

CMOS Executive Committee 2020-21 Meeting #4 2021-02-11
Procès-verbal du comité exécutif de la SCMO 2020-21 Réunion #4 11-02-2021

Minutes
Thursday, 11-Feb.-2021, 12 pm EDT

Attendance:

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)	Regrets
Cor. Sec.	Diane Pendlebury (DPe)	√	Congress 2022	Yanping Li (YL)	Regrets
Rec. Sec.	Alexandre Audette (AA)	√			

Agenda Attachments

1	Agenda_CMOS_Executive_SCMO_2021-02-11-DRAFT	9c	Dir_Exec_Activity Report_CMOS_Executive_4-2021-02-11
2	Draft Minutes_CMOS_Council-3_2021-01-14	9d	Treasurer_Activity Report_CMOS_Executive_4-2021-02-11
3a	LAC_2021_Update on CMOS 2021 Congress - Feb 2021	9f	CorSec_Activity Report_CMOS_Executive_4-2021-02-11
4a	cmos_IT_final	9g	Past_Pres_Activity Report_CMOS_Executive_4-2021-02-11
4b	Membership Code of Conduct Process - 2021-01-28	9h	Dir_Pub_Activity Report_CMOS_Executive_4-2021-02-11
7	CMOS AGM 2021 Draft Agenda - Ordre du jour AGA 2021 - SCMO	11	CorSec_Activity Report_CMOS_Executive_4-2021-02-11
9a	Pres_Activity Report_CMOS_Executive_4-2021-02-11_Template		

Attachments to Minutes

12	New Action Items from Council-3	13	Updated Outstanding Action Items from Council-3
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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
SCGS	Canadian Societies for the Geophysical Sciences

1.	Approval of Agenda. (MS) (KS moved/JA seconded). Carried.
2.	Approval of minutes from Executive Committee meeting (MS) Done at last Council (C3).
3.	Update from Victoria Congress 2021 (DF) <ul style="list-style-type: none"> • See attachment #3a for full details. • The Congress will be held over 9-10 days between May 31 – June 11, 2021. • Call for abstract is active until Feb 22nd, 2021. • Public speaker is Dr. Gavin Schmidt from Goddard Institute of Space One. (Need to confirm with the change of administration in the U.S.A.)

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	<ul style="list-style-type: none"> • DF: In past congresses, CMOS would invite the ministers of ECC and DFO to be at the congress and present short opening address (~5mins). (DF already asked the mayor of the city of Victory and the BC minister of environment and climate change.) DF asks if it should be done again? JA: This is something the organizing committee should do and maybe ask them to video tape it and play it before. MS will write letters to the ministers to invite them. • Update on the budget for the Congress. Should the congress offer a member vs non-member registration fee? • KS: Will presentations be live or pre-recorded? DF: Scientific sessions will be live the live presentation will be recorded. If the presenters agree, their talks could be uploaded online and available for maybe up to a year. <p>Update from Saskatoon Congress 2022 (YL)</p> <ul style="list-style-type: none"> • The LAC committee has almost been finalized. Specific duties have been assigned to the different committee members. • The scientific program committee is under formation. • JA encourages the Saskatoon Congress to have as many joint sessions as possible as the congress is joint with CGU.
4.	<p>Presidents update (MS)</p> <p>i) IOG process</p> <ul style="list-style-type: none"> • CMOS received concrete suggestions that seem doable; however, some might not be easy to do. The report will be shared with council and executive when a final version is available. (Eg. of things that were suggested and noted: Remove scholarships from the by-laws, repetitive aspects between council and executive, meet a bit less often with a less bureaucratic format, lack of a coherent communication strategy.) • They interviewed 12 different people, who will be listed in the report. <p>ii) CMOS IT – See attachment #4</p> <ul style="list-style-type: none"> • Att. #4 contains CMOS’s IT needs split in daily, monthly and yearly categories. Overall, CMOS email service needs to be improved, MS suggests changing to a Google service to group everything together (meeting documents, emails, ...). • MS: CMOS overpays for the website service. MS suggests parting ways with Olatech sooner than later. CAP uses EnvisionUP software company. • CMOS should replace the executive director’s laptops (out of date) especially the on Gordon uses for CMOS business. GG will research for a laptop that would be suitable and check with MS. • List of items to do before the 2022 and 2023 AGMs. <p>iii) Code of Conduct implementation (Attachment #4b)</p> <ul style="list-style-type: none"> • Att. #4b is a first draft. This document contains instruction on how to report breaches to the code of conduct and how the sanctions can be applied. • Application and renewal of membership will require checking a box stating that the member agrees with the Code of Conduct. • This process will be presented to the members at the 2021 AGM. <p>iv) Programs for teachers</p> <ul style="list-style-type: none"> • JA: Workshop program for K-12 teachers. This program has a way to reach a much larger audience than what we usually do.

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	<ul style="list-style-type: none"> DS: Is there an opportunity to have an article about SPEC in the Bulletin? DS will suggest it to AMY (new editor).
5	<p>Tour speaker</p> <ul style="list-style-type: none"> Remains to advertise the public lecture. (MS will work on it) Need a platform to post questions for the in-depth Q&A session (Slido, people post questions and can like questions so the most popular questions can be targeted first in the answers from the speaker.)
6.	<p>Nominations for Council (KS)</p> <ul style="list-style-type: none"> Both Clark and Iain agreed to extend their term for another year. Felicia would agree as well. One spot remains to be filled. Lucy Campbell could be an interesting candidate. Would be interesting to get more diversity in the Council.
7.	<p>Draft agenda for the 2021 AGM (GG)</p> <ul style="list-style-type: none"> Typically, the AGM is part of Congress. Congress could be held as a separate event just as last year. Executive will take a look at the draft agenda and come back by email.
8.	<p>Matching funds for Science Fairs, Prizes and Awards Committee</p> <ul style="list-style-type: none"> Early update (centres have until February 15th to send their reports) : It looks like the centres have not spend the money from last year and will spend it this year instead.
9(a)	<p>President MS :</p> <ul style="list-style-type: none"> Scientific committee co-chair has resigned. Bulletin editor has resigned. Need a stop gap for this year. DS reached out to a previously short-listed candidate that accepted to take the job for the year. Olatech contract comes due in May 2021. A review of CMOS' technical requirements is underway.
9(b)	<p>Vice President JA :</p> <ul style="list-style-type: none"> Recommends developing an action plan about EDI. Discussion tabled until next Council meeting.
9(c)	<p>Executive Director GG:</p> <ul style="list-style-type: none"> Contribution agreement with ECCC (5 years ending March 31, 2025) \$50K annually) Contribution agreement with DFO (2 years ending March 31, 2022) has not been signed by DFO yet.
9(d)	<p>Treasurer AS:</p> <ul style="list-style-type: none"> Update on Budget: CMOS does pretty well in terms of total cash. MSC and SCOR grants still pending. Royalty from Taylor and Francis pending. The books are in pretty good conditions.
9(e)	<p>Recording Secretary AA : No report.</p>
9(f)	<p>Corresponding Secretary DPe</p> <ul style="list-style-type: none"> New members approved. DPe moved. AS seconded. <i>Carried.</i>
9(g)	<p>Past President KS:</p> <ul style="list-style-type: none"> See report.
9(h)	<p>Director of Publications DS:</p>

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	<ul style="list-style-type: none"> Worked with the new bulletin editor to help her familiarize herself with CMOS and she seems to be doing a great job so far. 																					
9.	Review of Action Items (AA):																					
10.	Cycle of activities – (DPe) <ul style="list-style-type: none"> Deadlines for Gordon about fellowships and scholarships. Everything up until April is included in the document. 																					
11.	Upcoming Meetings 2020-2021 – <table border="1" style="width:100%; text-align:center;"> <thead> <tr> <th>Exec</th> <th>CCMC</th> <th>Council</th> </tr> </thead> <tbody> <tr> <td>Thursday</td> <td>Thursday</td> <td>Thursday</td> </tr> <tr> <td>October 15</td> <td>November 05</td> <td>November 12</td> </tr> <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 June xx</td> </tr> </tbody> </table>	Exec	CCMC	Council	Thursday	Thursday	Thursday	October 15	November 05	November 12	December 10	January 07	January 14	February 11	March 04	March 11	April 15	May 20	May 23			AGM June xx
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12.	Adjournment (Meeting adjourned)																					

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Attachment 12: New Action Items from CMOS Executive meeting #4

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**Attachment 13: Outstanding Action Items
(Year is 2020-21 unless specified)**

C2.4a	MS, AS	MS and AS need to recheck the budget of the Victoria congress and verify if increasing the Coop student salary is possible.	Open. The budget is fine
C2.7a	MS	Follow up with FK and DPe about how to help graduate students/ early career scientists to find jobs/post-doc opportunities.	Open. MS had a good meeting, waiting on best wording from FK and DPe.
C2.7a	Council	Come up with suggestions for a new Twitter administrator.	Open.
C2.4b	MS	By council meeting C3, present a proposal on how the online 2023 Congress organization will work.	Virtual Congress, still looking for co-sponsors
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

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C1.2	MS, GG, DPe	Post-mortem on who did and did not have a tour speaker.	Open. DPe will have that information in her year-end review.
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.	Open
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
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.

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