

**CMOS Executive Committee 2023-2024 Meeting #4 2024-01-16**  
**Procès-verbal du comité exécutif de la SCMO 2023-2024 Réunion no. 4 16-01-2024**

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

**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>	√	<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>	√
	<b>Secretary:</b>		<b>Executive Director</b>	<b>Gordon Griffith (GG)</b>	√
	<b>Congress 2024:</b>		<b>LAC Chair</b>	<b>Pat McCarthy (PM)</b>	x

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

**Agenda & Attachments**

1	1_Agenda_CMOS_Executive_4_SCMO_2024-01-16-v2	4b	4b_ Revised 2 <sup>nd</sup> Deposit Invoice
2	2_Draft Minutes_CMOS_Executive_3_2023-11-14	5a	5a_Minutes – draft – Centre Chairs and Membership Committee 2023-2024 – Meeting-3 2024-01-09
4a	4a_NewMemberApplication(1)-121923		

**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. The following items were added: <ul style="list-style-type: none"> <li>• Congress General Sessions added to Decision Items</li> <li>• CMOS Executive 2024-2025 added to Discussion Items</li> <li>• CMOS Newsletter-Infolettre de la SCMO added to Discussion Items</li> </ul>																
2.	<b>Approval of Executive Meeting #3 Minutes 2023-2024</b>  The minutes from Meeting #3 held on November 14, 2023, were approved as presented.																
3.	<b>Council – Executive Action Items</b>  (GG) reviewed the action items from the November 14, 2023 Executive Committee meeting. <table border="1" style="margin-left: 20px;"> <thead> <tr> <th colspan="4">2023-2024</th> </tr> <tr> <th>ID</th> <th>By</th> <th>Action</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>E3.4a</td> <td>GG</td> <td>(GG) will ask Gordon McBean if there is any issue with destroying the content of the 78 boxes in storage of CFCAS archived documents.</td> <td>Done</td> </tr> <tr> <td>E3.4c</td> <td>GG</td> <td>(GG) to organize an orientation session for all the new members recently approved hosted by (JA).</td> <td>Open</td> </tr> </tbody> </table>	2023-2024				ID	By	Action	Status	E3.4a	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.	Done	E3.4c	GG	(GG) to organize an orientation session for all the new members recently approved hosted by (JA).	Open
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	<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.	Done
	<b>E3.7a</b>	JA	(JA) to contact MSC to discuss arranging a bulk registration and abstract submission agreement for Congress 2024.	Done – MSC agreed to group registration and abstract submission at \$30K.
<p>(JA) and (SN) will open communications with DFO to see if there is interest to organize a similar agreement for DFO staff as was completed with ECCC.</p>				
<p><b>4. Decision Items</b></p>				
<p><b>a) CMOS Member Applications</b>          (GG) presented one member application for approval. A previous member rejoining who also previously held the endorsed weathercaster designation.</p> <p><b>Motion:</b> to approve the six member applications. – Carried.</p> <p><b>Secretary’s note:</b> As of 2024-01-16, 419 of 770 active members have renewed their membership for 2024. As a reminder, members have 90 days after the new year to renew.</p>				
<p><b>b) Congress 2025 Venue Deposit</b>          (GG) presented the second deposit invoice for the venue for Congress 2025 for approval. Following the decision to make Congress 2022 completely virtual, the deposits that had been paid previous to that decision were refunded 50% and the remaining 50% (\$11K) was retained and credited towards Congress 2025. The first deposit as part of the venue contract (\$6K) was covered by the credit and the second deposit (originally \$11K) was reduced to \$6K and is due for payment January 23, 2024.</p> <p><b>Motion:</b> to approve the payment of the second deposit invoice for the venue for Congress 2025. - Carried</p> <p>Craig Smith (ECCC) has assumed the role of LAC Chair for Congress 2025. This congress is co-hosted by CGU.</p>				
<p><b>c) CMOS Congress General Sessions</b>          (SD) presented the eight general sessions that have been developed for use in all congress scientific programs. These were developed to help the congress SPC organize the abstracts in an easier manner that don’t fit with other congress-specific sessions. These eight general sessions include:</p> <ul style="list-style-type: none"> <li>• Atmosphere – Theoretical to applied science</li> <li>• Atmosphere – Community, Service and Education (e.g. Operational Meteorology)</li> <li>• Ocean – Theoretical to applied science</li> <li>• Ocean - Community, Service and Education (e.g. Operational Oceanography)</li> <li>• Climate - Theoretical to applied science</li> <li>• Climate – Community, Service and Education</li> <li>• Multidisciplinary - Theoretical to applied science</li> <li>• Multidisciplinary – Community, Service and Education</li> </ul>				

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	<p>There will always be a call for sessions circulated for each congress related to the overall theme. These eight general sessions will help to classify other abstracts that may not fit perfectly in the sessions that are received from the call. It was suggested to have each subsequent SPC contact the previous session submitters to verify if they want to organize a similar session for the current congress. This can be done ahead of the call for sessions to provide a personal touch to those individuals who wish to participate year after year.</p> <p><b>Motion:</b> To approve the eight general sessions that will be incorporated in all future congress scientific programs. SN &amp; MS – Carried</p>
5.	<p><b>Discussion Items</b></p>
	<p><b>a) Centre Chairs &amp; Membership Committee meeting minutes – 2024-01-09</b></p> <ul style="list-style-type: none"> <li>• The draft minutes were included for information.</li> <li>• (SN) highlighted that Peter Jackson provided a brief update from the Congress 2024 organization.</li> <li>• Notable attendees were Len Zedel representing Newfoundland Centre (second appearance) and Bob K. representing Alberta Centre. Bob K. has already advised that he will be stepping down as the Alberta Centre chair this year. (JA) has communicated with Brennan Allen (CMOS Councillor at large originally from Alberta to see how additional support to the Alberta Centre can be made.</li> <li>• Initial discussions are underway to create an Atlantic Region Centre.</li> <li>• (JA) shared that Pat McCarthy has submitted an application for a Genesis Grant to assist with the Congress. Canadian Risk and Hazards Network (CRHNet) may be invited to participate in the congress. (JA) is organizing a meeting between CRHNet representatives, Peter Jackson and Pat McCarthy to discuss the options.</li> </ul>
	<p><b>b) CFCAS Archives Update</b></p> <p>(GG) presented the update on the 78 boxes of archived paper files from CFCAS being held in storage. (GG) contacted Gordon McBean and he recommended contacting Dawn Conway (former Executive Director of CFCAS). Dawn and I visited the secure storage facility prior to Christmas and went through all 78 boxes. Minutes of Board meetings and annual reports were retained and this one box was transferred to the CMOS storage locker in the basement of DFO office at 200 Kent Street, Ottawa. The remaining boxes content were marked for destruction. A final fee of approx.. \$1K was charged for this secure destruction.</p>
	<p><b>c) Publications Discussion (A-O)</b></p> <p>(MS) provided the following updates from his role as Publications Director and with Atmosphere – Ocean Journal.</p> <ul style="list-style-type: none"> <li>• (MS) and (GG) recently met with the Journal manager and their supervisor from Taylor &amp; Francis to discuss issues and concerns with the lack of communication between T&amp;F and CMOS.</li> <li>• T&amp;F presented a publishing summary report for 2023 for A-O and ensured that future communications would be more timely responded to.</li> <li>• Any further issues would involve aspects that CMOS is responsible for.</li> <li>• Associate editor list needs to be cleaned up. Remove those individuals who are constantly unresponsive, add others that would satisfy the requirements.</li> <li>• (MS) has been acting as “Science Editor” for the past seven months since Hai Lin stepped down.</li> </ul>

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	<ul style="list-style-type: none"><li>• Paper review system through T&amp;F has navigation challenges that allow papers to be stuck in the system if associate editors are not active. There is no easy way to recall them and reassign.</li><li>• Recommendation #1: (MS) confirmed he would continue acting as the Science Editor for A-O and proceed to making the necessary changes to the editors in chief and associate editors list to ensure everyone is active and engaged and also develop terms of reference for both.</li><li>• Recommendation #2: He also recommended that CMOS continue its partnership with Taylor &amp; Francis.</li></ul> <p>The following discussion summary took place:</p> <ul style="list-style-type: none"><li>• Should more early career scientists be added to the list of associate editors, they may not have the necessary level of experience.</li><li>• Is compensation for journal article reviews general practice? It is perceived as a conflict of interest to be paid to perform reviews.</li><li>• Nancy Soontiens has become an editor in chief.</li><li>• More special issues need to be produced.</li><li>• General acceptance was provided for the recommendations presented.</li></ul> <p>(MS) provided the following updates from his role as Publications Director and with the CMOS Bulletin.</p> <ul style="list-style-type: none"><li>• Should the Bulletin be more tied to social media networks and/or the Newsletter.</li><li>• Bulletin Editor needs to interact better with congress presenters to solicit content for the Bulletin website and Bulletin newsletter.</li><li>• Ensure Bulletin Editor is made aware of abstract reports that are generated following each congress (archived on CMOS archive site.)</li><li>• Become a publication of material that comes from the congress, perhaps have the scientific program committee work with the Bulletin Editor to present content in the Bulletin.</li><li>• Links to the session recordings on the CMOS YouTube Channel can be added to the Bulletin stories.</li></ul>
	<p><b>d) CMOS Executive 2024-2025</b> (JA) provided the following update:</p> <ul style="list-style-type: none"><li>• The prairies/mid west centres have agreed to take over the CMOS Executive roles starting in 2024-2025.</li><li>• Pat McCarthy has agreed to identify a vice-president and a treasurer to be added to the slate of elected officers for 2024-2025. The treasurer term is historically for three years.</li><li>• Pat McCarthy was also asked to identify someone to become a member-at-large on the Executive Committee who would then step into the role of vice-president in 2025-2026.</li></ul>
	<p><b>e) CMOS Newsletter – Infolettre de la SCMO</b> (SD) presented the draft of the CMOS Newsletter that he wants to circulate before heading away on vacation. He wants to add the links to the Impact Analysis survey.</p>

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<b>6.</b>	<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>	
	<del>September 5</del>	<del>September 12</del>	<del>September 26</del>
	<del>November 07</del>	<del>November 14</del>	<del>November 28</del>
	<del>January 09</del>	January 16	January 30
	March 05	March 12	March 26
	May 07	May 14	May 28
			AGM June 25
<b>7.</b>	<b>Other Business</b>		
	<ul style="list-style-type: none"> <li>• n/a</li> </ul>		
<b>8.</b>	<b>Adjournment</b> (Meeting adjourned)		

**Action Items**

<b>2023-2024</b>			
<b>ID</b>	<b>By</b>	<b>Action</b>	<b>Status</b>