

Minutes

Thursday, 10-Dec-2020, 12 pm EDT

Attending/ présent :

President	Marek Stastna (MS)	√		Past Pres.	Kim Strong (KS)	√
Vice-Pres.	Jim Abraham (JA)	√		Exec Dir	Gordon Griffith (GG)	√
Treasurer	Amir Shabbar (AS)	√		Dir. Pub.	Douw Steyn (DS)	√
Cor. Sec.	Diane Pendlebury (DPe)	√		Congress 2021	Dave Fissel (DF)	√
Rec. Sec.	Alexandre Audette (AA)	√		Congress 2022	Yanping Li (YL)	√

Attachments to Minutes/Pièces jointes

1	The State of CMOS Scholarships	3	Cycle of Activities – Oct-December
2	The CMOS Strategic Plan Consultation Process	4	Executive and LAC Reports

Acronyms Used :

CMOS-CCMC	CMOS Centre Chair and Membership Committee
PECC	Planetary Exploration Consultation Committee (Canadian Space Agency)
SPEC	CMOS School and Public Education Committee
ECCC	Environment and Climate Change Canada
DFO	Dept of Fisheries and Oceans
NSERC	Natural Sciences and Engineering Research Council of Canada

1.	Approval of Agenda / Adoption de l'ordre du jour. (MS) KS moved, AS seconded. <i>Carried.</i>
2.	Review of minutes from Executive Committee meeting #2 JA moved, DPe seconded. <i>Carried.</i>
3.	Update on the CMOS Congress/mise à jour sur le congrès de SCMO
3(a)	<p>Victoria Congress (DF)</p> <ul style="list-style-type: none"> • See attachment 3a for details. • Learning on how online meetings are working by attending to different meetings in December. • Seems like the Arctic Change meeting is a good starting point for Victoria 2021. • Lots of work will have to be put into organizing the labour aspect of the meeting. • Typical schedule: late morning ET until 5PM ET. • AS: Expenditures question – “Previous in-person meetings costs” DF: Initial deposits already paid about 1 year ago. Looking into possible reimbursement. • MS: We should increase the coop student remuneration (6K to 9K maybe). DF: The 6K was the net counting the subsidies.

CMOS Executive Committee 2020-21 Meeting #3 2020-12-10

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3(b)	CMOS/CGU 2022 Saskatoon Congress (YL) – Most serious discussions will take place in January when we know more about the distribution of the vaccine.
4	Tour Speaker / conférencier (DPe) <ul style="list-style-type: none"> • Contacted Katja to do a scientific talk and a public lecture + Q&A session. • See attachment 7f section 4 for more details. • Biggest challenge will be advertising the public lecture.
5.	CMOS Strategic Planning exercise (MS) <ul style="list-style-type: none"> • See attachment 5a,5b and 5c • External review of the governance of CMOS: Institute of governance (IOG) (See att. 5c for details about how) • IOG goal: help non-profit organizations to improve their governance. • MS: Important because we are an aging organization that depends a lot on voluntary work. • IOG charges \$9,960.00 for this review. • GG: Asks to increase our relief loan from the government from \$40K to \$60K (keeping \$20K now instead of \$10K). AS: Pretty good deal • JA: This is part of the overall strategic plan. We are doing this thoroughly. • JA: Motion: CMOS authorizes the contract with IOG for the \$9,960.00. DPe seconded. <i>Motion carries.</i>
6.	CMOS Website and Olatech contract (MS) <ul style="list-style-type: none"> • New website rolled out. • Olatech contract ends in May. • Unhappiness about the website has to be directed to both CMOS and the tech company. • Website should continue to get better. The French version is improving and being worked on. Olatech hopes to have it back online on Friday or at least next Monday. • DPe: Comment on Website – No pictures, not very exciting to look at. More could be done with the visual impact. • MS will lead a review of CMOS technical needs in the coming months. (Action item.)
7.	Executive reports
7(a)	President/Président MS : - See attachment 7a for details. <ul style="list-style-type: none"> • We can increase the number of some scholarships without any issues with the by-laws. MS proposes to increase the Tertia Hughes awards to 4. (JA moves, DPe seconds, <i>Carries.</i>) • Scientific committee co-chair has resigned. We need to rethink what Sci. Comm. does and how to make sure it is active. • Bulletin editor has resigned. Pressing matter. DS: Return to the other candidates that got interviews last year? They were outstanding and were not rejected due to lack of skills. Motion: Executive support the director of publications to reach to the previous two other candidates for bulletin editor. (DPe moved, JA seconded. <i>Carries.</i>) JA: A newsletter would be of great interest to the members. DS: We need a Bulletin editor that has knowledge of the society, or else the learning curve will be really steep.
7(b)	Vice President/Vice-président JA : See attachment 7b for details.

CMOS Executive Committee 2020-21 Meeting #3 2020-12-10

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	<p>The group registration for congresses for government employees has been approved by the Met Services and ECCC, just waiting on approval by their finance part for a tool to get this working. GG: Letter of agreement drafted between the WMO and CMOS for the group registration (\$20K)</p>																				
7(c)	<p>Executive Director GG – See attachment 7c for details. Website updates are more detailed in att. 7c.</p>																				
7(d)	<p>Treasurer AS: See attachment 7d for details. Finances in pretty good shape because we have less expenses.</p>																				
7(e)	<p>Recording Secretary AA - No report.</p>																				
7(f)	<p>Corresponding Secretary/ Secrétaire correspondante DPe See attachment 7f for details. New member approval: DPe moved, DS seconded. (<i>Carries.</i>)</p>																				
7(g)	<p>Past President / Présidente sortante KS: (Had to leave early). See attachment 7g.</p>																				
7(h)	<p>Director of publications DS: See attachment 7h for details. We are doing fine in terms of ethics in our publications.</p>																				
8.	<p>Cycle of activities / cycle d'activités – (DPe) Lot of deadlines coming up before the next Executive meeting. DPe invites all exec to look at the cycle of activity to familiarize with the deadlines. See attachment 9 for details.</p>																				
9.	<p>Review of Action Items / examen des éléments d'action (AA):</p> <table border="1"> <tr> <td>C2.4b</td> <td>MS</td> <td>By Council meeting C3, present a proposal on how the online 2023 Congress organization will work.</td> <td>Open.</td> </tr> <tr> <td>C2.4b</td> <td>JA</td> <td>Raise the idea of a coalition of smaller centers organizing the 2023 congress to Centre Chairs and Membership Committee.</td> <td>Open.</td> </tr> </table>			C2.4b	MS	By Council meeting C3, present a proposal on how the online 2023 Congress organization will work.	Open.	C2.4b	JA	Raise the idea of a coalition of smaller centers organizing the 2023 congress to Centre Chairs and Membership Committee.	Open.										
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10.	<p>Upcoming Meetings 2020-2021 / réunions à venir 2020-2021 –</p> <table border="1"> <thead> <tr> <th>Exec</th> <th>CCMC</th> <th>Council</th> </tr> <tr> <th>Thursday</th> <th>Thursday</th> <th>Thursday</th> </tr> </thead> <tbody> <tr> <td>December 10</td> <td>January 07</td> <td>January 14</td> </tr> <tr> <td>February 11</td> <td>March 04</td> <td>March 11</td> </tr> <tr> <td>April 15</td> <td>May 20</td> <td>May 23</td> </tr> <tr> <td></td> <td></td> <td>AGM May xx</td> </tr> </tbody> </table>			Exec	CCMC	Council	Thursday	Thursday	Thursday	December 10	January 07	January 14	February 11	March 04	March 11	April 15	May 20	May 23			AGM May xx
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11.	<p>Adjournment / ajournement</p>																				

CMOS Council 2020-21 Meeting #2 2020-11-12
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Attachment 12: New Action Items from CMOS Executive 3

C3.6	MS	Lead a review of CMOS technical needs in the coming months.	Open.
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Attachment 13: Outstanding Action Items
(Year is 2020-21 unless specified)

C2.4b	MS	By Council meeting C3, present a proposal on how the online 2023 Congress organization will work.	Open.
C2.4b	JA	Raise the idea of a coalition of smaller centers organizing the 2023 congress to Centre Chairs and Membership Committee.	Open.
E2.1	MS	Get more details on the new scholarships for the next executive meeting and will report at the next Council meeting as well.	Reported on at C2.8
E2.2	MS	Bring the results of the member survey on the strategic plan to the February Executive meeting.	Open
E2.3	MS	Discuss with JA (and KS) to get ideas for an external consultation on our structure and way of functioning. Bring this to executive committee before council.	Open.
C1.1	MS, JA, GG	Come up with specific ideas and guidelines to get a consent agenda for each meeting and will report back at the next Council meeting.	Open
C1.2	MS, GG	Post-mortem on who did and did not have a tour speaker.	Open.
C1.3	MS, GG	Obtain ARRCU budget information and actual spendings.	Open.
E1.1	AS	Contact Delta Ottawa for the 2020 congress venue refund of \$20K deposit.	Updated on C2.10d. Open.
2019-20AGM.1	MS	Ensure that Council completes the development of a management process for the CMOS Members' Code of Conduct by the end of calendar year 2020, for presentation to the 2021 AGM.	Open
2019-20AGM.2	Fellows Committee	Review and rationalize the Fellow category and recommend any changes to Council and subsequently the AGM, with legal review if deemed necessary. (.)	
2019-20C5.1	KS, MS	Complete assessment of virtual Congress for inclusion in the official Congress report.	
2019-20C5.2	GG	GG to clarify items included in "Bulletin Renewal-Online" Congress	
2019-20E5.2	BA	Ottawa LAC to submit cost proposal for Ottawa Plenary session to Council	Open
2019-20C4.2	GG	Discuss with Olatech required changes to website re donations.	Open

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2019-20C3.7	GG/AS	Explore logistics and costs of suggested new Signing Authority Procedure and report to Exec	CIBC Forms being signed
2019-20C3.1	GG	Consider wording for a multi-year or stronger automatic renewal arrangement for future personal service contracts.	Open
2019-20E2.7	GG	Take lead in collection of bios of CMOS Councillors for posting on CMOS website.	Progress. Lead with GG Missing: Tim, Clark, Diane, Felicia and Laura
2019-20E1.3	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
2018-19AGM.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
2018-19E3.3	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.)	Update at C4: RMS – awaiting return of signed version from RMS AMS – done and posted on website CGU – under review AMOS – done and posted.