

**CMOS Executive Committee 2021-2022 Meeting #4 2022-01-11**  
**Procès-verbal du comité exécutif de la SCMO 2021-2022 Réunion #4 11-01-2022**

**Minutes**  
**Tuesday, 11-January-2022, 2 pm EST**

**Attendance:**

<b>President</b>	<b>Jim Abraham (JA)</b>	√	<b>Past President</b>	<b>Marek Stastna (MS)</b>	√
<b>Vice-President</b>	<b>Serge Desjardins (SD)</b>	√	<b>Councillor Member-at-large</b>	<b>Emily MacPherson (EM)</b>	x
<b>Treasurer</b>	<b>Jinyu Sheng (JS)</b>	x			
	<b>Secretary:</b>		<b>Executive Director</b>	<b>Gordon Griffith (GG)</b>	√

(Quorum = two voting members plus the President or Vice-President)

Current meeting: Two voting members plus President = Quorum

**Agenda & Attachments**

1	1_Agenda_CMOS_Executive_4_SCMO_2022-01-11-V1	5c	5d_NewMemberApplication(12)-01-06
2a	2a_Draft Minutes_CMOS_Executive_3_2021-11-09	6ai	6ai_Minutes – Centre Chairs and Membership Committee 2021-2022 – Meeting-3 2022-01-04
3	3_Council-Executive – Action Items – 2022-01-11	6aii	6aii_NEWSLETTER – AN IMPASSE
4	4_CMOS Implementation Plan 2021-2022 – 2022-01-06 update	6b	6b_Proposal-2022_2101-jan-04
		6c	6c_Vision_CMOS-inperson-withvirtual component

**Attachments to Minutes**

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**Acronyms Used:**

A-O	Atmosphere-Ocean
CWRA	Canadian Water Resources Association
DFO	Fisheries and Oceans Canada
ECCC	Environment and Climate Change Canada
EDI	Equity, Diversity and Inclusion
IFMS	International Federation of Meteorological Societies
SPEC	School and Public Education Committee

1.	<b>Approval of Agenda</b>  The agenda was approved as written.
2.	<b>Approval of Executive Meeting #2 Minutes</b>  The minutes from Meeting #3 held on November 09, 2021 were approved as written.
3.	<b>Council – Executive Action Items</b>  (GG) provided an update on the outstanding action items from the Council and Executive Committee meetings. This document also maintains the historical record of complete action items.

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4.	<p><b>Implementation Plan 2021-2022 Update</b></p> <p>(GG) provided an update on outstanding items identified in the 2021-2022 implementation plan.</p> <p>Concern was raised of the perceived inaction on the review of possible replacement platforms for Olatech service. As a reminder of the background, Bronwyn Contini, the co-op student that helped with Congress 2021, gathered a number of possible alternative service providers that could replace what Olatech is currently providing CMOS, both from a conference management/organization point of view and from a back-office society management point of view. (JA) suggested that there are a number of retired ECCC personnel with IT/web development experience that could potentially help review these alternatives. CMOS is paying \$1600 + tax/month for the complete Olatech service. Olatech uses In1Touch software and their website lists a number of not-for-profit organizations from across the country that use their software.</p> <p><b>Action:</b> (JA) will communicate with a number of colleagues to solicit interest in developing and managing content on the CMOS website.</p> <p>An example of other service providers offering the full suite of services for organizing a conference was given, Agenda Managers located in Halifax is organizing the Year of Polar Prediction (YOPP) Final Summit being held in Montreal in May 2022. They are managing registrations, abstract submissions, website development and hosting and the complete event program. They use a number of third party contractors and tie everything together.</p> <p><b>Action:</b> (GG) and (MS) will meet during the week of Jan. 24<sup>th</sup> to review the Olatech Alternatives spreadsheet that was developed by the co-op student.</p> <p>It was recommended that the current webmaster contract be terminated as soon as the Olatech alternatives review is completed.</p>
5.	<p><b>Decision Items</b></p>
	<p><b>a) Tour Speaker(s) 2021-2022 (JA)</b></p> <p>The Centre Chairs recommended the following two individuals to be the CMOS tour speakers for 2021-2022 and the <b>motion to accept the recommendation was approved:</b></p> <ul style="list-style-type: none"> <li>• Robert Way – Queen’s University  <a href="https://www.queensu.ca/geographyandplanning/people/faculty/robert-way">https://www.queensu.ca/geographyandplanning/people/faculty/robert-way</a></li> <li>• Eric Oliver – Department of Oceanography, Dalhousie University  <a href="https://www.dal.ca/faculty/science/oceanography/people/faculty/eric-oliver.html">https://www.dal.ca/faculty/science/oceanography/people/faculty/eric-oliver.html</a></li> </ul> <p>Eric Oliver is a confirmed speaker for the Ottawa Centre on March 17, 2022 and this science presentation will be promoted as one of the virtual National tour speaker events. CNC-SCOR was looking to ask Eric Oliver as their national tour speaker as well, thus the March 17, 2022 event will be co-hosted and promoted by CMOS and CNC-SCOR. It was suggested that Robert Way could make a scientific presentation in the fall. The date is to be confirmed. Congress 2022 is considering a public presentation including both speakers on knowledge transfer and community</p>

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	<p>engagement between western science and Indigenous science along the coast of Labrador from an ocean ice and terrestrial ice perspective.  <b>Action:</b> (JA) will request a headshot photo, a short bio and a description of the presentation from each tour speaker.  <b>Action:</b> (GG) will add Tour Speakers 2021-2022 as a decision item on the January 25, 2022 Council meeting agenda.</p>
	<p><b>b) Publications Director</b>  There were no responses received from the call for letters of interest for the Chief Scientific Officer role nor the Publications Director role. Two letters of interest were received for the A-O Technical Editor role. This role had French as a nice to have, not a necessary requirement, as the contracted translator covers off any translations needed for A-O.</p> <p>A motion to nominate Marek Stastna as the new Publications Director was approved unanimously. Marek’s nomination will be recommended to CMOS Council during the Jan. 25<sup>th</sup> meeting. (MS) will work with Douw Steyn on transferring all the pertinent information and active files to him. (MS) will consider hiring a co-op student to help him in a coordination role using the historical annual honorarium to cover the salary. There are a number of Government programs offering financial assistance with hiring co-op students.</p> <p><b>Action:</b> (GG) will add Marek Stastna’s nomination recommendation for Publications Director to the agenda for the Jan. 25<sup>th</sup> meeting of CMOS Council.</p> <p>Following the Council decision, (MS) will consider the following steps:</p> <ul style="list-style-type: none"> <li>• Consider the A-O Technical Editor applications</li> <li>• Confirm membership and meet with Scientific Committee</li> <li>• Meet with Publications Committee</li> </ul>
	<p><b>c) New Member Applications</b>  (GG) presented 12 new member applications for approval by the Executive. A very diverse group of regular and student memberships from across the country. As per the membership application process, once the applications are approved (GG) will send a personalized welcome message to each.</p> <p><b>Motion:</b> To approve the 12 new members – Passed</p> <p>(GG) also reported that as of December 31, 2021, there were 844 active members of CMOS. 457 had renewed their membership for 2022 taking advantage of the lower rates before the rate increase as of January 1, 2022. Committee members were reminded that CMOS by-laws allow for membership renewals until March 31<sup>st</sup> of the current year.</p>
6.	<b>Discussion Items</b>
	<p><b>a) Debrief from Centre Chairs &amp; Membership Committee</b>  The Centre Chairs &amp; Membership Committee meeting was held virtually on January 4, 2022. The following items were discussed:</p> <ul style="list-style-type: none"> <li>• Upcoming and future Congresses.</li> </ul>

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- Indigenous Land Acknowledgement Policy
- National Tour Speakers
- Montreal and Quebec Centres merger request
- Newsletter update

There were only seven of 14 Centre Chairs in attendance. (JA) suggested sending a letter of thanks to David Huard once the merger is approved by Council. (SD) described the mixed reaction of the proposed new newsletter and how it would fit in with the current Bulletin and website information. (GG) confirmed that he had received one season’s greetings reply following having sent the Holiday Season Newsletter to the active membership. Currently the Bulletin newsletter is distributed via MailChimp to those individuals who have signed up to receive it. This list is a subset of the full active membership of CMOS.

The proposed newsletter would allow CMOS Executive to communicate recent, current, and upcoming events/activities to the CMOS membership in a timely manner at the same time as posting it on social media networks.

**Action:** (GG) will add the proposed newsletter as a discussion item to the agenda of the Jan. 25<sup>th</sup> Council meeting to seek feedback on the two versions that have been distributed.

**b) Upcoming Congresses**

(JA) summarized the hosts and the format for congresses 2022 – 2025 as presented in briefing note 6b and repeated here.

<b>YEAR</b>	<b>FORMAT</b>	<b>HOST(S)</b>
2022	Virtual	Saskatoon, CGU, Eastern Snow Conference
2023	In-person Hybrid	Newfoundland
2024	Virtual	BC Interior/Yukon Winnipeg
2025	In-person Hybrid	Saskatoon, CGU

(JA) shared that the SPC Chair for Congress 2022 was very pleased with the level of submitted session proposals (Attachment 6b). There was a brief discussion on whether Congress time should be allocated to non-scientific specific endeavours, like IFMS for example. There was general agreement that some time should be made available. This time could be allocated to booth exhibitors promoting their wares.

(JA) also shared that ECCC has agreed to staff mass registration for Congress 2022 for \$25K and an additional \$5K for abstract submissions. This commitment was timely to include in the meeting with the DFO ADM and others taking place on Friday, Jan. 14<sup>th</sup>. An anticipated request of \$15K for DFO staff mass registration and abstract submissions will be presented. Other ministries could also be included in the discussions of support and involvement, like Agriculture Canada and Industry Canada, for example.

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	(JA) also provided an update on Congress 2023 work that Fraser Davidson has drafted (Attachment 6c). Hopefully with all the Newfoundland & Labrador involvement in Congress 2023 and the current tour speakers, new leadership can be identified to takeover the leadership of the CMOS Centre. The St. John's Sheraton will be submitting a draft proposal to host the Congress 2023.
	<b>c) Communications Strategy</b> (EM) was not in attendance. (GG) shared that Haley Alcock was willing to take on a greater communications role in conjunction with being the Bulletin Editor once a communications strategy is better defined. (GG) confirmed that CMOS covers the cost of the Bulletin Editor participating in each Congress. This was to allow for the Bulletin Editor to discover content for future Bulletin editions.
	<b>d) EDI Initiative</b> (JA) will be meeting on Jan. 12 <sup>th</sup> with Karen Smith, SPEC Chair, Abdoulaye Harou, CMOS Councillor-at-large, Russell Boals, CWRA, and Naolo Charles, BE Initiative to discuss possible EDI initiatives. This could involve first hiring a coordinator to help set some priorities with ECCC support.
7.	<b>Staffing</b>
	<b>a) Senior Scientific Officer</b> (JA) stated that CMOS did not receive any letters of interest. This will allow the Executive to approach certain individuals directly seeking their interest in taking on this innovative role.
8.	<b>Other Business</b>
	<b>a) Nominating Committee</b> <b>Action:</b> (GG) will circulate the current slate of elected members of Council to the Executive members to better understand the upcoming turnover in councillors and help the Chair of the Nominating Committee.
	<b>b) Draft Budget 2023</b> <b>Action:</b> (GG) will schedule a meeting of the Finance and Investment Committee for the week of Jan. 31 – Feb. 4, 2022 to finalize the draft 2023 Budget.

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9.	<b>Upcoming Meetings 2021-2022</b>		
	<b>Centre Chair &amp; Membership Committee</b>	<b>Executive Committee</b>	<b>Council</b>
	<b>Tuesday</b>	<b>Tuesday</b>	<b>Tuesday</b>
		August 31	
	September 7	September 14	September 28
	November 02	November 09	November 23
	January 04	January 11	January 25
	March 08	March 15	March 29
	May 03	May 10	May 24
			AGM XX
10.	<b>Adjournment</b> (Meeting adjourned)		

**Action Items**

<b>2021-2022</b>			
<b>ID</b>	<b>By</b>	<b>Action</b>	<b>Status</b>
<b>E4.4-1</b>	JA	will communicate with a number of colleagues to solicit interest in developing and managing content on the CMOS website.	Open.
<b>E4.4-2</b>	GG & MS	will meet during the week of Jan. 24 <sup>th</sup> to review the Olatech Alternatives spreadsheet that was developed by the co-op student.	Open.
<b>E4.4a-1</b>	JA	will request a headshot photo, a short bio and a description of the presentation from each tour speaker.	Open.
<b>E4.4a-2</b>	GG	will add Tour Speakers 2021-2022 as a decision item on the January 25, 2022 Council meeting agenda.	Open
<b>E4.4b</b>	GG	will add Marek Stastna's nomination recommendation for Publications Director to the agenda for the Jan. 25 <sup>th</sup> meeting of CMOS Council.	Open.
<b>E4.6a-1</b>	GG	will add the proposed newsletter as a discussion item to the agenda of the Jan. 25 <sup>th</sup> Council meeting to seek feedback on the two versions that have been distributed.	Open
<b>E4.8a</b>	GG	will circulate the current slate of elected members of Council to the Executive members to better understand the upcoming turnover in councillors and help the Chair of the Nominating Committee.	Open
<b>E4.8b</b>	GG	will schedule a meeting of the Finance and Investment Committee for the week of Jan. 31 – Feb. 4, 2022 to finalize the draft 2023 Budget.	Open