

CMOS OTTAWA CENTRE
STRATEGIC FUND SUB-COMMITTEE MEETING
Canadian Ice Services Board Room

10 March 2011

CMOS OTTAWA EXECUTIVE COMMITTEE - DRAFT MINUTES

IN ATTENDANCE

- Paul Pestieau (Vice-Chair), Denis Bourque (Past-Chair);
- Yvon Bernier (Treasurer), Sheila Bourque, Adrienne White (Student-Rep)
- Wayne Richardson, Dick Stoddart, John Falkingham
- Martin Taillefer (Secretary).

PRELIMINARY

1. This is a special meeting of the CMOS Ottawa Executive to discuss the direction the Centre should take in disbursing and expensing the newly injected funds as a result of the Ottawa Congress in 2010. In essence the committee should look at the following main goals:
 - Estimate amount of funds in CMOS Ottawa Centre;
 - Estimated annual expenses that have been paid to date (i.e. luncheons, science fairs, hospitality, etc ...);
 - Strategic Ideas how we should allocate future funding.
2. Meeting was called to order by M. Taillefer at 10:30 am.
3. The draft Agenda was approved.

CMOS OTTAWA CENTRE MANDATE

4. CMOS Ottawa received in December 2010 \$18,825.00 from the CMOS Congress. The purpose of this meeting is to determine strategic expenditures of this funding.
5. To start the sub-committee discussed the Ottawa Center's Mandate. It was important to determine this in order that some guidance can be given to the expenditure of the funds. After some discussion, it was assessed that the Centre's mandate can be summarised as follows:
 - Serving the members of Ottawa Centre, through regular communication efforts and and monthly luncheons;
 - Public Outreach;
 - Educational initiatives.

RECORD OF DECISIONS (Grouped by mandate)

Serving Ottawa Centre Membership

6. It was acknowledged that the Centre is expected and should spend the Congress funds in an orderly fashion every year. It was expected that the luncheons will carry a loss of approx. \$1,000/year.
7. The sub-committee acknowledged that luncheon subsidies will be about \$10k until the next congress and \$8k will be used for other initiatives (public outreach & education)

8. It was determined that CMOS Ottawa should ask the National Executive to increase the annual subsidies to the centre, by at least triple.
9. The luncheon fees should reflect the following:
 - Flat fee for all members: \$15.00/luncheon
 - Students: \$8.00
 - Speaker only (no lunch): \$8.00
10. It was acknowledged that the offer of \$8.00 of a speaker only fee may cause problems, however the sub-committee assessed that this was an acceptable risk for now.
11. Need to collect names & emails at luncheon sign in

Public Outreach

12. It was agreed that the Centre should host (or lead) one Keynote speaker once per year. The costs of such an activity can range from \$500 to \$1000/year. Efforts would be made to coordinate this speaker event (usually during an evening) with the local universities or science groups. A Keynote speaker committee will need to be identified each year to get this event coordinated and off the ground.

Educational initiatives

13. It was agreed by the sub-committee that an amount each year should be spent on educational initiatives in the order of \$500 to \$1000/year. It remained unclear whether the Centre should choose a “pet” initiative (one group sponsorship) or vary the sponsorship to a different group each year.

SUMMARY

14. Each year the following amounts are expected to be spent:
 - Luncheon subsidies: \$1,000/year
 - Public Outreach (Keynote speaker): \$500/year (average)
 - Educational Initiatives: \$500/year (average).
15. These amounts should allow the Centre’s funding to last until the next CMOS Ottawa Congress cycle.

SUB-COMMITTEE MEETING

16. It was agreed that the CMOS Ottawa Strategic Fund Sub-Committee should meet at least once per year to review and assess each year’s expenditures.