13 | Updated Outstanding Action Items from Exec-3 |
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Acronyms Used :

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|--------|---|
| CCMC | CMOS Centre Chairs and Membership Committee |
| SPEC | CMOS School and Public Education Committee |
| MSC | Meteorological Service of Canada, part of Environment and Climate Change Canada |
| DFO | Dept of Fisheries and Oceans |
| PSC | CMOS Private Sector Committee |
| SciCom | CMOS Scientific Committee |
| GHG | Greenhouse Gas |
| AGU | American Geophysical Union |
| ARRCU | CMOS Sig – Atmospheric-Related Research at Canadian Universities |
| JPdL | Event Management Firm – (www.jpdl.com) |

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| 1. | Approval of Agenda / Adoption de l'ordre du jour. Motion to adopt the agenda moved by MS , seconded by DPe . Carried. |
| 2. | Minutes of Executive Committee #2/ Approbation du procès-verbal de la reunion du comité executive #2– agenda attachment 2 |

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| | <ul style="list-style-type: none"> • Revisions to the original draft were discussed. • MS suggested revisions to item 12a <p>Motion to approve amended minutes: moved (AS), seconded (FC) – approved.</p> |
| 3. | <p>Update on the Ottawa Congress/ mise à jour sur le congrès d’Ottawa:</p> <ul style="list-style-type: none"> • BA was not present and had not submitted a report. • MS (from Ottawa LAC report, not available at meeting): <ul style="list-style-type: none"> ○ preparations are well underway, but no commitment has been made re suggestion for Science Fair winner participation. ○ VIA Discounts: Ellen Gute raised issue; BA not sure if this is an LAC or CMOE Exec issue • GG – travel discounts are arranged by LACs, as they must be destination specific <p>New Action Time E3.1: GG to advise BA</p> <p>General Discussion:</p> <ul style="list-style-type: none"> • MS: recent AGU meeting involved considerable GHG offsets. Has this practice been dropped in Canada? • GG: issue of CMOS coverage of GHG offsets at its meetings should be a future discussion topic. • AS: will updated software be available for abstract submissions for Ottawa Congress • GG (from recent discussions with Olatech re contract for upgrades to CMOS software) <ul style="list-style-type: none"> ○ Full software revamp will not be available for Ottawa Congress. More specifics on CMOS wants are needed. ○ Application form for Student Travel Awards now online ○ Existing system has help pages that can help with some difficulties ○ Centre Chairs will see submitted abstracts • GG expressed some concerns about status of Olatech work. |
| 4. | <p>Update from Victoria Congress 2021 (attachment/p.j. 4) and Saskatoon Mise à jour sur les congrès 2021 (Victoria) et 2022 (Saskatoon) Victoria Congress (6-10 June 2021) : DF</p> <ul style="list-style-type: none"> • now have 15 LAC members, 2-3 more needed. First full LAC meeting planned for Jan. • PK has asked that Bancroft (LAC sponsorship lead) join Fissel and Aspin on the CMOS Congress Committee. • Fairmont Hotel and room blocks : available discount ends in Dec. Exec expressed concerns about a commitment to this costly hotel, with penalty risks. • Carbon Reduction Issue : DF noted that this is difficult for a Victoria site due to limited transportation options, but LAC will consider. <p>Saskatoon Congress (2022) : YP</p> <ul style="list-style-type: none"> • No report <p>Future Congresses :</p> <ul style="list-style-type: none"> • GG noted that CMOS should consider the location of the 2023 Congress <p>New Action Item E3.2 : MS to raise issue at next CCMC meeting in January.</p> |
| 5. | <p>Tour Speaker / conférencier itinérant (DPe)</p> <ul style="list-style-type: none"> • Only one confirmed date and venue (Ottawa), but date is during March break • Scheduling effort continues, but no response at all from Newfoundland, Rimouski, or New Brunswick Centres |

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| | New Action Item E3.3 MS to arrange for DPe participation at next CCMC meeting |
| 6. | <p>IUGG - CMOS Montréal Centre Compensation (<i>attachments/p.j. #6a, #6b</i>)</p> <p>GG: JPdL has advised verbally that CMOS proceeds from IUGG 2019 will be about \$75K. The usual formula for Society/Centre sharing of proceeds does not necessarily apply as the 2019 Congress was different (JPdL did much of organizing work). Attachments review past arrangements and suggest a modified formula for this case. In discussion, AS noted that Society's financial position is not rosy.</p> <p>Moved by FC, seconded by MS, that Society adhere to existing formula for sharing of 2019 Congress profit (est. Centre share ~\$7700). Passed by 4-1 vote, AS voting against.</p> |
| 7. | <p>CMOS Operational Policy (<i>attachment/p.j. #7</i>)</p> <p>GG: original draft was presented to Nov Council meeting; current draft includes suggested changes.</p> <p>In discussion, AS noted that he as Treasurer does not have signing authority for logistic reasons (account is in an Ottawa bank), but other organizations do handle such difficulties.</p> <p>Moved by FC, seconded by MS, that CMOS Exec approves the Operational Policy – approved.</p> <p>New Action Item E3.4: AS to explore signing authority logistics.</p> |
| 8. | <p>Contribution from CMOS to International Forum of Meteorological Sciences (IFMS)</p> <p>KS: request received from Harinder Ahluwalia, that CMOS fulfill its commitment to contribute 1% of its membership fees to IFMS.</p> <p>GG: CMOS needs to confirm if there was any such commitment. Council agreed only to monitor IFMS activities. Cost to CMOS would be ~\$300-400/year. Some societies (e.g. AMS) are contributing.</p> <p>AS: such contribution is not in CMOS budget.</p> <p>New Action Item E3.5 KS to acknowledge request and ask for clarification of claimed commitment.</p> |
| 9. | Executive Reports / Rapports executives |
| 9a | <p>President / Président (<i>attachment/p.j. 9a</i>)</p> <ul style="list-style-type: none"> • Ellen Gute (national student rep) has got National Student Committee going, and is asking for copies of the CMOS recruitment postcard for Centre to distribute. • CMOS Membership Code of Conduct – next step in development is distribution to membership at large. Draft covering letter in the works. • Executive Director's contract was signed by KS and MS. • SPEC has been reactivated with new members; some interest in revitalizing UPEC. • Contact from MSC about possible collaboration in encouraging careers in meteorology to secondary and college-level students: scope for SPEC/UPEC partnership. Graduation rates in BSc Atmospheric Science decreasing; U. of Alberta has dropped its program - MSC recruitment affected. |
| 9b | <p>Vice President/Vice-président- <i>attachment/p.j. 9b</i></p> <ul style="list-style-type: none"> • Want to review the SPEC Terms of Reference: purpose should be to organize, not lead, outreach. • Need a Council discussion on who in the Society speaks for Climate Change • From AGU meeting: e-poster session very effective. Will bring to SPEC • Situation with calls from funding organizations difficult. CMOS should lobby funding agencies for increased notice of application dates. |

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| 9c | Executive Director / Directeur exécutif – Attachment/p.j. 9c <ul style="list-style-type: none"> Interviewing a short list of applicants for Bulletin Editor position Hope to have a successful candidate by end of December. | | | | | | | | | | | | | | | | | | |
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| 9d | Treasurer / Trésorière – attachment/p.j. 12d (AS) <ul style="list-style-type: none"> Society financial situation negative in comparison with 2018. Atmosphere/Ocean page charges down – reason not clear. Cost of handling credit card charges higher this year than last – should reduce, perhaps drop AMEX AS expressed concern that CMOS software upgrade contract with Olatech has no delivery dates. GG noted some concerns about current progress of work. New Action Item E3.6 GG to get a full update on the status of the Olatech contract. | | | | | | | | | | | | | | | | | | |
| 9f | Corresponding Secretary/Secrétaire de correspondance–Attachment/p.j. 9g <ul style="list-style-type: none"> SIG Budget requests – received from Arctic (asked for \$0) and ARRCU Moved by DPe, seconded MS, that the seven new members listed in the attached report are approved –passed. | | | | | | | | | | | | | | | | | | |
| 9g | Past President / Président sortant—Attachment/p.j. 9g, 9i,9j KS (noted that PK is at AGU meeting): <ul style="list-style-type: none"> Draft Congress Code of Conduct attached: comments to PK. Final approval at AGM Draft revised Congress Guidelines attached – comments to PK | | | | | | | | | | | | | | | | | | |
| 9h | Director of Publications / Directeur des publications – Attachment/p.j. 9h <ul style="list-style-type: none"> DS not present: no discussion of report | | | | | | | | | | | | | | | | | | |
| 10 | Review of Action Items / examen des éléments d'action – Attachment/p.j. #10 <ul style="list-style-type: none"> Not discussed. List will be updated from executive reports. | | | | | | | | | | | | | | | | | | |
| 11 | Cycle of activities / cycle d'activités – attachment/p.j. #11 <ul style="list-style-type: none"> Review of cycle showed that draft new budget and review of fees had been due GG noted that the draft budget would be prepared in the new year. | | | | | | | | | | | | | | | | | | |
| 15 | Adjournment/Ajournement: Moved by MS, seconded FC – approved. | | | | | | | | | | | | | | | | | | |
| | <p>Upcoming Meetings 2019-2020 / réunions à venir 2019-2020</p> <table border="1"> <thead> <tr> <th>Executive Committee</th> <th>Centre Chairs & Membership Committee</th> <th>Council</th> </tr> </thead> <tbody> <tr> <td>Thursday</td> <td>Thursday</td> <td>Thursday</td> </tr> <tr> <td>December 12</td> <td>January 09</td> <td>January 16</td> </tr> <tr> <td>February 13</td> <td>March 05</td> <td>March 19</td> </tr> <tr> <td>April 16</td> <td>May 24</td> <td>May 24</td> </tr> <tr> <td></td> <td></td> <td>AGM May 26</td> </tr> </tbody> </table> | Executive Committee | Centre Chairs & Membership Committee | Council | Thursday | Thursday | Thursday | December 12 | January 09 | January 16 | February 13 | March 05 | March 19 | April 16 | May 24 | May 24 | | | AGM May 26 |
| Executive Committee | Centre Chairs & Membership Committee | Council | | | | | | | | | | | | | | | | | |
| Thursday | Thursday | Thursday | | | | | | | | | | | | | | | | | |
| December 12 | January 09 | January 16 | | | | | | | | | | | | | | | | | |
| February 13 | March 05 | March 19 | | | | | | | | | | | | | | | | | |
| April 16 | May 24 | May 24 | | | | | | | | | | | | | | | | | |
| | | AGM May 26 | | | | | | | | | | | | | | | | | |

Attachment 12

Action Items from CMOS Exec-3

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| E3.1 | GG | Advise BA the LAC has lead in arranging for for Congress travel discounts | |
| E3.2 | MS | Raise issue of 2023 Congress location with CCMC at January meeting | |
| E3.3 | MS,DPe | Discuss Touring Speaker arrangements at CCMC January meeting. | |
| E3.4 | AS | Explore logistics for new signing authorities | |
| E3.5 | KS | Acknowledge to Harinder Ahluwalia reception of IFMS funding request, and aks for clarification of cited CMOS commitment | |
| E3.6 | GG | Get a full update on the status of the software update contract with Olatech. | |

**Attachment 13 – Outstanding Action Items from CMOS Exec-3
 (Year is 2019-20 unless specified)**

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| C2.1 | AS/GG | Review draft of CMOS Operational Policy with comments and present to Exec_3 | Closed with E3 approval |
| C2.2 | MS | Acknowledge AMOS proposal for a joint statement on the recently released IPCC Special Report on Oceans and Cryosphere | Closed by KS. Now awaiting SciCom response. |
| C2.3 | MS/KS | Write to ECCC/DFO suggesting encouragement of local conference attendance. | Status: KS drafted letter, sent it to LOC/SPC chairs for feedback and to confirm addressees. |
| E2.3 | DS | Discuss with Taylor & Francis the implementation of the publication sharing process in the proposed MOU with the Royal Meteorological Society. | Awaiting response from T&F |
| E2.4 | KS | Discuss draft CMOS Membership Code of Conduct with CCMC. | Drafting covering letter for circulation to membership. |
| E2.5 | Exec | Consider possible sponsors for CMOS participation in Project Atmosphere. | Status: closed. KS revised the two-pager slightly based on Exec feedback and sent it to Denis to circulate to potential sponsors. |
| E2.7 | GG | Take lead in collection of bios of CMOS Councillors for posting on CMOS website. | Progress. Lead with GG. 6 of 14 received |
| C1.4 | KS/SC | Review AMOS Position Statement on International Cooperation and Data Sharing Agenda and recommend re. endorsement. | Status: awaiting response from SciCom. |
| C.1.7 | GG | Seek legal advice re. implications of adopting a membership code of conduct. | Postponed at E2. See E2.4 |
| E1.3 | GG | Update CMOS reference about its charitable status on CRA website when annual report on CMOS charitable status is done (spring 2020). | Open |
| 2018-19AGM.2 | Exec | With respect to the impact of waiving student membership fees since 2017, it was recommended to collect two more years of data to better inform a decision on whether or not to continue to waive the student membership fee. (Executive Committee). | Open |
| 2018-19E7.2 | GG,PK | GG and PK to investigate a hardship fund to support members' dues payments, based on donations to CMOS. | Open. PK reviewed new AMS dues at C2. |
| 2018-19E5.3 | Cor.Sec. | Ensure the application form includes request for contact information of the student applicant's supervisor/program advisor. | Issue considered to be closed. |

Minutes CMOS Executive 2019-20 Meeting #3 2019-12-12
 Procès-verbal du comité Exécutif de la SCMO 2019-20 Réunion #3 12-12-2019

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| 2018-19E3.3 | 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.) | In works. RMS renewal approved at C-2 |
| 2018-19E2.4 | 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. No action in prospect. |