

**CMOS Executive Committee 2020-21 Meeting #5 2021-04-15**  
**Procès-verbal du comité exécutif de la SCMO 2020-21 Réunion #5 15-04-2021**

**Minutes**  
**Thursday, 15-April-2021, 12 pm EDT**

**Attendance:**

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

**Agenda Attachments**

1	1_Agenda_CMOS_Executive_5_SCMO_2021-04-15	5e	5e_Data_Q2_210415
2	2a_LAC 2021_Activity Report_CMOS_Executive_5-2021-04-15	5f	5f_Data_Q3_210415
4	4_CMOS Prizes and Awards 2020_summary_final	7a	7a_Pres_Activity Report_CMOS_Executive_5-2021-04-15_Template
5a	5a_CMOS Strategic Plan 2021-2024 - Draft for Consultation	7c	7c_Dir_Exec_Activity Report_CMOS_Executive_5-2021-04-15
5b	5b_CMOS Implementation Plan 2021-2022 - Draft for consultation	7f	7f_CorSec_Activity Report_CMOS_Executive_5-2021-04-15
5c	5c_2021-02-15 - IOG Report	7g	7g_Past_Pres_Activity Report_CMOS_Executive_5-2021-04-15
5d	5d_Data_Q1_210415	8	8_CMOS_CYCLE_OF_ACTIVITIES-MaytoJune

**Attachments to Minutes**

14	New Action Items from Council-4	15	Updated Outstanding Action Items from Council-4
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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.	<b>Approval of Agenda. (MS)</b> – (JA/DPe, carried)
2.	<b>Congress and Congress Committee Update</b>
2a.	<b>CMOS 2021 Victoria (DF)</b> <ul style="list-style-type: none"> <li>Attachment 2a is a detailed report for the Congress.</li> <li>Budget projects a surplus of \$10K on top of the \$35K minimum surplus.</li> <li>General schedule of events is also included in attachment 2a (section 2.4.LAC).</li> <li>Detailed schedule is completed and will be published on the EventMobi conference platform.</li> <li>The Victoria congress managed to generate a lot of interest from ECCC.</li> </ul>

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	<ul style="list-style-type: none"> <li>MS: This congress will generate a huge amount of electronic content (recordings of all presentations). CMOS will have to think about what to do with this content. DF: The content will be available through the congress platform for up to a year after the congress (for free after the end of the congress).</li> </ul>
2b.	<p><b>CMOS/CGU 2022 Saskatoon (YL)</b></p> <ul style="list-style-type: none"> <li>The 2022 congress is expected to take place between the last week of May and first week of June 2022.</li> <li>Currently populating the Scientific Program Committee (should include representation from CMOS Scientific Committee) and getting help from different institutions for the advertising, the budgeting and more.</li> <li>Discussion about the theme of the congress is underway with the LAC and GWF (Global Water Futures). MS: Advises caution to not be too political in the theme and poster of the congress, the science should do the talking.</li> <li>It was suggested to contact Tourism Saskatoon about the congress and organize the best hotel room block for the event.</li> <li>.</li> </ul>
3.	<p><b>Fellows Committee update (MS)</b></p> <ul style="list-style-type: none"> <li>The by-laws indicate that the number of Active Fellows <b>should</b> not comprise more than 5% of the membership. The key words are <i>active</i> and <i>should</i>.</li> <li>From this, the executive committee doesn't have to bring a motion to the AGM to include a few more fellows.</li> <li><b>Motion:</b> MS will inform the membership at the AGM that CMOS will be following the guidelines of the by-laws read with "should" and not "shall" and will go above the 5% total. (DS moved/JA seconded, KS abstained, <i>carried</i>)</li> <li>.</li> </ul>
4.	<p><b>CMOS Prizes and Awards 2020 Approvals (GG)</b></p> <ul style="list-style-type: none"> <li>The Executive decided to recognize the contribution of Denis Bourque as the Awards Coordinator following his resignation.</li> <li>The Executive is broadly supportive of the list of recommended recipients proposed by the Prizes and Awards Committee with a few amendments. GG will send the amended report to the chair of the Prizes and Awards Committee and the Awards Coordinator.</li> </ul>
5.	<p><b>Strategic Plan and Implementation Plan (MS)</b></p> <ul style="list-style-type: none"> <li>The draft strategic plan and Implementation Plan have been circulated for consultation by the membership for the month of April. Feedback has been received from a few members already.</li> </ul>
6.	<p><b>CMOS Bulletin discussion (DS)</b></p> <ul style="list-style-type: none"> <li>The new Bulletin editor (Haley Alcock) brought up the issue of the bi-monthly Bulletin compilation available in PDF format.</li> <li>She suggested stopping this compilation so that she could spend the time building on the social media presence for the Bulletin to reach a more diverse and wider readership.</li> <li>There was consensus to keep the PDF version due to its ease of readability and the archiving capability of all the Bulletin content.</li> <li>The Executive is willing to discuss further suggestions that will improve the Bulletin offering and the better use of the editor's time.</li> </ul>
7.	<p><b>Tour Speakers 2021-2022 (MS)</b></p>

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	<ul style="list-style-type: none"><li>• Suggestion for speakers: Robert Way (Queen’s University),</li><li>• JA will call for suggestions at the next Centre Chairs and Membership Committee meeting.</li></ul>																								
8.	<b>Executive Reports</b> See attachments for details.																								
9(a)	<b>President MS :</b>																								
9(b)	<b>Vice President JA :</b>																								
9(c)	<b>Executive Director GG:.</b>																								
9(d)	<b>Treasurer AS:</b>																								
9(e)	<b>Recording Secretary AA :</b>																								
9(f)	<b>Corresponding Secretary DPe</b> Approval of new members. (DPe moved/ JA seconded, carried)																								
9(g)	<b>Past President KS:</b>																								
9(h)	<b>Director of Publications DS:</b> See item 6.																								
10.	<b>Cycle of activities – (DPe)</b> Composition of the next executive needs to be finalized soon ahead of the AGM.																								
11.	<b>Review of Action Items (AA):</b>																								
12.	<b>Upcoming Meetings 2020-2021 –</b> <table><tr><th>Exec</th><th>CCMC</th><th>Council</th></tr><tr><th>Thursday</th><th>Thursday</th><th>Thursday</th></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 11</td><td>March 25</td></tr><tr><td>April 15</td><td>May 6</td><td>May 13</td></tr><tr><td></td><td></td><td>June 17</td></tr><tr><td></td><td></td><td>AGM June 22</td></tr></table>	Exec	CCMC	Council	Thursday	Thursday	Thursday	October 15	November 05	November 12	December 10	January 07	January 14	February 11	March 11	March 25	April 15	May 6	May 13			June 17			AGM June 22
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		AGM June 22																							
13.	<b>Adjournment</b> (Meeting adjourned)																								

**Attachment 14: New Action Items from CMOS Executive meeting #4**

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**Attachment 15: Outstanding Action Items**  
**(Year is 2020-21 unless specified)**

<b>C4.4b</b>	JA	Follow up about the corporation rate for government employees for the Saskatoon congress.	Open.
<b>C4.10e</b>	GG	Look into the publication of minutes on the website.	Open.
<b>C2.4a</b>	MS, AS	MS and AS need to recheck the budget of the Victoria congress and verify if increasing the Coop student salary is possible.	Closed.  The budget is fine
<b>C2.7a</b>	MS	Follow up with FK and DPe about how to help graduate students/ early career scientists to find jobs/post-doc opportunities.	Open.

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			MS had a good meeting, waiting on best wording from FK and DPe.
<b>C2.7a</b>	Council	<i>Come up with suggestions for a new Twitter administrator.</i> Gordon G. has assumed the role as Twitter account manager on a temporary basis. Overall Communications strategy still needs to be developed.	<i>Updated.</i>
<b>C2.4b</b>	MS	By council meeting C3, present a proposal on how the online 2023 Congress organization will work.	Virtual Congress, still looking for co-sponsors. Updated (see item C4.4b)
<b>C1.1</b>	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
<b>C1.2</b>	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.
<b>2019-20AGM.1</b>	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
<b>2019-20AGM.2</b>	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
<b>2019-20C5.1</b>	KS, MS	Complete assessment of virtual Congress for inclusion in the official Congress report.	Closed.
<b>2019-20C5.2</b>	GG	GG to clarify items included in "Bulletin Renewal-Online" Congress	
<b>2019-20E5.2</b>	BA	Ottawa LAC to submit cost proposal for Ottawa Plenary session to Council	Open
<b>2019-20C4.2</b>	GG	Discuss with Olatech required changes to website re donations.	Open
<b>2019-20C3.7</b>	GG/AS	Explore logistics and costs of suggested new Signing Authority Procedure and report to Exec	CIBC Forms being signed
<b>2019-20C3.1</b>	GG	Consider wording for a multi-year or stronger automatic renewal arrangement for future personal service contracts.	Open
<b>2019-20E2.7</b>	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

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<b>2019-20E1.3</b>	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
<b>2018-19AGM.2</b>	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
<b>2018-19E3.3</b>	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: <b>RMS</b> – awaiting return of signed version from RMS <b>AMS</b> – done and posted on website <b>CGU</b> – under review <b>AMOS</b> – done and posted.

DRAFT