

**CMOS Executive Committee 2023-2024 Meeting #3 2023-11-14**  
**Procès-verbal du comité exécutif de la SCMO 2023-2024 Réunion no. 3 14-11-2023**

**Minutes**  
**Tuesday, November 14-2023, 12:00 pm ET**

**Attendance:**

<b>President</b>	<b>Serge Desjardins (SD)</b>	<b>x</b>	<b>Past-President</b>	<b>Jim Abraham (JA)</b>	<b>√</b>
<b>Vice-President</b>	<b>Shannon Nudds (SN)</b>	<b>√</b>	<b>Councillor Member-at-large</b>	<b>Emily MacPherson (EM)</b>	<b>x</b>
<b>Treasurer</b>	<b>Jinyu Sheng (JS)</b>	<b>√</b>	<b>Publications Director</b>	<b>Marek Stastna (MS)</b>	<b>√</b>
<b>Secretary:</b>			<b>Executive Director</b>	<b>Gordon Griffith (GG)</b>	<b>√</b>
<b>Congress 2024:</b>			<b>LAC Chair</b>	<b>Pat McCarthy (PM)</b>	<b>√</b>

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

**Agenda & Attachments**

1	1_Agenda_CMOS_Executive_3_SCMO_2023-11-14	4b	4b_CMOS Implementation Plan 2023-2024 – 2023-11-07
2	2_Draft Minutes_CMOS_Executive_2_2023-09-12	4c	4c_NewMemberApplication(6)-110823
3a	3a_Council-Executive-CC – Action Items – 2023-11-07	4d	4d_Congress 2024 Organizational Expenses
4a	4a_CFCAS – Briefing Note – 2023-11-15	5a	5a_Minutes – draft – Centre Chairs and Membership Committee 2023-2024 – Meeting-2 2023-11-07

**Acronyms Used:**

CFCAS	Canadian Foundation for Climate and Atmospheric Sciences
DFO	Fisheries and Oceans Canada
ECCC	Environment and Climate Change Canada
LAC	Local Arrangements Committee

1.	<b>Approval of Agenda</b>  The agenda was approved as amended. A Congress 2024 Update item was added and will be a recurring item.
2.	<b>Approval of Executive Meeting #2 Minutes 2023-2024</b>  The minutes from Meeting #2 held on September 12, 2023, were approved as presented.
3.	<b>a) 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.
4.	<b>Decision Item</b> <b>a) CFCAS Archives</b> (GG) presented that CMOS is storing 78 boxes of archived paper files from CFCAS. CMOS is spending \$155/months for secure storage in Ottawa. A recommendation to destroy the files was discussed and it was suggested to ask Gordon McBean if he had

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	<p>any issue with fulfilling this recommendation as he was involved in the creation of and the management of the foundation when it was active. A detailed list of what is stored is not available.</p> <p><b>Action:</b> (GG) will ask Gordon McBean if there is any issue with destroying the content of the 78 boxes in storage of CFCAS archived documents.</p>
	<p><b>b) Implementation Plan 2023-2024 Draft</b>          (GG) summarized that the draft implementation plan for 2023-2024 that the Executive Committee created had been circulated to the Centre Chairs, for review with their respective executives, and Council members, all given a deadline of October 31, 2023 to submit comments and feedback. Comments and feedback were received from Toronto and Ottawa Centres. Everyone was encouraged to review this input with the anticipation of presenting a final version to Council for approval during the November 28, 2023 meeting.</p> <p>The results of the Impact Analysis Project would provide input into creating a new strategic plan for 2025 – 2028 and the associated annual implementation plans.</p> <p>A brief discussion took place around possible expanding the definition of corporate member category based on some of the input received from the consultation. Potential future discussions could include contacting the Federation of Canadian Municipalities (FCM).</p>
	<p><b>c) CMOS Member Applications</b>          (GG) presented a list of six member applications. Two previous members rejoining and four new student members.</p> <p><b>Motion:</b> to approve the six member applications. – MS &amp; JA – Carried.</p> <p><b>Action:</b> (GG) to organize an orientation session for all the new members recently approved hosted by (JA).</p>
	<p><b>d) CMOS Congress 2024 Event Planner Contract</b>          (GG) presented the details of the three additional expenses for the event planner (also includes registration and abstract submission), congress website hosting, and EventMobi platform access. A two-year option had been presented for access to EventMobi, however it was decided to move forward with the one-year option. (GG) reminded everyone that Congress 2021 had nearly 950 registrants and Congress 2022 had about 850 registrants. With the proper registration fee structure and a similar registration level, the additional expenses of the event planner and website hosting would be adequately covered.</p> <p><b>Motion:</b> To approve the contract with Agenda Managers (\$39K), the website hosting and archive fee (\$7.5K) and the one-year EventMobi platform (\$11,012.50). JA &amp; JS – Carried</p> <p><b>Action:</b> (GG) will organize an introductory meeting between Lynn Buckley (Agenda Managers) and Pat McCarthy and Peter Jackson for week of Nov. 20, 2023.</p>

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5.	<b>Discussion Items</b>		
	<p><b>a) Centre Chairs &amp; Membership Committee meeting minutes – 2023-11-07</b></p> <ul style="list-style-type: none"> <li>The draft minutes were included for information. No further discussions took place.</li> <li>(GG) confirmed that the events calendar feature had been added to the cmos.ca website homepage and the Centre Chairs who attended this meeting felt this was a useful tool.</li> </ul>		
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>
		<del>August 14 (Monday)</del>	
	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>		
	<p><b>a) Congress 2024 Update</b></p> <p>Pat McCarthy, Chair of the Local Arrangements Committee (LAC) joined to provide an update on the planning of Congress 2024. This agenda item will be added to all future Executive and Council meetings. The following was discussed:</p> <ul style="list-style-type: none"> <li>A draft request for session proposals has been created and will be shared with the National Science Program Committee (NSPC) members to finalize.</li> <li>(GG) confirmed that the LAC develops the congress budget in anticipation of at least \$30K revenue over expense to satisfy the CMOS annual budget. The recommended registration fee structure that helps satisfy the budgeted revenue is submitted to the CMOS Executive Committee for approval before congress registration is opened.</li> <li>Congress 2021 and 2022 were both held virtually and these can both be used as templates.</li> <li>(JA) recommended that MSC be offered the bulk registration agreement that was used during Congress 2021 (\$25K) and 2022 (\$30K). Contact DFO with a similar offer.</li> <li><b>Action:</b> (JA) to contact MSC to discuss arranging a bulk registration and abstract submission agreement for Congress 2024.</li> <li>The event planner fees (\$39K) and the website hosting fee (\$7K) are two additional fees that Congress 2021 and 2022 didn't have.</li> <li>It is important to have a communications person as part of the LAC.</li> <li>Brennan Allen is a new CMOS Councillor and has agreed to help promote CMOS and the congress within ECCC and MSC.</li> </ul>		

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	<ul style="list-style-type: none"><li>• Amber Holdsworth is a new CMOS Councillor with DFO as well as Shannon Nudds both will promote the congress within DFO.</li><li>• (JS) shared that he prefers the in-person version of a congress over a virtual one, as do many of his university colleagues. He suggested reviewing the decision to hold virtual congresses biennially at some point in the future.</li></ul>
8.	<b>Adjournment</b> (Meeting adjourned)

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**Action Items**

<b>2023-2024</b>			
<b>ID</b>	<b>By</b>	<b>Action</b>	<b>Status</b>
<b>E3.4a</b>	GG	(GG) will ask Gordon McBean if there is any issue with destroying the content of the 78 boxes in storage of CFCAS archived documents.	Open
<b>E3.4c</b>	GG	(GG) to organize an orientation session for all the new members recently approved hosted by (JA).	Open
<b>E3.4d</b>	GG	(GG) will organize an introductory meeting between Lynn Buckley (Agenda Managers) and Pat McCarthy and Peter Jackson for week of Nov. 20, 2023.	Open
<b>E3.7a</b>	JA	(JA) to contact MSC to discuss arranging a bulk registration and abstract submission agreement for Congress 2024.	Open