

CMOS Executive Committee 2022-2023 Meeting #1 2022-08-22
Procès-verbal du comité exécutif de la SCMO 2022-2023 Réunion #1 22-08-2022

Minutes
Monday, August 22-2022, 12:30 pm EDT

Attendance:

President	Jim Abraham (JA)	√	Past President	Marek Stastna (MS)	x
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: Two voting members plus President = Quorum

Agenda & Attachments

1	1_Agenda_CMOS_Executive_1_SCMO_2022-08-22	4a	4a_CMOS Implementation Plan 2021-2022 2022-05-15 update
2	2_Draft Minutes_CMOS_Executive_6_2022-05-10-V1	4d	4d_Budget_CMOS_CGU_ESC_2022_08_17_U-v2
3	3_Council-Executive-CC – Action Items – 2022-08-11	4d	4d_CMOS membership Breakdown-2022-08-22

Attachments to Minutes

--	--	--	--

Acronyms Used:

A-O	Atmosphere-Ocean
AMS	Association Management Software
DFO	Fisheries and Oceans Canada
ECCC	Environment and Climate Change Canada
EDI	Equity, Diversity and Inclusion
LAC	Local Arrangements Committee
RFP	Request for Proposal
SPC	Scientific Program Committee
SPEC	School and Public Education Committee

1.	Approval of Agenda The agenda was approved as written with the addition of internal communications to the implementation plan discussion.
2.	Approval of Executive Meeting #6 Minutes 2021-2022 The minutes from Meeting #6 held on May 10, 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.

CMOS Executive Committee 2022-2023 Meeting #1 2022-08-22
Procès-verbal du comité exécutif de la SCMO 2022-2023 Réunion #1 22-08-2022

	<p>A brief discussion took place around action C6.5c, the first Centre Chairs meeting agenda should include a discussion on the annual independent review of the centres' financial reporting.</p>
4.	<p>Discussion Items</p>
	<p>a) Implementation Plan 2022-2023 Development</p> <p>A detailed review of the May 15, 2022 version of the 2021-2022 Implementation Plan was done in anticipation of adding content for the 2022-2023 version.</p> <p>Action: (GG) will develop a draft version of the 2022-2023 Implementation Plan based on the discussions during the Executive Committee meeting #1. Adding new bullets below existing bullets from 2021-2022.</p> <p>Action: (GG) will include the draft 2022-2023 Implementation Plan on the agendas for the September meetings of the Centre Chairs and Membership Committee, the Executive Committee and Council.</p> <p>The following details were raised during the meeting discussion:</p> <p>Governance and Membership</p> <p>1) <i>Fostering active, inclusive involvement by the membership, including ECR and BIPOC members, in Society governance and Committees.</i></p> <ul style="list-style-type: none"> • Centre Chairs and Membership Committee and SPEC are in good shape. • UPEC is being reinitiated under the leadership of Paul Kushner • Private Sector Committee is being reinitiated under the guidance of Scott Keihler • Publications Committee is being reviewed by Marek Stastna as Publications Director to help renew the editors list • The Scientific Committee needs new leadership • Fellows Committee is under new leadership by Kimberly Strong • (JA) suggested that the Executive Committee meet with the existing members of the Scientific Committee members to help identify a new possible chair and confirm their term and if there are any potential new members. Also possible inclusion of SIG representatives and someone to act as a liaison with future congress scientific program committees. <p>Action: Executive Committee members to meet with current members of the Scientific Committee to establish their intent to remain as active members, help identify a chair and identify new potential members from SIGs.</p> <ul style="list-style-type: none"> • (GG) reviewed the status of each standing committee that is identified on the cmos.ca website. Some committees meet when needed, some meet once a year, others more frequently. • External Relations Committee has never met formally, although the details identified in the terms of reference have been looked after by the executive director and by other members of the Executive Committee. <p>Action: (GG) will add the terms of reference from the External Relations Committee to the terms of reference of the Executive Committee.</p>

CMOS Executive Committee 2022-2023 Meeting #1 2022-08-22
Procès-verbal du comité exécutif de la SCMO 2022-2023 Réunion #1 22-08-2022

- It was suggested that an additional graphic be developed to illustrate how each standing committee supports the strategic objectives from the Strategic Plan.

Action: (GG) to develop a new webpage illustrating how each standing committee supports the strategic objectives from the current strategic plan.

- It is important to ensure that each standing committee has a liaison role on Council.
 - AL is liaison with Students Committee
 - SK is liaison with Private Sector Committee
 - DP is liaison with promoting francophone initiatives.
 - AW is liaison with SPEC
 - New chair of Scientific Committee would become Councillor-at-large

2) Fine tuning Society business practices including By-laws, the structure of Council and executive, and Communications to serve the membership effectively. This includes appropriate investment in CMOS staff and IT.

- Make minutes and other meeting documents available on the website. Possible part of the next iteration of the website.

3) Increasing the range of options for involvement of government scientists in the Society.

- Continue interaction with ECCC ADMs
- Follow up with Keith Lennon (DFO) to organize frequent update meetings between CMOS Executive Committee members and the appropriate DFO representatives.

Action: (GG) to ask Keith Lennon (DFO) who the appropriate DFO representatives that CMOS Executive Committee members should meet with to provide updates on CMOS initiatives.

4) Ensuring the Society's activities remain both relevant and appropriate for a COVID-19 impacted, and lower-carbon-footprint world. This includes opportunities for tangible collaboration with related Societies and concrete support for the activities of CMOS Centres.

- St. John's Congress 2023 is the first hybrid congress offering and should be a priority and use lessons learned from the YOPP Final Summit event and its hybrid offering.

5) Ensuring that CMOS delivers both scientific and operational services to its francophone members

- (DP) has recruited another individual to work on this initiative.
- Suggestion to have a French plenary speaker followed by a full session at the next congress. (without translation, offered virtually)
- Simultaneous translation services are expensive.
- (GG) added that any communications that are sent out from CMOS are sent in English to those members that have indicated English as their preferred

language and in French to those that have indicated French as their preferred language. No bilingual messages.

Scientific Excellence

- 1) ***Ensuring that the CMOS Congress attracts the best and broadest Canadian and International science in the CMOS-supported scientific disciplines, as well as those of related Societies.***
 - Should have common consistent sessions from congress to congress notwithstanding the theme that changes each year. Develop this with the assistance of former SPC chairs.

- 2) ***Promoting modern, effective Society publications, supporting local science initiatives from the Centres, and developing broadly effective social media strategies.***
 - Include new Newsletter, The Wave/ l'onde, in developing a complete communications strategy
 - Publications Committee involvement, Executive Committee involvement from communications strategy.
 - Member engagement through the Bulletin and Newsletter.

- 3) ***Establishing clear, two-way communication with funding agencies, and the two government departments (ECCC, DFO) that formally support CMOS.***
 - Keith Lennon – DFO
 - Nicole Bois (ECCC) / Stella Melo (MSC)
 - ECCC Contribution agreement – Doris Fortin, Executive Director Policy and Partnerships, MSC.
 - Ask DFO and ECCC who is the best to communicate with.
 - Funding agencies (NSERC, CFI)?

- 4) ***Honouring outstanding achievement in CMOS-supported scientific disciplines and Society service through financially meaningful scholarships and prizes.***
 - Scholarship review and offerings are responsibility of Scientific Committee.

Education and Outreach

- 1) ***Promoting student involvement from high school through graduate school in Society scientific activities, governance, local Centres, and the annual Congress. Involve students in recruitment efforts.***
 - \$100K Contribution agreement under diversity and inclusion and K-12 education – complete the terms with ECCC.
 - Develop weather, water and climate workshops for K-12 education use in underrepresented communities.
 - Identify systemic barriers from underrepresented communities not pursuing education in meteorology and oceanography.

- 2) ***Providing continued financial and logistical support to Centres for involvement in regional science fairs and the related promotion of scientific disciplines that fall under the CMOS scientific umbrella in K-12 education.***

CMOS Executive Committee 2022-2023 Meeting #1 2022-08-22
Procès-verbal du comité exécutif de la SCMO 2022-2023 Réunion #1 22-08-2022

	<ul style="list-style-type: none"> • Nothing additional was identified. <p>3) <i>Providing avenues for active involvement in national and international programs for K-12 teachers to enhance their expertise in scientific disciplines that fall under the CMOS scientific umbrella, especially through joint efforts with related Societies.</i></p> <ul style="list-style-type: none"> • SPEC has control of funds available from Development Fund to use and make recommendations to Council. <p>4) <i>Promoting and enhancing Society outreach to traditionally under-represented groups, and developing a climate justice component to CMOS activities.</i></p> <ul style="list-style-type: none"> • ECCC contribution agreement content will be added here. <p>Other ideas to be considered:</p> <ul style="list-style-type: none"> • ECCC considering a scholarship program for undergraduates organized through CMOS. UPEC and Scientific Committee could be involved and should identify gaps in areas that are not being covered. • Actuarial analysis of our investments/Reserve fund to see what funds could be invested in additional scholarships • Organize workshops/training for youth engagement – add under Outreach. • Mentorship program with AGU. • Add science fair winners to website • List undergraduate programs in meteorology and oceanography on CMOS.ca website. Consult arrcu.ca, cnc-scor through Paul Myers. <p>Action: (GG) will investigate if undergraduate programs in meteorology and oceanography are listed on cicic.ca and/or cmec.ca.</p> <p>Action: (GG) will add a list of undergraduate programs in meteorology and oceanography offered at Canadian educational institutions to the CMOS.ca website.</p>
	<p>b) CMOS RFP AMS Update</p> <p>(GG) summarized the process underway to seek possible replacement software for the Olatech service. Early responses to the RFP prompted us to decide to separate the original RFP into two, one for the association management software (AMS) including all the financial components, membership database and website. The other is strictly the organization and management of the annual congress. Two organizations were asked to quote on each RFP. We received one for each. The received proposal for the AMS will be further reviewed by Qing Liao and myself following her return from holidays in mid-September. Received on proposal for the congress management RFP from the organization that is managing the YOPP Final Summit taking place in Montreal starting August 29th, 2022. Updates will follow at the next Executive Committee and Council meetings.</p>
	<p>c) Congress 2023</p> <p>(JA) summarized that the planning continues. Fraser Davidson and others are in the process of recruiting other volunteers for the LAC and SPC. It is anticipated that Agenda Managers would be hired to help organize this hybrid congress. Details of the hybrid offering need to be worked out, experience from the YOPP Final Summit</p>

CMOS Executive Committee 2022-2023 Meeting #1 2022-08-22
Procès-verbal du comité exécutif de la SCMO 2022-2023 Réunion #1 22-08-2022

	<p>will help direct this. One idea is to have 1-2 day virtual offerings a few days before the actual in-person event. Could have the morning virtual sessions pre-recorded and a live Q&A session at the end. Offer tours in the mornings during the event.</p>																						
	<p>d) Society Updates by the Numbers (GG) presented the CMOS membership breakdown as of August 22, 2022.</p> <table border="0"> <tr> <td>Total Active Members</td> <td align="right">929</td> </tr> <tr> <td> Congress 2022 non-member registrations</td> <td align="right">144</td> </tr> <tr> <td> Regular members</td> <td align="right">444</td> </tr> <tr> <td> Retired members</td> <td align="right">170</td> </tr> <tr> <td> Students</td> <td align="right">254</td> </tr> <tr> <td> Associate – AMS</td> <td align="right">18</td> </tr> <tr> <td> Associate – AMOS</td> <td align="right">1</td> </tr> <tr> <td> Associate – CGU</td> <td align="right">10</td> </tr> <tr> <td> Associate – RmetS</td> <td align="right">6</td> </tr> <tr> <td> Corporate</td> <td align="right">23</td> </tr> <tr> <td> Life</td> <td align="right">3</td> </tr> </table> <p>(GG) sends renewal reminders to all active members starting in October of each year followed by a second reminder end of November and then mid to late January. A message from (JA) last year helped to remind individuals as there is an issue that emails from @cmos.ca accounts are sent to spam folders.</p> <p>(GG) also shared the draft final results from Congress 2022. From the MOU between CMOS, CGU and ESC, any net revenue was to be shared between CMOS and CGU only based on the proportion of registrants from each society. This was calculated at 64% for CMOS and 36% for CGU. This resulted in sharing the net revenue of \$61,264 for CMOS and \$34,935 for CGU.</p>	Total Active Members	929	Congress 2022 non-member registrations	144	Regular members	444	Retired members	170	Students	254	Associate – AMS	18	Associate – AMOS	1	Associate – CGU	10	Associate – RmetS	6	Corporate	23	Life	3
Total Active Members	929																						
Congress 2022 non-member registrations	144																						
Regular members	444																						
Retired members	170																						
Students	254																						
Associate – AMS	18																						
Associate – AMOS	1																						
Associate – CGU	10																						
Associate – RmetS	6																						
Corporate	23																						
Life	3																						
	<p>e) Meeting Dates Monday or Tuesday afternoons were the preferred days of the week for this years Executive Committee and Council meetings at 2:00pm ET. (GG) would follow-up on the existing actions to verify with Council members and members of the Centre Chairs and Membership Committee which day they prefer to ensure to maximize attendance. Centre chairs will be encouraged to send an alternative representative if the centre chair is not available.</p>																						

CMOS Executive Committee 2022-2023 Meeting #1 2022-08-22
Procès-verbal du comité exécutif de la SCMO 2022-2023 Réunion #1 22-08-2022

5.	Upcoming Meetings 2022-2023		
	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 TBD
6.	Adjournment (Meeting adjourned)		

Action Items

2022-2023			
ID	By	Action	Status
E1.4-1	GG	will develop a draft version of the 2022-2023 Implementation Plan based on the discussions during the Executive Committee meeting #1. Adding new bullets below existing bullets from 2021-2022.	Open.
E1.4-2	GG	will include the draft 2022-2023 Implementation Plan on the agendas for the September meetings of the Centre Chairs and Membership Committee, the Executive Committee and Council.	Open.
E1.4-3	Executive Committee	Executive Committee members to meet with current members of the Scientific Committee to establish their intent to remain as active members, help identify a chair and identify new potential members from SIGs.	Open.
E1.4-4	GG	will add the terms of reference from the External Relations Committee to the terms of reference of the Executive Committee.	Open
E1.4-5	GG	to develop a new webpage illustrating how each standing committee supports the strategic objectives from the current strategic plan.	Open
E1.4-6	GG	to ask Keith Lennon (DFO) who the appropriate DFO representatives that CMOS Executive Committee members should meet with to provide updates on CMOS initiatives.	Open
E1.4-7	GG	will investigate if undergraduate programs in meteorology and oceanography are listed on cicic.ca and/or cmec.ca.	Open
E1.4-8	GG	will add a list of undergraduate programs in meteorology and oceanography offered at Canadian educational institutions to the CMOS.ca website.	Open