

CMOS Executive Committee 2021-2022 Meeting #2 2021-09-14
Procès-verbal du comité exécutif de la SCMO 2021-2022 Réunion #2 14-09-2021

Minutes
Tuesday, 14-September-2021, 2 pm EDT

Attendance:

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| President | Jim Abraham (JA) | √ | Past President | Marek Stastna (MS) | √ |
| Vice-President | Serge Desjardins (SD) | √ | Executive Director | Gordon Griffith (GG) | √ |
| Treasurer | Jinyu Sheng (JS) | √ | Director of Publications | Douw Steyn (DS) | √ |
| Councillor - observer | Emily MacPherson (EM) | √ | | | |

Agenda & Attachments

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| 1 | 1_Agenda_CMOS_Executive_2_SCMO_2021-09-14 | 5a | 5a_2021 LOC PW-CA and CMOS Draft 2 |
| 2a | 2a_CMOS Meeting Preparation Procedure – Draft – 2021-08-03 | 5b | 5b_NSERC Supplement Briefing Note-2021-09-13 |
| 2e | 2e_Council-Executive – Action Items – 2021-06-17 | 5c | 5c_NewMemberApplication(3)-0903 |
| 4 | 4_CMOS Implementation Plan 2021-2022 | 7a | 7a_CMOS Chief Scientist |

Attachments to Minutes

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Acronyms Used:

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| BIPOC | Black, Indigenous and People of Color |
| DFO | Fisheries and Oceans Canada |
| ECCC | Environment and Climate Change Canada |
| NSERC | Natural Sciences and Engineering Research Council of Canada |
| SPEC | CMOS School and Public Education Committee |
| WET | Water Education Today – Project WET |

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| 1. | Approval of Agenda |
| 2. | <p>New Executive Committee Meeting Format</p> <p>(GG) provided an overview of the revised format for each Executive Committee meeting in 2021-2022. A redlined updated version of the Meeting Preparation Procedure was presented with a final version to be presented for approval during the November Executive meeting. Each meeting agenda will include:</p> <ul style="list-style-type: none"> • Previous meeting minutes approval • Action Items List • Decision Items • Discussion Items • Implementation Plan 2021-2022 Update • Executive Reports <p>The plan is to move to a quarterly budget review process. Qing Liao, CMOS office manager and accountant, would prepare a quarterly report that would compare actual versus budgeted line items and offer an explanation of the variances. The quarterly reports would be reviewed by the CMOS Finance and Investment Committee, chaired</p> |

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| | <p>by the Treasurer (SD) and this report would be presented during the next Executive Committee.</p> <p>The list of outstanding action items from 2020-2021 meetings was presented during this meeting.</p> <p>Action: GG, JA and MS will meet before the September 28, 2021 Council meeting to review the outstanding action items from 2020-2021.</p> <p>The Executive Report templates were originally designed as the tool to update action items and that was why the templates were only distributed a week before the meeting that they were reporting to. It was suggested that the templates be reformatted to highlight first the current activities that each executive member is responsible for and then provide space for reporting meetings attended and any travel taken. Executive reports will be drafted for each Executive Committee meeting and also included in each Council meeting agenda.</p> <p>Action: GG will update the Executive report templates and make them available in the Google Drive folders for all 2021-2022 meetings.</p> <p>Maintaining and updating action items will be done in a different fashion, separate from the Executive reports.</p> <p>Action: GG will develop and manage a more efficient process for maintaining, updating and reporting action items.</p> |
| 3. | <p>New Council Meeting Format</p> <p>It is proposed that the Council meeting agenda follow the same format as the Executive Committee agenda with the addition of a consent agenda item that would include the following:</p> <ul style="list-style-type: none"> • Minutes of previous Council meeting • Executive Reports |
| 4. | <p>Implementation Plan 2021-2022 Update</p> <p>(GG) indicated that each Executive Committee meeting agenda and Council meeting agenda would include an update on outstanding items identified in the 2021-2022 implementation plan. It was suggested that a simple colour coding process be used to indicate the status of each item, Red – complete, yellow – in process and Green – not started and include space for any comments/additional details.</p> <p>Action: GG will include the colour coding in the implementation plan 2021-2022 document and include it in the September 28th Council meeting agenda.</p> |
| 5. | <p>Decision Items</p> |
| | <p>a) Project WET MOU (JA)</p> <p>(JA) briefly described the Letter of Collaboration between the Canadian Water Resources Association (CWRA) and CMOS to promote and use Project WET (Water Education Today). CWRA is the licensee of Project WET in Canada. CWRA has</p> |

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| | <p>established Canada-wide coordinators to promote water resource-related curriculum activities for K-12. Project WET recently developed a module on Climate, Water, and Weather resilience. SPEC is interested in pursuing a relationship with CWRA to promote and use the Project WET modules. The initial targeted areas of this project are areas of underrepresented BIPOC communities.</p> <p>The letter of collaboration details the costs associated with this partnership and a funding request is being considered by ECCC. There is also a possibility to request the use of funds contained in the CMOS Uri Schwarz Development Fund. This fund aids CMOS to develop its influence and visibility through co-sponsorship of meetings organized by other groups, support to science fairs, and other development projects approved by Council. There is approximately \$20K currently contained in this development fund. SPEC will develop a recommendation on how the Uri Schwarz Development Fund can be used and promoted to maintain the fund over the long term.</p> <p>Karen Smith (KS), Chair of the SPEC, assigned a co-op student to work over the summer in adapting the Project WET Climate, Water and Weather Resilience module to a Canadian version. (KS) has also developed a Climate 101 presentation as a foundational offering for K-12 teachers.</p> <p>(DS) shared a parallel initiative in BC funded by the Kimberly Foundation to help educate K-12 teachers on climate change through a series of workshops.</p> <p>Action: (JA) to ask Karen Smith, SPEC chair, to contact (DS) about a BC parallel initiative helping to educate local teachers on climate change.</p> <p>Motion: To support the Letter of Collaboration between CMOS and CWRA for Project WET Canada. – DS/MS – Passed</p> <p>(MS) offered to discover how best to acknowledge with the University of Toronto the great work that Karen Smith is currently doing to support and promote the interests of CMOS.</p> |
| | <p>b) CMOS – Weather Research House NSERC Scholarship Supplement</p> <p>(JA) summarized the information provided in the briefing note. Since the main funder has already stopped the funding, it was recommended that this supplement offering be discontinued. It was felt that the Scientific Committee should recommend other options for the use of the \$5K CMOS was providing as a matching funds during the life of this supplement.</p> <p>Motion: To discontinue the CMOS – Weather Research House NSERC Scholarship Supplement as of September 14, 2021 and – JS / MS - Passed</p> <p>Action: Ask the Scientific Committee to make recommendations to the Executive and Council on how to redirect the \$5K previously associated with the CMOS Weather Research House NSERC Scholarship Supplement.</p> <p>Action: (GG) to communicate with NSERC to remove this supplement offering from their website.</p> |

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| | <p>c) New Member Applications (GG) presented three new member applications for approval by the Executive. One is from the department of Environment and Natural Resources of the government of NWT. One is from Agriculture Canada and the third is an associate member from the Royal Meteorological Society.</p> <p>Motion: To approve the three new members. – SD / JS - Passed</p> |
| | <p>d) Executive Member-at-large (JA) recommended that (EP) be added as a member of the CMOS Executive Committee as an executive member-at-large with the longer-term intent for her to consider running as a future Vice President of CMOS. All agreed that this recommendation be presented during the September 28, 2021 Council meeting for approval.</p> |
| 6. | Discussion Items |
| | <p>a) Debrief from Centre Chairs & Membership Committee The Centre Chairs & Membership Committee meeting was held virtually on September 7, 2021. The following items of interest were shared:</p> <ul style="list-style-type: none"> • Congress 2023 will be held virtually, co-hosted by BC Interior/Yukon, Winnipeg and potentially someone from DFO Rimouski. • National Science Fair involvement: There was general support for this initiative from the Centre Chairs. SPEC will lead this initiative and will attempt to find a co-sponsor. • National Tour Speaker: Input was split between offering an in-person versus virtual versus hybrid. Suggested speakers will be contacted to gain a sense of how they would want to present. Speaker options will be further discussed during the November Executive Committee meeting. |
| | <p>b) Newsletter (SD) summarized the plan for a new Newsletter to complement the Bulletin and social media communications. He said that the Centre Chairs were generally in favour of this initiative. The newsletter would act as a quick method of sharing current Centre/region initiatives. Haley Alcock, Bulletin Editor, currently offers a Bulletin Newsletter that is sent out by email which identifies the current content of the website and Bulletin pdf. It was suggested that perhaps Centre and/or regional news, Council updates and job opportunities could be added to the Bulletin newsletter.</p> <p>It was suggested that the senior scientific officer should exercise a leadership role on this newsletter. Also, all future publications should be offered completely in English and a second one completely in French.</p> <p>Concern was raised as to being able to get enough stories for the Bulletin and enough engagement for the Newsletter. An objective for the Newsletter needs to be determined and the target audience identified. If the target audience is younger, new members, then the Newsletter has to be one page of short links, video and be colourful.</p> |

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| | <p>c) Communications Strategy (EP) suggested streamlining the CMOS.CA website as a first initiative, good clickable links, good social media access and promote better the great things that are being done. An upgrade to the social media presence should also be done.</p> <p>Currently CMOS has the following communication routes:</p> <ul style="list-style-type: none"> • Mass email to all members or subsets via Olatech software – (GG) • CMOS.CA and SCMO.CA websites – News and Events and Job opportunities (Webmaster – Farida Dehghan) • Bulletin.cmos.ca and Bulletin.scmo.ca websites and newsletter (Haley Alcock) • Twitter (GG and Haley Alcock) • Facebook (Robert Jones) • LinkedIn (GG) • YouTube Channel (Farida Dehghan) <p>Action: (EP) to work with (GG) initially to develop a skeleton communications strategy before engaging others. There is still a potential opportunity to create a communications officer role with CMOS.</p> |
| 7. | Staffing |
| | <p>a) Senior Scientific Officer (JA) described the draft role of a new Senior Scientific Officer role. There was general agreement that this role is worth pursuing. It was suggested that this role should be the Chair of the Scientific Committee. This would be a key role to help tie congresses together. It was suggested that the reporting structure for Bulletin Editor should move away from the Senior Scientific Officer, to perhaps communications officer and/or Executive Director. (JA) will refine the role description based on this feedback. A human resources expert should help to finalize the role description.</p> <p>Action: JA, will refine the roles and responsibilities document for the Senior Scientific Officer position and present it to Council.</p> |
| | <p>b) Director of Publications Douw Steyn announced his retirement from this role earlier this summer.</p> |
| | <p>c) A/O Technical Editor Sheila Bourque announced her retirement from this role earlier this summer. A discussion took place around the continued need for a technical editor for A/O. There were mixed opinions on the need for a technical editor. The future Senior Scientific Officer should be involved in deciding the future of this editor role.</p> |

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| 8. | Upcoming Meetings 2021-2022 | | |
| | Centre Chair & Membership Committee | Executive Committee | Council |
| | Tuesday | Tuesday | Tuesday |
| | | August 31 | |
| | September 7 | September 14 | September 28 |
| | November 02 | November 11 | November 23 |
| | January 04 | January 11 | January 25 |
| | March 08 | March 15 | March 29 |
| | May 03 | May 10 | May 24 |
| | | | AGM XX |
| 9. | Adjournment (Meeting adjourned) | | |

Action Items

| 2021-2022 | | | |
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| ID | By | Action | Status |
| E2.2-1 | GG, JA & MS | meet before the September 28, 2021 Council meeting to review the outstanding action items from 2020-2021. | Open. |
| E2.2-2 | GG | update the Executive report templates and make them available in the Google Drive folders for all 2021-2022 meetings. | Open. |
| E2.2-3 | GG | develop and manage a more efficient process for maintaining, updating and reporting action items. | Open. |
| E2.4 | GG | include the colour coding in the implementation plan 2021-2022 document and include it in the September 28 th Council meeting agenda. | Open |
| E2.5a | JA | ask Karen Smith, SPEC chair, to contact (DS) about a BC parallel initiative helping to educate local teachers on climate change. | Open. |
| E2.5b-1 | GG | Ask the Scientific Committee to make recommendations to the Executive and Council on how to redirect the \$5K previously associated with the CMOS Weather Research House NSERC Scholarship Supplement. | Open |
| E2.5b-2 | GG | communicate with NSERC to remove this supplement offering from their website. | Done |
| E2.6c | EP, GG | (EP) to work with (GG) initially to develop a skeleton communications strategy before engaging others. | Open |
| E2.7 | JA | refine the roles and responsibilities document for the Senior Scientific Officer position and present it to Council. | Open |