

CMOS Executive Committee 2023-2024 Meeting #2 2023-09-12
Procès-verbal du comité exécutif de la SCMO 2023-2024 Réunion no. 2 12-09-2023

Minutes
Tuesday, September 12-2023, 1:00 pm EDT

Attendance:

President	Serge Desjardins (SD)	√	Past-President	Jim Abraham (JA)	√
Vice-President	Shannon Nudds (SN)	√	Councillor Member-at-large	Emily MacPherson (EM)	x
Treasurer	Jinyu Sheng (JS)	x	Publications Director	Marek Stastna (MS)	x
	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_2_SCMO_2023-09-12	3b	3b_By-Laws Review 2023-2024 – 2023-08-23
2	2_Draft Minutes_CMOS_Executive_1_2023-08-14	5a	5a_Centre Chairs and Membership Committee 2023-2024 – Meeting-1 2023-09-05
3a	3a_Council-Executive-CC – Action Items – 2023-09-08	5c	5c_CMOS Implementation Plan 2023-2024 – 2023-09-08

Attachments to Minutes

--	--	--	--

Acronyms Used:

AGM	Annual General Meeting
ECCC	Environment and Climate Change Canada
EDIA	Equity, Diversity, Inclusion and Accessibility
LAC	Local Arrangements Committee

1.	Approval of Agenda The agenda was approved as presented.
2.	Approval of Executive Meeting #1 Minutes 2023-2024 The minutes from Meeting #1 held on August 14, 2023, were approved as presented.
3.	a) Council – Executive Action Items (GG) presented the ongoing list of action items from the Centre Chairs and Membership Committee, Executive Committee and Council meetings. b) By-Laws Review 2023-2024 – 2023-08-23 Four action items involving the review of By-Laws wording were worked on over the past couple of weeks and detailed in the attached document. The following comments and discussion took place:

CMOS Executive Committee 2023-2024 Meeting #2 2023-09-12
Procès-verbal du comité exécutif de la SCMO 2023-2024 Réunion no. 2 12-09-2023

	<ul style="list-style-type: none"> • All resulting modifications to the By-laws wording will be presented for approval during the 2024 AGM. The proposed By-laws revision will be sent to the CMOS membership in advance of the AGM along with a briefing note explaining the reasoning behind the changes. • Everyone was in favour of having at least one president during the centre executive term exercise the right to stay in the role for a second term. • The Past-President chairs the Nominations Committee and (JA) will highlight the benefits of a president staying for a second term as the next centre(s) term as the CMOS national executive starts. • Consider hiring a consultant to lead CMOS through the renewal of its strategic plan. • Student membership monitoring process will have to be drafted in office procedures. (GG) will draft this up.
4.	Decision Item
	N/A
5.	Discussion Items
	<p>a) Centre Chairs & Membership Committee meeting minutes – 2023-09-05</p> <p>(SN) presented the following highlights from the meeting:</p> <ul style="list-style-type: none"> • (GG) agreed to coordinate all the webinar initiatives across the centres so that there are no conflicts, and every centre is aware of and invited to each event. The cmos.ca website home page now has a “view calendar” button that allows the user to view all upcoming events in a monthly calendar view along with other options. • (GG) reconfirmed that minutes from the Council, Executive Committee and AGM meetings will be made available on the cmos.ca website. • The Impact Analysis Project was shared with the attendees. • Congress 2024 organizers were starting to solicit volunteers for key roles. • General support was voiced about the national approach to organizing the scientific program.
	<p>b) National Tour Speaker</p> <p>The following discussion took place:</p> <ul style="list-style-type: none"> • Perhaps the Scientific Committee could identify someone for consideration as the national tour speaker and be coordinated into the online offerings. • The current approved budget includes virtual offering of the national tour speaker. A fully in-person national tour speaker series costs around \$10K in travel expenses. • Look at alternative means of bringing centre members together, such as grouping together in-person to watch a plenary speaker during a virtual congress. • There is an honorary recognition associated with being identified as the national tour speaker. These individuals are chosen by the National Executive Committee. • Encourage the centres to meet in-person during the virtual offering of the national tour speaker.

CMOS Executive Committee 2023-2024 Meeting #2 2023-09-12
Procès-verbal du comité exécutif de la SCMO 2023-2024 Réunion no. 2 12-09-2023

	<ul style="list-style-type: none"> • Previous experience has provided a scientific version and a version used for a public talk. • Action: (GG) will confirm if there are existing criteria for selecting a national tour speaker. If this does not exist, a procedure shall be drafted and confirmed with the Scientific Committee. • Another option was for one centre to host the tour speaker and offer it virtually to the other centres and rotate the hosting centre from year to year, or regionally. • The Centres will be surveyed on the various options and a shortlist of speakers. 																											
	<p>c) Implementation Plan 2023-2024 draft Update</p> <p>The 2023-2024 draft implementation was discussed with the Centre Chairs and a clean copy was sent to each of them to use during discussions with their respective executives and to provide feedback by Oct. 31, 2023.</p>																											
<p>6.</p>	<p>Upcoming Meetings 2023-2024</p> <p>SN requested a change to the start time of all the meetings for the three groups from 2:00pm ET to 12:00pm ET. A personal commitment keeps her from participating in meetings after 2:00pm ET.</p> <p>Action: GG will communicate this proposed time change (meeting start at 12:00pm ET versus old time of 2:00pm ET) with all participants of the Centre Chair & Membership Committee and the Council to verify everyone’s availability.</p> <table border="1" data-bbox="305 1157 1430 1629"> <thead> <tr> <th>Centre Chair & Membership Committee</th> <th>Executive Committee</th> <th>Council</th> </tr> </thead> <tbody> <tr> <td align="center">Tuesday</td> <td align="center">Tuesday</td> <td align="center">Tuesday</td> </tr> <tr> <td></td> <td align="center">August 14 (Monday)</td> <td></td> </tr> <tr> <td align="center">September 5</td> <td align="center">September 12</td> <td align="center">September 26</td> </tr> <tr> <td align="center">November 07</td> <td align="center">November 14</td> <td align="center">November 28</td> </tr> <tr> <td align="center">January 09</td> <td align="center">January 16</td> <td align="center">January 30</td> </tr> <tr> <td align="center">March 05</td> <td align="center">March 12</td> <td align="center">March 26</td> </tr> <tr> <td align="center">May 07</td> <td align="center">May 14</td> <td align="center">May 28</td> </tr> <tr> <td></td> <td></td> <td align="center">AGM June 25</td> </tr> </tbody> </table>	Centre Chair & Membership Committee	Executive Committee	Council	Tuesday	Tuesday	Tuesday		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
Centre Chair & Membership Committee	Executive Committee	Council																										
Tuesday	Tuesday	Tuesday																										
	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																										
<p>7.</p>	<p>Other Business</p> <ul style="list-style-type: none"> • N/A 																											
<p>8.</p>	<p>Adjournment (Meeting adjourned)</p>																											

Action Items

2023-2024			
ID	By	Action	Status
E2.5b	GG	(GG) will confirm if there are existing criteria for selecting a national tour speaker. If this does not exist, a procedure shall be drafted and confirmed with the Scientific Committee.	Open