

**CMOS Executive Committee 2023-2024 Meeting #1 2023-08-14**  
**Procès-verbal du comité exécutif de la SCMO 2023-2024 Réunion no. 1 14-08-2023**

**Minutes**  
**Monday, August 14-2023, 2:00 pm EDT**

**Attendance:**

<b>President</b>	<b>Serge Desjardins (SD)</b>	√	<b>Past-President</b>	<b>Jim Abraham (JA)</b>	√
<b>Vice-President</b>	<b>Shannon Nudds (SN)</b>	x	<b>Councillor Member-at-large</b>	<b>Emily MacPherson (EM)</b>	x
<b>Treasurer</b>	<b>Jinyu Sheng (JS)</b>	√	<b>Publications Director</b>	<b>Marek Stastna (MS)</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_1_SCMO_2023-08-15	4a	4a_CMOS 2025 revised contract as of May 25 2023
2	2_Draft Minutes_CMOS_Executive_6_2023-05-16	5a	5a_Congress 2023 Debrief – Pilot Items
3	3_Council-Executive-CC – Action Items – 2023-07-21	5c	5c_CMOS Implementation Plan 2023-2024 – 2023-08-14

**Attachments to Minutes**

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**Acronyms Used:**

A/V	Audio/Visual
CGU	Canadian Geophysical Union
DFO	Fisheries and Oceans Canada
ECCC	Environment and Climate Change Canada
EDIA	Equity, Diversity, Inclusion and Accessibility
LAC	Local Arrangements Committee
UPEI	University of Prince Edward Island
YOPP	Year of Polar Prediction

1.	<b>Approval of Agenda</b>  The agenda was approved as presented.
2.	<b>Approval of Executive Meeting #6 Minutes 2022-2023</b>  The minutes from Meeting #6 held on May 16, 2023, were approved as presented.
3.	<b>Council – Executive Action Items</b>  (GG) presented the ongoing list of action items from the Centre Chairs and Membership Committee, Executive Committee and Council meetings. (JA) acknowledged that he still had an action to develop goals and objectives for the executive director for the fiscal year 2022-2023. These included completing the EDIA year one project, Congress 2023 and the YOPP Final Summit. He will be completing this shortly and sharing it with everyone.

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4.	<b>Decision Item</b>
	<p><b>a) Congress 2025 Venue Contract</b></p> <p>The contract for the in-person congress 2025 venue (TCU Place, Saskatoon) was presented for approval. This contract had already been reviewed by the Saskatoon Centre representatives who will be leading the LAC for congress 2025. This contract was for food and beverage and meeting rooms only. Hotel rooms will be handled under different contracts. A/V will also be a separate contract. Craig Smith has been the point contact from Saskatoon. Congress 2025 will be a joint congress with CGU. There is potential to have other organizations involved, such as Global Water Futures (<a href="https://gwf.sask.ca">https://gwf.sask.ca</a>).</p> <p><b>Action:</b> (JA) will contact Craig Smith and John Pomeroy to discuss the inclusion of Global Water Futures in Congress 2025.</p> <p><b>Motion:</b> That the contract for the Congress 2025 venue, TCU Place, Saskatoon, dated May 27, 2023, be approved as presented. – JA and JS - Carried</p>
5.	<b>Discussion Items</b>
	<p><b>a) Congress 2023 Pilot Items Discussion</b></p> <p>(GG) presented a list of the initiatives that were piloted during the congress 2023. These included:</p> <ul style="list-style-type: none"> <li>• Hiring an event planner organization during the eight months leading up to the actual event.</li> <li>• Developing and offering an online abstract submission and session submission system independent of the Olatech In1Touch software service.</li> <li>• Developing and offering an online participant registration system independent of the Olatech In1Touch software service.</li> <li>• Offer a hybrid scientific program that included simultaneous live streaming or online participation of all sessions.</li> </ul> <p>Positive and negative features for each initiative will be identified to help develop recommendations related to future congress offerings. Input will be sought from the LAC chair and the SPC co-chairs and others to fill out this analysis.</p> <p>The following ideas were discussed:</p> <ul style="list-style-type: none"> <li>• A recommendation will be made concerning on-going parallel sessions for future congresses.</li> <li>• Student volunteers are key to helping run a successful congress, however, it is important to balance their time running the technical components during the sessions and their time as participants learning stuff during the sessions. The need for student volunteers is greater when running a completely virtual congress.</li> <li>• Some university faculty members favour greatly the in-person option for the annual congress and would participate less during a completely virtual congress.</li> <li>• Need further discussion on how best to attract scientists from ECCC and DFO and other departments to at least be able to participate virtually. Look at having CMOS support added as a line item to annual budgets. This would reduce or</li> </ul>

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	<p>eliminate the need for ministerial approval of staff attending the congress, virtually and/or in-person. A networking and training opportunity.</p> <ul style="list-style-type: none"> <li>• This document is a work in progress and will be updated through a number of iterations.</li> <li>• A post-mortem with Lynn Buckley, Agenda Managers was recommended.</li> <li>• Future LACs will be part of the consultation on these initiatives.</li> <li>• Should continue to charge registration fees.</li> <li>• Look at funding options for workshops on various topics to be offered during congresses.</li> </ul>
	<p><b>b) 2023-2024 Priorities</b></p> <p>The following priorities were identified:</p> <ul style="list-style-type: none"> <li>• Impact Analysis Project</li> <li>• Recruit future leaders for Executive Committee sooner, focus of representatives from the west.</li> <li>• New member recruitment tools developed from Impact Analysis project.</li> <li>• Review pilot initiatives from congress 2023 and make recommendations for future congresses.</li> <li>• Work on EDIA project year 1 recommendations.</li> <li>• Explore the concept of regional groups (chapters) of centres to advance certain initiatives. (UPEI is interested in starting a centre). This is an initiative that (JA) will look at.</li> </ul>
	<p><b>c) Implementation Plan 2023-2024 Creation</b></p> <p>The 2023-2024 draft implementation plan will be developed from the collected priorities and shared with the centre chairs during their September meeting. Additional review and consultation will follow. (SD) will be highlighting the current strategic objectives from the 2021-2024 Strategic Plan in future issues of The Wave newsletter.</p> <p><b>Action:</b> (GG) will develop a draft of the 2023-2024 implementation plan based on input from the Executive Committee.</p>
	<p><b>d) Meeting Dates</b></p> <p>(GG) shared the proposed dates for the cycle of meetings for 2023-2024. Everyone agreed with the dates. The start time is 2:00pm ET for all meetings.</p>

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6.	<b>Upcoming Meetings 2023-2024</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 14 (Monday)	
	September 5	September 12	September 26
	November 07	November 14	November 28
	January 09	January 16	January 30
	March 05	March 12	March 26
	May 07	May 14	May 28
			AGM June 25
7.	<b>Other Business</b>		
	<ul style="list-style-type: none"> <li>• Potential additional funding available from ECCC for EDIA related work.</li> </ul>		
8.	<b>Adjournment</b> (Meeting adjourned)		

**Action Items**

<b>2023-2024</b>			
ID	By	Action	Status
<b>E1.4a</b>	JA	(JA) will contact Craig Smith and John Pomeroy to discuss the inclusion of Global Water Futures in Congress 2025.	Open
<b>E1.5c</b>	GG	(GG) will develop a draft of the 2023-2024 implementation plan based on input from the Executive Committee.	Open