

CMOS Executive 2019-2020: Meeting No #5
Exécutif de la SCMO 2019-2020: rencontre #5
1200 EST, Thursday, April 16 / 1200 HNE, jeudi 16 avril 2020

Minutes

Thursday, 16-April-2020, 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	David Fissel (DF)	✓
				Congress 2022	Yanping Li (YL)	✓

Attachments to Agenda/Pièces jointes à Ordre du jour

1	Agenda_CMOS_Executive_5_SCMO_2020-04-16	7d	Treasurer Activity Report
2	Draft Minutes_CMOS_Council_4_2020-03-26-rev1	7e	Past President Activity Report
3	LAC 2021_Activity Report	7f	Corresponding Secretary_Activity Report
5	CMOS Prizes and Awards 2019_summary	7g	Director of Pubs Activity Report
7a	President Activity Report	8	Cycle of Activities
7b	Vice-President Activity Report	9	Action Item for CMOS_Exec_5
7c	Executive Director Activity Report		

Attachments to Minutes/Pièces jointes au Procès verbal

10	New Action Items from Exec-5	11	Updated Outstanding Action Items from Exec-5
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Acronyms Used :

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
SPC	Congress Science Program Committee
ARCCU	CMOS SIG: Atmospheric-Related Research at Canadian Universities
SciCom	CMOS Scientific Committee
SIG	CMOS Significant Interest Group

Meeting convened at 12:07 pm with Kim Strong in the chair.

1.	Approval of Agenda / Adoption de l'ordre du jour. Adoption moved by FC , seconded by MS . Carried.
2.	Minutes of Council #4/ Approbation du procès-verbal de la reunion du conseil #4– agenda attachment 2 <ul style="list-style-type: none"> • These minutes were reviewed, for later consideration by Council • Correction noted: AS did not abstain in item 2
3a	Update on the Ottawa Congress/ mise à jour sur le congrès d'Ottawa:

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BA: re Congress cancellation:

- Venue contract with Delta has been cancelled with no penalty, except for commitment to use hotel for 2023 Congress
 - Ottawa Centre has not agreed to host the 2023 Congress; to be considered in future
- AV contract with Freeman (now Encore) cancelled without liability
- Salvage efforts for science work:
 - Considering a webinar on 21-Sep (Ottawa tornado anniversary) with 1-2 half day sessions, with a professional webinar host (mostly technical support)
 - Session 1: panel discussion
 - Session 2: tornado outbreak papers
 - SPC Chairs (Gord McBean and Len Barrie) contacting paper submitters
 - Mike Manore (Congress AV lead) contacting Freeman: cost estimate \$5-\$10K, but more if some presentations pre-recorded
 - Possibly 150 attendees – many for a webinar
 - Initial planning shared with KS and MS: details still to be determined
 - No plans to seek cost recovery from speakers or participants
- Issues:
 - **Cost of webinar:** who covers? Centre? National? Shared?
 - **Framework for Future Congresses** (added by DF, BA endorsed)
 - Other papers submitted to Congress could be presented in a self-organized webinar approach
 - Trend is to more virtual meetings to reduce travel: salvage approach of Ottawa Congress should be a trial run for the future.
- Discussion
 - Virtual Congress Issues
 - AS: need physical Congress for CMOS revenues
 - DPe: how recover costs with a virtual Congress
 - PK: physical format allows issue of public statements with publicity.
 - Timing:
 - KS,PK: Sept time frame bad for academics. Would be good to do something in May.
 - PK: SPC should run as many sessions as possible in May. Important to maintain CMOS sense of community and CMOS profile, after IUGG in 2019.
 - BA: current plan is very government-centred. How coordinate sessions for end May?
 - DF: an event later than end Sept would impact Victoria Congress
 - Two Phase approach: Plenary (Ottawa Plan) and Others
 - MS: need to consider more than just the plenary sessions. Need a second phase or effort to consider the other submissions
 - DF: two phase approach okay (though timeframe to avoid impacting Victoria)
 - PK: SPC should run as many sessions as possible in the same week in May. Should plan this at next Congress Committee meeting. Session convenors have contacts for sessions which had been planned..

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	<ul style="list-style-type: none"> • Next Steps (KS): <ul style="list-style-type: none"> ○ Executive endorses Ottawa planned session. ○ New Action Item E5.1: Executive to discuss format of other sessions with SPC. ○ New Action Item E5.2: LAC to submit cost proposal for Ottawa session to Council for approval.
3b	<p>Update from Victoria Congress 2021 Mise à jour sur le congrès 2021 (Victoria)</p> <ul style="list-style-type: none"> • DF <ul style="list-style-type: none"> ○ First full LAC meeting scheduled for 16-April, by Zoom videoconference software (DF bought a short-term personal license for \$20). ○ Situation in Victoria at time of planned 2021 Congress uncertain : planning for a full meeting but with continuing COVID-19 issue situation may change. LAC plans for at least the plenary to be available online. ○ Issues : <ul style="list-style-type: none"> ▪ Victoria as 55th or 54th Congress – in view of Ottawa cancellation? ▪ Planning for poster and theme to be ready by end May, but what replaces the expected publicity opportunity at the cancelled Ottawa Congress? • KS : <ul style="list-style-type: none"> ○ Go with Victoria as 55th Congress ○ Poster and theme can be advertised on CMOS website, by general member e-mail, and social media • PK : theme etc can be announced at the 2020 AGM and awards session • Comment (MS,KS) – final Congress theme should consider all CMOS communities
3c	<p>Update from Saskatoon Congress 2022 Mise à jour sur le congrès 2022 (Saskatoon)</p> <ul style="list-style-type: none"> • YP had left the meeting
4	<p>Alternative plans for AGM and other business meetings Plans alternatifs pour la RGA et autres reunions d'affaires</p> <p>KS: AGM and meetings will be held online; after consultation, scheduled for 2 pm Mon 25-May</p> <p>GG:</p> <ul style="list-style-type: none"> • Working on Annual Review. Many reports in and translated: Sarah Knight is assembling the final report • Awaiting auditor’s report (in works). When received the audit committee will meet to finish the Society Financial Report • Working on the AGM agenda, which will be circulated to Executive prior to the announcement by e-mail to all members with draft agenda. The announcement is a regulatory requirement: we are now within the required time window. • Investigating software platform for AGM. Have Webex from DFO, but version only allows for 25 participants. Asked DFO for upgraded version: no answer. Looking at Zoom: would require purchasing a license. <p>KS: supported purchase of a Zoom license. UofT Dept bought a 1-yr group license for \$2000 which allows 20 licenses.</p>

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5	<p>CMOS Prizes and Awards 2019 Approvals (att 5) Approbation pour les prix et les récompenses de la SMOC 2019 (p.j. 5) Moved (PK, seconded DPe) that recommendations of the Prizes and Awards Committee are adopted. Motions approved, KS abstaining. GG: the report of the Fellows Committee arrived late. Council approval required. Moved (FC, seconded AS) that the Executive endorses the report of the Fellows Committee. Approved. GG:</p> <ul style="list-style-type: none"> • No report from the Science Committee yet re scholarships • Project Maury has been cancelled for 2020 • Project Atmosphere will be online for 2020 (cost \$500). There is a candidate – name to come. • Re Recognition of award winners etc: recommend announcement at AGM <p>PK: recommend a videoconference cocktail to celebrate awards, to be arranged by LAC. BA agreed. New Action Item E5.3: Ottawa LAC to arrange for an Awards videoconference cocktail</p>
6.	<p>Tour Speaker / conférencier itinérant (DPe) DPe:</p> <ul style="list-style-type: none"> • Planned touring presentations were not all made. When State of Emergency started all yet to be done were put on hold • A few presentations were done online, in March. Most missed presentations were for centres east of Toronto; Quebec ones were never scheduled due to issues with identifying the speaker. • Planning for the 2021 Touring Speaker program will start after the AGM. The speaker has already been determined. <p>KS: 2021 Speaker (Katya Fennel) is a busy person. Planning needs to start soon. Videoconference presentations can be a fallback.</p>
7.	<p>Executive Reports / Rapports executives - Highlights/Points fort</p> <ul style="list-style-type: none"> • BA left the meeting in the course of the Executive Reports.
7b	<p>Vice President/Vice-président- attachment/p.j. 7b MS:</p> <ul style="list-style-type: none"> • Looking at approaches for online work. Twitter posters of interest • For 2021, should definitely limit the number of touring speakers in one year, and record the presentation every year. • Lightning posters of interest, though a big screen is required. Twitter posters have an expiry date, which is desirable by those concerned about their work being copied.
7d	<p>Treasurer / Trésorier – attachment/p.j. 7d AS:</p> <ul style="list-style-type: none"> • Reports show that \$15K has been spent of the 2020 Congress (\$4K deposit to the venue hotel. Not clear if the report includes the \$20K the venue hotel is to return, or how much of the expenditures can be recovered. • Reports show receipts of \$54K. Presumably most of this concerns the Congress (abstract fees, renewals) which must be refunded – but figure could include membership renewals. <p>GG: Office Manager provides monthly financial reports, which should clarify.</p>

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7f	Corresponding Secretary/Secrétaire de correspondance–Attachment/p.j. 7f DPe: no new membership applications to consider.												
8	Cycle of activities / cycle d’activités – attachment/p.j. #8 – no discussion												
11	<p>Review of Action Items / examen des éléments d'action – Attachment/p.j. #9</p> <ul style="list-style-type: none"> • List not reviewed in detail. • FC noted that there had been no recent progress reports from Olatech re the software update project <ul style="list-style-type: none"> ○ GG: a link to the beta version of the new website had been sent to the project committee. ○ New Action Item E5.4: GG to provide this link to the executive • AS noted that the Society Financial Report is needed for the preparation of the Treasurer’s Report for the Annual Review <ul style="list-style-type: none"> ○ GG: auditor report expected shortly; the audit committee should then meet in the next week or two to complete the Financial Report 												
12	<p>Upcoming Meetings 20110-2020 / réunions à venir 20110-2020</p> <ul style="list-style-type: none"> • PK asked that the dates and times of CMOS business meetings be added to the meeting list in the minutes. He noted that ARCCU is to meet online on the week after the AGM • DF: Arctic SIG will have an online meeting after the business meetings <p>New Action Item E5.5: GG to contact committee chairs to try to schedule the business meetings, likely the week of May 25 or the week after.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Executive Committee</th> <th style="width: 33%;">Centre Chairs & Membership Committee</th> <th style="width: 33%;">Council</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Thursday</td> <td style="text-align: center;">Thursday</td> <td style="text-align: center;">Thursday</td> </tr> <tr> <td style="text-align: center;">April 16</td> <td style="text-align: center;">May 24</td> <td style="text-align: center;">May 24</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">AGM May 25 2 pm</td> </tr> </tbody> </table>	Executive Committee	Centre Chairs & Membership Committee	Council	Thursday	Thursday	Thursday	April 16	May 24	May 24			AGM May 25 2 pm
Executive Committee	Centre Chairs & Membership Committee	Council											
Thursday	Thursday	Thursday											
April 16	May 24	May 24											
		AGM May 25 2 pm											
13	Adjournment/Ajournement: Moved by PK , seconded MS – approved. Meeting adjourned at 2:10 pm.												

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Attachment 10

Action Items from CMOS Exec-4

E5.1	Exec	Discuss with Ottawa SPC possible format of online Congress sessions other than plenary	
E5.2	BA	Ottawa LAC to submit cost proposal for Ottawa Plenary session to Council	
E5.3	BA	Ottawa LAC to contact Awards Coordinator re possible Awards celebration.	
E5.4	GG	Provide link to beta version of new CMOS website to Executive	
E5.5	GG	Arrange schedule of online CMOS business meetings with committee chairs, for week of 25-May or 1-June	

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Attachment 11 – Outstanding Action Items from CMOS Exec-5
(Year is 2019-20 unless specified)

C4.1	GG	ask the Awards Committee for ideas for the Awards Ceremony in connection with an online Congress	Closed.
C4.2	GG	discuss with Olatech required changes to website re donations.	
C4.3	GG	send reminder to Councillors who have not provided photo and bio.	Closed.
C4.4	GG	review capacity/attendance limit of Webex	Closed.
C3.1	GG	Consider wording for a multi-year or stronger automatic renewal arrangement for future personal service contracts.	Open
C3.7	GG/AS	Explore logistics and costs of suggested new Signing Authority Procedure and report to Exec	GG to follow-up with CIBC
E2.4	PK, GG, CR	Complete review process for CMOS Membership Code of Conduct: review complete member comments prepare next version by Exec-4 (13-Feb). Next legal review and consideration by 2020 AGM. E4 – deadline changed to C4	Open. At legal review.
E2.7	GG	Take lead in collection of bios of CMOS Councillors for posting on CMOS website. Development site: https://www.cmos.ca/site/council	Progress. Lead with GG Missing: Tim, Clark, Diane, Felicia and Laura
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. Discussed at E4
2018-110AGM.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
2018-110E7.2	GG,PK	GG and PK to investigate a hardship fund to support members' dues payments, based on donations to CMOS.	Closed. PK recommended dropping at E4
2018-110E3.3	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