

CMOS Executive Committee 2021-2022 Meeting #6 2022-05-10
Procès-verbal du comité exécutif de la SCMO 2021-2022 Réunion #6 10-05-2022

Minutes
Tuesday, 10-May-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)	x
Treasurer	Jinyu Sheng (JS)	√			
	Secretary:		Executive Director	Gordon Griffith (GG)	√

(Quorum = two voting members plus the President or Vice-President)
 Current meeting: Three voting members plus President = Quorum

Agenda & Attachments

1	1_Agenda_CMOS_Executive_6_SCMO_2022-05-10	6a	6a_Minutes – Centre Chairs and Membership Committee 2021-2022 – Meeting-5 2022-05-03
2	2_Draft Minutes_CMOS_Executive_5_2022-03-15	6c	6c_CMOS – AMS - RFP
3	3_Council-Executive – Action Items – 2022-05-10	6d	6d_AO_assoc_editor_update2022_pdf
4	4_CMOS Implementation Plan 2021-2022 – 2022-03-29 update	6d	6d_ToR_for_Associate_editors_MS
5a	5a_NewMemberApplication(6)-042622	6d	6d_ToR_for_Scientific_editors_MS
5b	5b_CMOS Prizes and Awards 2021_summary	6f	6f_CMOS_Nominating_Committee-Nominations_for_2022-2023

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
RFP	Request for Proposal
SPEC	School and Public Education Committee
WPM	Warning Preparedness Meteorologists

1.	Approval of Agenda The agenda was approved as written.
2.	Approval of Executive Meeting #5 Minutes The minutes from Meeting #5 held on March 15, 2022 were approved as written.
3.	Council – Executive Action Items

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	<p>(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.</p> <p>Action: (GG) to send a Doodle poll to all Council members to help identify days and times when all would be available for 2022-2023 meetings.</p> <p>Action: (GG) to start tracking all motions from meetings to ensure all decisions are historically tracked.</p> <p>(JA) updated the committee with some of the actions he was responsible for. He received a number of suggestions/concerns with the membership renewal process through the Olatech software. Experience from other organizations has proven to be much easier and straightforward compared to the Olatech process. There was also discussion around a more automated process for reminding members to renew.</p>
4.	<p>Implementation Plan 2021-2022 Update</p> <p>(GG) included an update on the 2021-2022 implementation plan in the meeting documentation package. He then proposed a process to transition from this first implementation plan (2021-2022) to the 2022-2023 version. Need to assess the items that were not completed in the 2021-2022 plan and transfer them to the new plan if it makes sense.</p> <p>Action: (GG) will add the 2021-2022 Implementation Plan to the May 24 Council meeting agenda and request Council members to assess the incomplete items from the 2021-2022 Implementation Plan and help create a first draft of the 2022-2023 Implementation Plan.</p> <p>Focus needs to be put on connecting government departments, academia, private sector professionals with students and CMOS is the appropriate channel to do this.</p>
5.	<p>Decision Items</p>
	<p>a) New Member Applications</p> <p>(GG) presented 7 new member applications for approval by the Executive. These included six 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>Motion: To approve the 7 new members – JS/SD – Passed</p> <p>It was suggested to organize a new member orientation Zoom session to welcome the new members and provide a brief CMOS 101 information session. This would be held quarterly following the approval process led by the President and Executive Director.</p> <p>Action: (GG) to organize a new member orientation Zoom session as soon as possible for all new members since January 1, 2022 hosted by (JA) and (GG).</p>

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	<p>b) CMOS Awards 2022 Approval (GG) presented the recommendations from the Prizes and Awards Committee. The committee had met a couple of times through March and April to deliberate.</p> <p>Motion: To approve the recommendation from the Prizes and Awards Committee of the recipients for 2022. JS/MS – Passed.</p> <p>Help is needed to promote these awards and prizes to get more nominations for all being submitted. Perhaps there is a need to review what is being asked of nominators to ensure the nomination process is not too onerous. Perhaps the centres should have a greater role in helping to promote nominations.</p>
6.	<p>Discussion Items</p>
	<p>a) Debrief from Centre Chairs & Membership Committee The Centre Chairs & Membership Committee meeting was held virtually on May 3, 2022. The following items were discussed:</p> <ul style="list-style-type: none"> • Upcoming and future Congresses. • Newsletter discussion <p>There were only five of 13 Centre Chairs in attendance.</p> <p>General discussion around the content of the draft May newsletter showing CMOS through numbers, and whether CMOS membership issues are Council challenges or Centre challenges. Engagement with the individual members should be through the Centres.</p> <p>The Executive Committee conducted a brief brainstorming session on how to promote the input from the centres:</p> <ul style="list-style-type: none"> • A suggestion was made to possibly have all the Centre Chairs participate in a brainstorming meeting as part of the Congress 2023 in St. John’s, perhaps offering to cover the travel costs. • Develop new ideas on how to recruit new members and possibly offer an incentive prize(s) for the Centre(s) who recruit the greatest percentage of new members over a given time. • CMOS needs to develop a set of indicators to be able to track performance of the Society. <p>Action: The Executive Committee will seek input from the Centre Chairs during their next meeting and then finalize how to involve the Centre Chairs in future membership recruitment initiatives at their next meeting.</p>
	<p>b) Upcoming Congresses (JA) summarized the activities associated with congresses 2022 and 2023. Congress 2022:</p> <ul style="list-style-type: none"> • Public speaker: Dr. Eric Oliver only. Eric will invite members of the community that were involved in his research to share their experiences. (JA) will moderate the public session potentially with an indigenous co-moderator. • (JA) is attempting to organize a session on the BC extreme events but is having difficulty recruiting representatives from the BC government to participate.

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	<ul style="list-style-type: none"> • LAC and SPC are working on entering the program content into EventMobi in the most efficient way. • Social events are being finalized including student events. • At the time of this meeting there were 338 registrants for the congress. Reminders will be sent for the early bird deadline of May 13, 2022. <p>Congress 2023:</p> <ul style="list-style-type: none"> • LAC and SPC are being formed. • A poster is being developed so it can be shown during the Congress 2022. • A theme of “<i>Connecting on the Rock from the Marine Environment to the Blue Economy</i>”.
	<p>c) CMOS RFP AMS (GG) presented the draft RFP document that included edits from (JA) and (MS). Additional input was requested of other committee members before the RFP would be sent out. As a reminder, this RFP is seeking proposals to replace Olatech as the service provider for association management software.</p> <p>The RFP will be sent out on Monday, May 16, 2022, allowing for any last-minute suggested edits from the committee members.</p>
	<p>d) Publications Strategy (MS) developed three documents, the A-O editorial board plan, terms of reference for associated editors and terms of reference for scientific editors. He is proposing that the “editors-in-chief” be renamed “scientific editors”. He is also working through the associate editors list and keeping those who are appropriate. (GG) confirmed that any changes that (MS) as Publications Director wishes to make to the A-O editorial board does not need approval by the members at the AGM. Council needs to be kept informed with all proposed changes.</p>
	<p>e) A/O Technical Editor Haley Alcock has resigned as CMOS Bulletin SCMO Editor since accepting a fulltime job elsewhere. This position and the A-O technical editor positions have been circulated through a few scientific/professional networks to solicit interest.</p>
	<p>f) Draft Slate of Council 2022-2023 (JA), (SD), (JS) and (EM) are to meet over the next week to finalize the proposed makeup of the 2022-2023 executive so the slate can be presented to Council for approval ahead of the AGM. There are two remaining councillor-at-large roles that need to be filled, a private sector representative and a ECCC representative. The intent is to have representatives from both DFO and ECCC as councillors-at-large who can assume a liaison role with their respective ministries. A WPM would be beneficial also.</p> <p>Action: (SD) will send a request to Centre Chairs to provide suggestions for councillors-at-large representing the private sector and ECCC.</p>

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7.	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 June 22
8.	Adjournment (Meeting adjourned)		

Action Items

2021-2022			
ID	By	Action	Status
E6.3-1	GG	to send a Doodle poll to all Council members to help identify days and times when all would be available for 2022-2023 meetings.	Open.
E6.3-2	GG	to start tracking all motions from meetings to ensure all decisions are historically tracked.	Open.
E6.4	GG	will add the 2021-2022 Implementation Plan to the May 24 Council meeting agenda and request Council members to assess the incomplete items from the 2021-2022 Implementation Plan and help create a first draft of the 2022-2023 Implementation Plan.	Open.
E6.5a	GG	to organize a new member orientation Zoom session as soon as possible for all new members since January 1, 2022 hosted by (JA) and (GG).	Done 2022-05-16
E6.6a	All	The Executive Committee will seek input from the Centre Chairs during their next meeting and then finalize how to involve the Centre Chairs in future membership recruitment initiatives at their next meeting.	Open
E6.6f	SD	will send a request to Centre Chairs to provide suggestions for councillors-at-large representing the private sector and ECCC.	Open