

CMOS Executive Committee 2023-2024 Meeting #5 2024-03-12
Procès-verbal du comité exécutif de la SCMO 2023-2024 Réunion no. 5 12-03-2024

Minutes
Tuesday, March 12-2024, 12:00 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)	√	Publications Director	Marek Stastna (MS)	√
	Secretary:		Executive Director	Gordon Griffith (GG)	√
	Congress 2024:		LAC Chair	Pat McCarthy (PM)	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_5_SCMO_2024-03-12-v2	4a	4a_CMOS Halifax Centre Request-2024
2	2_Draft Minutes_CMOS_Executive_4_2024-01-16	5a	5a_Minutes – draft – Centre Chairs and Membership Committee 2023-2024 – Meeting-4 2024-03-05
3	3_Council-Executive-CC – Action Items – 2024-03-07	5d	5d_CMOS – AMS – Briefing Note – 2024-03-08

Acronyms Used:

DFO	Fisheries and Oceans Canada
ECCC	Environment and Climate Change Canada
LAC	Local Arrangements Committee
SPC	Scientific Program Committee

1.	Approval of Agenda The agenda was approved as amended. The following item was added to other business: <ul style="list-style-type: none"> • CMOS Bulletin SCMO Content 																
2.	Approval of Executive Meeting #3 Minutes 2023-2024 The minutes from Meeting #4 held on January 16, 2024, were approved as presented.																
3.	Council – Executive Action Items (GG) reviewed the list of action items from previous meetings dated March 7, 2024. The following updates were discussed during the meeting: <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th colspan="4" style="text-align: center;">2023-2024</th> </tr> <tr> <th style="width: 10%;">ID</th> <th style="width: 10%;">By</th> <th style="width: 60%;">Action</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td>E1.4a</td> <td>JA</td> <td>(JA) will contact Craig Smith and John Pomeroy to discuss the inclusion of Global Water Futures in Congress 2025.</td> <td>Done</td> </tr> <tr> <td>E3.4c</td> <td>GG/JA</td> <td>(GG) to organize an orientation session for all the new members recently approved and hosted by (JA)</td> <td>Schedule for early April 2024</td> </tr> </tbody> </table>	2023-2024				ID	By	Action	Status	E1.4a	JA	(JA) will contact Craig Smith and John Pomeroy to discuss the inclusion of Global Water Futures in Congress 2025.	Done	E3.4c	GG/JA	(GG) to organize an orientation session for all the new members recently approved and hosted by (JA)	Schedule for early April 2024
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	CC4.4	GG	For suggestion of providing one executive representative from each centre a complementary virtual congress registration, a more formal proposal will be drafted, including any possible financial impact on the congress budget which will be made available for each Centre Chair to discuss with their respective centre executive.	Open GG to draft proposal and circulate to Executive Cttee for comments (new status)
<p>The following suggestions were made during the discussion:</p> <ul style="list-style-type: none"> • Set an appropriate anticipated completion date for each action. • Executive Director and President meet via Zoom each Monday to discuss updates. The actions should be reviewed as part of this update meeting. • Action of providing final copy of ED performance assessment for 2021-2022 has not been completed and the development of goals and objectives for the Executive Director for each year needs to be done. 				
4.	Decision Items			
<p>a) CMOS Halifax Centre Initiative (SN) presented the details associated with the students visiting the Bedford Institute of Oceanography. The initiative was discussed during the Centre Chairs meeting to seek endorsement of CMOS national budget covering the associated expenses. The approved 2024 CMOS budget includes funds for travel support of a teacher to participate in the Project Ocean workshop. Project Ocean is not being offered for 2024, so these budgeted funds can be used to cover this initiative.</p> <p>Motion: to approve the funding of the Halifax Centre EDI 2024 Initiative up to a maximum of \$3,300. – Carried.</p> <p>Once all the expenses are realized, the Halifax Centre executive is encouraged to submit an expense claim form (found here: https://www.cmos.ca/site/publications/policies?nav=sidebar) along with copies of receipts.</p>				
5.	Discussion Items			
<p>a) Centre Chairs & Membership Committee meeting minutes – 2024-03-07</p> <ul style="list-style-type: none"> • The draft minutes were included for information. • (SN) highlighted the following points from this meeting: <ul style="list-style-type: none"> ○ Initial discussion on the topic of a national organizing committee for future congresses comprising of representatives of all or most centres. ○ The national organizing committee concept would help stabilize the inequality of revenue sharing between in-person congresses and virtual congresses (keeping in mind that virtual congresses have historically been more lucrative compared to in-person ones.). ○ Student Committee organizing a career panel for March 14, 2024. This being the first of hopefully others. ○ Active science fair involvement. 				
<p>b) Centre Initiatives – Future Policy Development Based on recent Halifax Centre initiative (as detailed in Paragraph 4.0 above, a discussion took place around creating a contingency fund as part of the annual CMOS national budget that would be accessible to the Centres to seek funding for local/regional initiatives. (GG)</p>				

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	<p>added that the current budget development process does not include this type of line item. The annual draft budget is developed in March-April by Treasurer and Executive Director. It is then presented to Executive Committee and then to Council for approval before being presented during the AGM for approval. This budget is for the subsequent calendar year. The CMOS Reserve Fund currently has a balance of \$324,356 (as per Audited Financial Statements for year ending December 31, 2022).</p> <p>The following points were raised:</p> <ul style="list-style-type: none"> • Hold off developing a decision rubric on how to decide which initiatives will be funded until there are multiple requests received. • Reserve fund is designated for unforeseen events, such as natural disasters or the cancellation of a congress close to its scheduled date, which could incur costs of \$150K or more. (as discovered through clarifications with Financial Accountant) • Council approval is required to make withdraws from the Reserve Fund. • The final report of the Impact Analysis Project by Janet Stalker will have recommendations that should be acted upon and will require possible funding. • It was suggested to ask Council for approval of \$10K funds to be dedicated to initiating work on the key recommendations from the Impact Analysis Project. A second request may result once the report is received. • Motion: to ask for Council approval for \$10K to be added to the 2024 CMOS budget to support Centre initiatives for the remainder of 2024. – Carried <p>Additional Secretary notes:</p> <ul style="list-style-type: none"> • The CMOS Reserve Fund is designated for unforeseen events, such as natural disasters or the cancellation of a congress close to its scheduled date, which could incur costs of \$150K or more. • The Reserve Fund is not intended for new project financing or ad hoc expenses. • There has been two Council-approved transfers from the Reserve Fund over the past 10 years: \$45K in 2017 (Toronto) and \$25K in 2015 (Whistler), both due to Congress excess expenditures over revenue. • The only funds available for business expenses are the CMOS Fund and Daly Fund. • As per the Audited Financial Statements as of December 31, 2022, the CMOS Fund had a balance of \$126,803 however, it is important to understand the cash flow statement details of what is considered in totally this balance. • The actual funds available as working capital are quite low and are sufficient to cover the current budgeted expenses for 2024. • Recommendation: A recommendation to table the above motion is recommended until, following the financial audit for year ending December 31, 2023 and the development of the budget for 2025 to have a better understanding of available funds for unbudgeted expenses.
	<p>c) Canada-wide Science Fair & Regional Fairs Promotion This discussion item resulted from questions and discussion during the recent Centre Chairs meeting. The following points were presented:</p> <ul style="list-style-type: none"> • (GG) confirmed that CMOS had partnered with The Weather Network to sponsor the Canada-Wide Science Fair for 2023 with \$3,000 total. This was considered a Special Award by industry, academic institutions, and other organizations that recognize outstanding projects in specific areas of achievement or potential.

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	<ul style="list-style-type: none">• A better understanding of how challenges are developed for the Canada-Wide and then also included in the regional science fairs. The winners of the various challenges at the regional science fairs move up to compete at the Canada-wide science fair.• The Canada-Wide Science Fair (Expo-sciences pancadienne) 2024 is being held in Ottawa, May 26-31, 2024.• Participants are divided into three groups:<ul style="list-style-type: none">○ Junior (Grades 7 & 8) (Secondary I & II in Quebec)○ Intermediate (Grades 9 & 10) (Secondary III & IV in Quebec)○ Senior (Grades 11 & 12) (Secondary V, Cegep I & II in Quebec)• Projects are developed for the following eight challenges:<ul style="list-style-type: none">○ Agriculture, Fisheries and Food○ Curiosity and Ingenuity○ Digital Technology○ Disease and Illness○ Energy○ Environment and Climate Change○ Health and Wellness○ Natural Resources• (JA) volunteered to communicate with representatives of Youth Science Canada to understand how CMOS can be involved.• There was general consensus that funding the Canda-Wide Science Fair would reach a larger audience compared with the funding of Project Atmosphere and Project Ocean.• A number of CMOS Centres are detailing the winners of the CMOS-related categories from the regional science fairs in their annual reports.• It was agreed to develop a new webpage to highlight the students winning CMOS-related awards during the regional science fairs and the Canada-Wide Science Fairs.• Action: (GG) will develop a new webpage to highlight the students winning CMOS-related awards during the regional science fairs and the Canada-Wide Science Fairs.
	<p>d) Association Management Software Comparison</p> <ul style="list-style-type: none">• This agenda item was tabled as time ran out during the meeting.• (GG) would send the attachment and an explanation in an email to the committee members to have a virtual discussion and if necessary, another special meeting would be scheduled.

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6.	Upcoming Meetings 2023-2024																											
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7.	<p>Other Business</p> <p>CMOS Bulletin SCMO Content</p> <ul style="list-style-type: none"> • (MS) proposed the following to assist the Bulletin Editor, Isabelle Lao, find content: <ul style="list-style-type: none"> ○ Ask congress session chairs to identify one talk that would have broader interest and write a short summary why. ○ This short summary and the abstract would be forwarded to the Bulletin Editor for further follow-up. ○ This request will be communicated to the current congress SPC to ensure it is shared with the session chairs as part of their responsibilities. ○ Each plenary talk during the congress should generate Bulletin content. • The following was also discussed: <ul style="list-style-type: none"> ○ From the recent Centre Chairs meeting, it was suggested that each Centre be granted one complementary congress registration for a centre executive member to attend the congress. These attendees can be requested to select one favorite talk, write a short summary why and submit it to the Bulletin Editor for follow-up. ○ The Centre representative would approach their favorite presenter, advise them that their abstract and a short summary will be shared with the Bulletin Editor for future follow-up. • Action: (MS) will draft the request for Bulletin Editor assistance for congress session chairs and Centre Executive participants. • (GG) will work with (MS) to finalize and translate the requests. 																											
8.	Adjournment (Meeting adjourned)																											

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Action Items

2023-2024			
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E5.5c	GG	(GG) will develop a new webpage to highlight the students winning CMOS-related awards during the regional science fairs and the Canada-Wide Science Fairs.	Open Complete by April 19, 2024
E5.7	MS	(MS) will draft the request for Bulletin Editor assistance for congress session chairs and Centre Executive participants.	Open Complete by April 19, 2024