

# Meeting of the CMOS Ottawa Centre Executive Wednesday, 21 January, 2015, 11:00 AM

## Draft Minutes

**Present:** Ann McMillan (Chair, Ottawa Centre), Martin Gauthier (Vice Chair), Wayne Richardson (member at large), Paul Pestieau (member at large), Yvon Bernier (Treasurer), Bob Jones (membership coordinator), Denis Bourque (member at large), Sheila Bourque (education coordinator), Wesley van Wychen (student representative), Leslie Malone (Recording Secretary).

**Unable to attend:** Marty Taillefer (past chair, CMOS Ottawa Centre), Richard Asselin (member at large).

### Proceedings:

1. Ann McMillan chaired the meeting of the Executive of the CMOS Ottawa Centre held on 21 January 2015. Wesley Van Wychen, was welcomed to the Executive as the new student representative.

2. The minutes of the meeting of 18 December were approved as written.

3. The agenda for the meeting was approved with the addition of a new item on volunteers for the National Executive, as requested by Martha Anderson. Discussions on each item are summarized below (items 4 through 9) along with any decisions and actions agreed upon.

**4. Speakers for 2015 luncheons, Ottawa centre:** The Executive was informed that Dr Wendy Watson-Wright had agreed to speak at the February session and that Charles Hannah, the CMOS Tour speaker for 2015, would give his talk at the 16 April luncheon. For the remaining sessions, the Executive decided to invite Mark Richardson to speak at the March luncheon, and Mac MacLeod at the May session. See **Table 1** below for the summary of upcoming sessions including confirmed and proposed speakers for the remainder of the 2014-2015 cycle. The following actions were agreed:

**Action 1:** Get an abstract for the Watson-Wright talk (Ann McMillan)

**Action 2:** Get an abstract for the Hannah talk (Ann McMillan)

**Action 3:** Firm up Mac MacLeod's participation for 21 May, and get an abstract for his talk (Ann McMillan).

**Action 4:** Firm up Mark Richardson's participation for 19 March, and get an abstract for his talk (Wayne Richardson).

**Action 5:** Line up 3-4 speakers for the 2015-2016 schedule: inter alia, Roger De Abreu (Wes Van Wychen); Ann McMillan (Tony Lewkowicz); Gordon Young (Leslie Malone); Steve McCauley (Wayne Richardson).

**5. Strategies for dealing with no-shows at the luncheons:** When people sign up for the luncheon using the doodle poll, that list is used to order the quantity of food prepared by the Mess. Paul Pestieau informed the Executive that when the number of people actually attending is within 3-4 of the original total anticipated, we only pay for the number of lunches served. However, on occasions when there is a larger difference between what is ordered and the number served, there can be cost overruns for the Centre. This may be particularly marked at the Christmas luncheon which is more expensive per person. As well, exclusively for the December luncheon, we pay gratuities to the staff of the Mess. In order to reduce the occasional cost overruns, the Executive decided to take the following actions:

**Action 6:** Add a brief, polite note at the top of the Doodle Poll requesting the potential attendees to give several days' notice if possible if they find they have to cancel, as well as contact information for providing that notice (Bob Jones)

**Action 7:** At each luncheon, print off the Doodle poll and have people tick off their name when they pay Yvon for their meal; There could also be a column where 'new' people can add their e-mail addresses (Bob Jones and Yvon Bernier);

**Action 8:** Analyze these lists and determine chronic 'no-shows' (Yvon Bernier and Bob Jones).

**6. Annual Report:** The deadline for provision of the Chapter's Annual Report to CMOS National is 15 February 2015. The report will be drafted by Ann McMillan, following the format of previous submissions (as filed in the Chapter's archives).

**Action 9:** Circulate the draft Annual Report to the Ottawa Executive for comment, and provide the final version to CMOS National by 15 February (Ann McMillan)

**7. CMOS congress:** The Ottawa Chapter hosted the CMOS Congress in 2003 and 2010. The Congress held in 2013 in Saskatoon had less-than-hoped-for attendance, but the 2014 Rimouski Congress had about 600 participants (near capacity). The Executive was informed that no-one from MSC has been approved to attend the 2015 Congress in Whistler (in part (perhaps) due to the optics of holding the session at a resort). This is a concern, not only because of the impact on attendance, but because of the reduced interaction with government-based CMOS members. The 2016 Congress will be hosted by Fredericton, and the 2017 session should be Winnipeg (although there is some concern that this will happen). Halifax will host in 2018. Ottawa is tentatively scheduled for 2019, but it could be 2020. A number of people have been approached to be the overall lead organizer for the next Ottawa Congress, but all approached so far have declined. Before a decision to host in 2019 or 2020 can be made, a chairperson should be identified, and an appropriate venue (preferably downtown) should be booked. Ottawa Tourism should be able to assist in the latter. Some discussion should be scheduled for a later meeting on the pros and cons of hiring a professional organizer for these events.

**Action 10:** Discuss a new list of potential chairmen with Marty Taillefer (Ann McMillan)

**8. Volunteers for National Executive positions:** Martha Anderson reminded the Executive of the need for volunteers for various positions in the national executive. She noted that Pierre Gauthier (nominations committee) would prepare information on this, to be circulated amongst CMOS members. Martha will become the new President, and Marie-France will be the recording secretary. Positions still vacant include vice-president, corresponding secretary and treasurer.

The executive tentatively suggested that John Falkingham, Helen Joseph, Bruce Ramsay, might be good candidates for these positions.

**Action 11:** pass on the request from CMOS National to prospective interested parties and request their consideration of joining the National Executive. Forward any indications of interest to Martha Anderson (Ann McMillan).

**9. Other business:** No other items were tabled for discussion.

**10. Closure:** The meeting was closed at 12:00. The chair thanked the members for their contributions.

**Table 1: Speakers for remaining sessions, spring 2015**

<b>Date</b>	<b>Speaker</b>	<b>Status</b>
19 February 2015	Dr Wendy Watson-Wright	Confirmed, awaiting abstract
19 March 2015	Mark Richardson	In planning
16 April 2015	Charles Hannah, CMOS Tour speaker	Confirmed, awaiting abstract
21 May 2015	Mac MacLeod	In planning

Candidates being considered for invitation to speak:

Steve McCauley, proposed by Wayne Richardson

Dr Gordon Young proposed by Leslie Malone

Prof. Antoni Lewkowicz, proposed by Ann McMillan and John Stone

Roger De Abreu, proposed by Sheila Bourque

One or more graduate students from U. Ottawa and Carleton U., proposed by John Stone

For CMOS archives (past speakers, etc.) please see:

<http://cmosarchives.ca/Ottawa/ottawapastspeakers.html>