

Meeting of the CMOS Ottawa Centre Executive Thursday, 28 August, 2014, 12:00 PM

DRAFT Minutes, version 14.09.2014

The Black Thorn
15 Clarence Street, The Byward Market, Ottawa

Present: Marty Taillefer (past Chair, CMOS Ottawa Centre), Wayne Richardson (member at large), Paul Pestieau (member at large), Yvon Bernier (Treasurer), Leslie Malone (Recording Secretary).

Unable to attend: Ann McMillan (Chair, Ottawa Centre), Martin Gauthier (Vice Chair), Denis Bourque (member at large), Sheila Bourque (education coordinator), Bob Jones (membership coordinator), Richard Asselin (member at large).

Proceedings:

1. A meeting of the Executive of the CMOS Ottawa Centre was held on 28 August 2014. The session was chaired by Marty Taillefer.

2. No changes were proposed to the minutes from the July meeting (9 July 2014), therefore those minutes are considered approved. Action items deferred from the May meeting were not discussed. With respect to progress on Actions from the July session, it was noted that items 1 and 2 were not assigned to the Ottawa Chapter Executive (and therefore not discussed further); Actions 5, 6 and 7 are completed; Action 8 is in progress and Actions 3, 4 and 9 are not completed. Progress on all outstanding actions (May, July and August) should be reviewed at the September meeting. To facilitate this, a summary of 2014 actions (mainly only those still outstanding from Jan-May) is attached (**Annex 1**), with current status identified, if known.

Action 1: Given Dr Ahluwalia's interest in liaising with universities, professors and students in the Ottawa Area, Leslie Malone will request that Ann McMillan and Sheila Bourque complete Action 3 (July 9 minutes) before the September 18th meeting of the Executive (by 30 August). ACTION COMPLETED

3. The meeting was informal, with discussions intended to cover finalizing plans for the September session; identification of dates for the remainder of the fall sessions; identification of potential speakers for upcoming sessions; updates on the Actions agreed at the July meeting; and any new business. These discussions are summarized below (items 4 to 7) along with any decisions and actions agreed upon.

4. Planning the September session:

It was confirmed that the September meeting would be held as usual at the Rideau Canal Junior Ranks Mess (4 Queen Elizabeth Drive, Ottawa), and that the Mess has been booked (Apollo Lounge). The CMOS president has agreed to be the September speaker, and has provided a short biography. An abstract of his talk is still pending. The Executive agreed that Dr Ahluwalia would be invited to

participate in the meeting of the Executive scheduled for 11 AM on 18 September, prior to the luncheon and his talk. It was further agreed that the new student representative (or our past representative, Matthew Ladd) would also be invited, to initiate discussions on improving engagement of students and young professionals in the work of CMOS.

A draft Agenda for the September meeting of the Ottawa Executive was proposed as follows:

- Introductions and opening (5 minutes)
- Discussion on encouraging engagement of professors and students in CMOS activities including SIGs and more specifically, setting up a session connecting CMOS and academia in Ottawa; and on potentially scaling this up nationally (20 minutes).
- Methods and approaches for building CMOS, strengthening its relevance and voice, especially for those activities particularly pertinent to Ottawa (Statements; SIGs; outreach, etc.) (15 minutes).
- *In camera*: regular business of the Executive, including to update on outstanding action items, resolve issues related to finalizing the speakers roster, etc.) (20 minutes).

Action 2: Ann McMillan is to contact Dr Ahluwalia to confirm his attendance at the meeting of the Executive and the luncheon (September 18) and arrange for finalization of the abstract (by no later than 2 September). ACTION COMPLETED

Action 3: Marty Taillefer, Ann McMillan and Sheila Bourque will arrange for the participation of the student representative in the meeting of the Executive and the luncheon (September 18) (asap).

5. Dates for the 2014-2015 sessions:

The Mess hall has been reserved for the following dates (in the Harmony Hall):

16 October 2014
20 November 2014
18 December 2014
15 January 2015
19 February 2015
19 March 2015
16 April 2015
21 May 2015
18 June 2015

6. Potential speakers for upcoming sessions:

Wayne Richardson is in the process of contacting Mr Steve McAuley to speak at the October luncheon. To date, however, contact has not been established. Several additional proposals were made for speakers for the 2014-2015 sessions, including:

- Dr Gordon Young (Executive Director of the Canadian Geophysical Union, Professor Emeritus, Wilfrid Laurier University and past president of International Association for Hydrological Sciences);
- Mr Brian Day (President and CEO of Campbell Scientific (Canada) Corp., Chair of the international Hydro-Meteorological Equipment Industry (HMEI), Canadian delegate to the fifteenth session of the WMO Commission on Instruments and Methods of Observation (CIMO) and the Sixteenth World Meteorological Congress, and past co-chair of the CMOS Private Sector Committee);
- Mr David Gilles (ADM DFO) and/or Mr Denis Haines (DG, DFO).

It was noted that Dr Young resides in the Niagara area, but that Mr Day is based in Edmonton which could be a logistical issue. It might be possible that his future travel schedule could coincide with a planned luncheon date, however. If it is agreed that he be considered, some preliminary scoping would be in order on that matter.

Action 4: Ann McMillan and Marty Taillefer will contact Mr Haines and Mr Gilles to invite them to speak (asap).

Action 5: Ann McMillan and Leslie Malone will contact Dr Young and Mr Day to explore their interest in speaking at an upcoming luncheon (asap).

7. Other business: A number of additional topics were discussed:

- The meeting considered the possibility of sponsoring one or two students or postdoctoral fellows from the Ottawa universities to participate in the upcoming Arctic Net meeting, Arctic Change 2014, which will be held at the Ottawa Convention Centre from 8-12 December this year. Given that travel would not be required, the sponsorship would likely cover registration fees (which for students is \$175 or \$225 (for registrations made before or after 31 October respectively)). This should be coordinated with CMOS Arctic SIG and could be considered for the agenda of the September 18 meeting of the Ottawa executive.
- A motion regarding outreach, tabled by Marty Taillefer and seconded by Paul Pestieau, was adopted by the meeting, and it was therefore decided that a position for an outreach coordinator would be created for the Ottawa Centre. Terms of reference for this position could include: outreach to relevant public, private and academic groups in the area to promote CMOS; identification of potential new members to be invited to CMOS luncheons (familiarization visits); identification of alternate venues (to the Mess) for occasional luncheon sessions or additional special sessions (e.g. outreach to students and professors); etc.
- The meeting decided to request that the CMOS president send a letter to all government Deputy Ministers (of departments relevant to CMOS such as DFO, Environment Canada, Aboriginal Affairs, Transport Canada, etc.), to request their interest in and support for CMOS and its activities, and to underline the importance of the active involvement of government professionals in CMOS. The letter would include statements from a number of CEOs of CMOS-relevant businesses across the country, expressing the benefits to business and to science that arises from government participation in CMOS activities. This would require outreach to and the agreement of those CEOs. This could be added to the agenda of a future Executive meeting for further discussion.
- The meeting considered the upcoming national election and suggested that CMOS should establish a plan in preparation for any transitions (e.g. a new minister, or a change in party at the helm). The process could involve groups including National Research Council Canada (NRC), Natural Sciences and Engineering Research Council of Canada (NSERC), Social Sciences and Humanities Research Council (SSHRC) (especially important in light of applications to users of scientific services); etc., for debating CMOS and its role and evolution.

8. Closure: The meeting was closed at 13:45. The chair thanked the members for their contributions.

Status of Actions, 2014, CMOS Ottawa Centre Executive

Date	Item	Status/date
17.04.2014	Future speakers: Paul Pestieau to approach Dave Jackson and Wayne Richardson to approach Steve McCauley	Wayne currently trying to reach McCauley/30.08.2014
17.04.2014	CMOS Ottawa Centre Business Plan (Marty Taillefer)	ACTION COMPLETED. Marty only has to enter the financial data from Yvon to start the new year. A plan needs to be developed to spend some of the accumulated funds in a controlled manner, to ensure that we have working capital until the next Congress in Ottawa.
17.04.2014	Summer meetings: hold several over summer of 2014	ACTION COMPLETED
17.04.2014	Gatineau and Ottawa Science Fairs: Marty Taillefer to follow up on requests for matching funds	ACTION COMPLETED. Funds were received as required and on time.
17.04.2014	New student representative: Marty Taillefer to follow up with Ryan Campbell	ACTION COMPLETED. Ryan is not available. A new process will be required to identify a student representative.
17.04.2014	Discuss specifics of a separate meeting of the Ottawa Centre Executive at Rimouski Congress, during May meeting	ACTION COMPLETED
17.04.2014	Obtain approval from National Council to proceed to organize Congress 2019 (Marty Taillefer)	This never came up. Follow up with Ann and National Council
17.04.2014	Membership: send a reminder to lapsed members (Bob Jones)	ACTION COMPLETED
05.2014	Finalize the minutes of the May meeting (XXX)	Completion unlikely. Any further action?
06.2016	Prepare a report on the co-sponsored panel and forum on Water held in June 2014 (XXX)	Status unknown/30.08.2014. Was this action assigned to a specific person, or was this merely a 'nice to have'?

09.07.2014	Action 1: Recommend to the National Council that they launch a discussion amongst the CMOS centres to identify those activities and functions that appeal most to their members (Martha Anderson, before 28 August 2014)	Status unknown/30.08.2014
09.07.2014	Action 2: Recommend to the National Council that they contact AMS, RMS inter alia to find out their approaches to attracting and retaining members in traditional and non-traditional categories (Martha Anderson, before 28 August 2014).	Status unknown/30.08.2014
09.07.2014	Action 3: Identify contacts from and organize meetings with relevant faculties at Carleton and Ottawa Universities (Ann McMillan and Sheila Bourque, before 28 August 2014).	Status unknown/30.08.2014
09.07.2014	Action 4: Arrange for and deliver a briefing to the new DFO DG Denis Haines on the CMOS value proposition (Ann McMillan, before 28 August 2014).	Status unknown/30.08.2014
09.07.2014	Action 5: Provide the Executive with the recent decisions by the WMO Commission for Climatology on communications, for information (Leslie Malone, by 28 August 2014).	ACTION COMPLETED
09.07.2014	Action 6: The security feature will be removed from the Ottawa Centre CMOS web site along with personal information of members (Bob Jones, by 28 August, 2014).	ACTION COMPLETED
09.07.2014	Action 7: The latest Members list will be sent to the Executive by e-mail (Bob Jones, by 28 August 2014).	ACTION COMPLETED
09.07.2014	Action 8: Discuss arrangements for a talk with CMOS president, and determine a date (Ann McMillan, by end July).	ACTION COMPLETED
09.07.2014	Action 9: A list of potential candidates in the Ottawa Centre to take on national CMOS roles will be developed (Marty Taillefer, due date not specified)	Marty will start soliciting for candidates in fall 2014
28.08.2014	Action 1: Given Dr Ahluwalia's interest in liaising with universities, professors and students in the Ottawa Area, Leslie Malone will request that Ann McMillan and Sheila Bourque complete Action 3 (July 9 minutes) before the September 18 th meeting of the Executive (by 30 August).	ACTION COMPLETED
28.08.2014	Action 2: Ann McMillan is to contact Dr Ahluwalia to confirm his attendance at the meeting of the Executive and the luncheon (September 18) and arrange for finalization of the abstract (by no later than 2 September).	ACTION COMPLETED
28.08.2014	Action 3: Marty Taillefer, Ann McMillan and Sheila	Status unknown/14.09.2014

	Bourque will arrange for the participation of the student representative in the meeting of the Executive and the luncheon (September 18) (asap).	
28.08.2014	Action 4: Ann McMillan and Marty Taillefer will contact Mr Haines and Mr Gilles to invite them to speak (asap).	Status unknown/14.09.2014
28.08.2014	Action 5: Ann McMillan and Leslie Malone will contact Dr Young and Mr Day to explore their interest in speaking at an upcoming luncheon (asap).	Not completed/14.09.2014. Perhaps the Exec could consider these potential candidates again at the September or October meeting and evaluate along with other potential candidates to be approached (especially with respect to timing).