

CMOS Executive Committee 2021-2022 Meeting #5 2022-03-15
Procès-verbal du comité exécutif de la SCMO 2021-2022 Réunion #5 15-03-2022

Minutes
Tuesday, 15-March-2022, 2 pm EDT

Attendance:

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

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

Current meeting: Four voting members plus President = Quorum

Agenda & Attachments

1	1_Agenda_CMOS_Executive_5_SCMO_2022-03-15-V1	5a	5a_New Member Application – 2022-03-15
2a	2a_Draft Minutes_CMOS_Executive_4_2022-01-11	5b	5b_Budget_CMOS-CGU_ESC_2022_01_22
3	3_Council-Executive – Action Items – 2022-03-15	6a	6a_Minutes – Centre Chairs and Membership Committee 2021-2022 – Meeting-4 2022-03-08
4	4_CMOS Implementation Plan 2021-2022 – 2022-03-14 update	6c	6c_CMOSInfo_chart
		6e	6e_A-O Technical Editor 2022

Attachments to Minutes

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Acronyms Used:

A-O	Atmosphere-Ocean
Ams	Association Management Software
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
LAC	Local Arrangements Committee
SPEC	School and Public Education Committee

1.	Approval of Agenda The agenda was approved as written.
2.	Approval of Executive Meeting #4 Minutes The minutes from Meeting #4 held on January 11, 2022 were approved as written.
3.	Council – Executive Action Items (GG) provided an update on the outstanding action items from the Council, Executive Committee and Centre Chairs and Membership Committee meetings. This document also maintains the historical record of complete action items.

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4.	<p>Implementation Plan 2021-2022 Update</p> <p>(GG) provided an update on outstanding items identified in the 2021-2022 implementation plan.</p> <p>Action: (JA) and (GG) will review the outstanding items from the Implementation Plan and recommend steps to move them forward.</p>
5.	<p>Decision Items</p>
	<p>a) New Member Applications</p> <p>(GG) presented 27 new member applications for approval by the Executive. A very diverse group of regular and student memberships from across the country and one international. As per the membership application process, once the applications are approved (GG) will send a personalized welcome message to each.</p> <p>Motion: To approve the 27 new members – Passed</p> <p>283 members have not renewed their CMOS membership. They have until March 31, 2022 to do so before their accounts become inactive. There are currently 878 active members, 595 have renewed. A renewal message will be sent to these 283 members.</p>
	<p>b) Congress 2022 Registration Fees</p> <p>(GG) presented the draft Congress budget developed by the LAC which included the proposed slate of registration fees. This was the same registration fee structure used for Congress 2021. The CGU Executive have already approved the fee structure.</p> <p>Motion: To approve the registration fee structure for Congress 2022 as presented. – Passed.</p> <p>Further discussion highlighted that the memorandum of understanding between the three hosting organizations, CMOS, CGU and the Eastern Snow Conference details how revenue will be split based on self-identification of registrants. It was suggested again that non-members who register for a congress should be granted a one-year CMOS membership automatically because the non-member registration fee is higher to accommodate this.</p> <p>Motion: To allow everyone who pays the non-member registration fee for Congress 2022 to automatically be granted a CMOS membership for the remainder of 2022. - Passed</p>
6.	<p>Discussion Items</p>
	<p>a) Debrief from Centre Chairs & Membership Committee</p> <p>The Centre Chairs & Membership Committee meeting was held virtually on March 8, 2022. The following items were discussed:</p> <ul style="list-style-type: none"> • Upcoming and future Congresses. • National Tour Speakers – 210 registered participants for March 17, 2022

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	<ul style="list-style-type: none"> • Newsletter update <p>There were only seven of 13 Centre Chairs in attendance.</p>
	<p>b) Upcoming Congresses (JA) summarized the activities associated with congresses 2022 and 2023. Congress 2022 LAC is being led by CGU representatives. The SPC had received 551 abstracts, with approx. 50 each from CGU and Eastern Snow Conference and the remainder associated with CMOS.</p> <p>(JA) also provided an update on Congress 2023 work that Fraser Davidson has drafted. (JA) and (GG) met with sales manager from the St. John’s Sheraton Hotel to review the draft contract for the event. The hotel rooming block was reduced from the proposed 900 room nights to 500 to lower the possible financial risk to CMOS. The Sheraton is flexible enough to increase the rooming block closer to the dates of the congress if rooms are available. There is a second hotel in close proximity and another option is the residences at the university.</p> <p>Action: (JA) will contact Fraser Davidson to arrange university residence room availability for the Congress and possible larger venues for plenary sessions.</p> <p>The plan is to accommodate 300 in-person participants running a live program of concurrent sessions in the morning hours (local time) followed by plenaries immediately after lunch (local time) live streamed for every time zone. DFO and CNC-SCOR have expressed interest in participating in the Congress 2023.</p> <p>Additional discussions took place around limiting congress exhibitors to two days only. Companies cannot commit to having staff dedicated to booths for longer. Suggest allowing exhibitors to introduce themselves prior to plenary sessions. All exhibit booths would be in close proximity to coffee break locations.</p>
	<p>c) Communications Strategy (EM) will develop a template strategy that ties everything together. She suggested that since the website is the focal point of communication that it should be enhanced/improved and perhaps a rebranding exercise could be done. Ensure that the backend analytics are readily available.</p> <p>Action: (EM) will develop a template for the CMOS communications strategy before the end of March 2022.</p> <p>A contact person from each of the 13 centres needs to be identified to be able to gather communications and promote them over the various networks.</p> <p>Other initiatives that directly impact the communications strategy development is the review and analysis of alternative service providers for association management software (ams) services, other than Olatech. There is data that the co-op student gathered during the second half of her work term and a more recent discussion between (GG) and a company offering enhanced (ams) services to what we currently have from Olatech but at half the price. If we transition away from Olatech,</p>

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	<p>then the opportunity to perform a complete revamp of the website would be available.</p> <p>Another option is to contract the organization of a congress to a third party organization, like Agenda Managers (Halifax) who is contracted to organize the Year of Polar Prediction Final Summit in Montreal.</p> <p>Action: (GG) will develop an RFP to solicit interest in complete association management services including organizing and running a complete congress event.</p> <p>Our current Olatech contract term is as follows:</p> <ul style="list-style-type: none"> • Effective Date: May 17, 2021 • Contract Termination: Effective Date + 730 days = May 17, 2023 • Early termination: At least effective date + 365 days: can terminate by providing 180-day prior written notice. • This means that as of May 17, 2022 we can provide a written notice to terminate as of: November 13, 2022. <p>The completed RFP will be directed to a small number of firms for responses. Qing Liao, CMOS Office Manager, will be consulted on the development of the RFP.</p>
	<p>d) Publications Strategy (MS) met with the new account manager from Taylor & Francis, the publishing company of the Atmosphere-Ocean Journal. (MS) also met with the chief editors for A/O and are dealing with the departure of Sheila Bourque as technical editor plus other roles. (MS) will continue to work with the editors to ensure the articles are moving through the process ending up in the journal.</p> <p>A separate A/O access issue is being investigated by Taylor & Francis, not all CMOS members have full access to all articles on the A/O website.</p> <p>Special issues of the A/O are another option, especially of the abnormal events in BC over the past year.</p>
	<p>e) A/O Technical Editor options (MS) and (GG) revised the statement of work for the A/O Technical Editor position and Haley Alcock, Bulletin Editor, is interested in taking on this added responsibility with the proper training and support. Haley recently broke her arm and is off work until beginning of April.</p>
	<p>f) EDI Initiative (JA) continues to work with Karen Smith, SPEC Chair, Abdoulaye Harou, CMOS Councillor-at-large, Russell Boals, CWRA, and Naolo Charles, BE Initiative to discuss possible EDI initiatives and developing a funding proposal for ECCC support. This could involve first hiring a coordinator to help set some priorities with ECCC support.</p>
7.	Staffing
	a) Senior Scientific Officer

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	(JA) stated that CMOS did not receive any letters of interest. (JA) has an individual in mind that would be perfect to assume this role for a year. He will reach out to see if there is interest.		
8.	Other Business		
9.	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 09	November 23
	January 04	January 11	January 25
	March 08	March 15	March 29
	May 03	May 10	May 24
			AGM XX
10.	Adjournment (Meeting adjourned)		

Action Items

2021-2022			
ID	By	Action	Status
E5.4	JA/GG	will review the outstanding items from the Implementation Plan and recommend steps to move them forward.	Open.
E5.6b	JA	will contact Fraser Davidson to arrange university residence room availability for the Congress and possible larger venues for plenary sessions.	Open.
E5.6c-1	EM	will develop a template for the CMOS communications strategy before the end of March 2022.	Open.
E5.6c-2	GG	will develop an RFP to solicit interest in complete association management services including organizing and running a complete congress event.	Open