

Canadian Astronomical Society Société Canadienne d'Astronomie

Minutes of the 64th CASCA Board of Directors Meeting Held Apr. 4, 2014, 1200 PDT = 1500 EDT

Present: Laura Ferrarese	President
Christine Wilson	First Vice-president
Stéphane Courteau	Second Vice-President
Nicole St. Louis	Treasurer
James Di Francesco	Secretary
Samar Safi-Harb	Director
Pauline Barmby	Director
Lorne Nelson	Director
Gilles Joncas	Past President

1. Adoption of agenda [Ferrarese]

Motion put forth by Di Francesco, seconded by Nelson, carried

2. Adoption of minutes of the board telecon of January 15, 2014 [Di Francesco]

Motion put forth by Di Francesco, seconded by Courteau, carried

3. Actions List Review [Di Francesco]

- Computation and Data Committee: situation is still evolving; vague strategic plan provided by Compute Canada, need for input by James Wadsley, Rob Thacker, and CADC
- NSERC Discovery Panel Membership: New Panels are being selected right now; we need to provide suggestions of panel members to NSERC. Board should come up with names of possible candidates by next week as well as send out an Exploder message looking for volunteers
- CASCA Scholarship: continuation of Scholarship based on “best paper” seems untenable; will remove it from website; need input from Graduate Student Committee on new ways of graduate student recognition
- CASCA websites: CASCAeducation.ca website has been moved to SMU and contract with Bubbleup has been cancelled. Robyn Foret of the RASC will work with Dennis Crabtree of the EPO Committee on new joint education website. Astronomy2009.ca will expire soon and content will be moved to regular CASCA website. Astronomy.ca and Astronomie.ca are owned privately but this ownership expires this December. We will try to get them when they become available or work with owner if they don't.

- Partnering with French Astronomical Society: no progress, will contact them about possible partnership for 2015 AGM
- Getting involved with Oxford Analytics: possible role for Past President?
- Membership Drive: send out message emphasizing benefits of being a Member in Good Standing (e.g., voting, ability to present at AGM). Also, make sure membership list is consistent with Exploder list.
- Using NSERC funds to pay CASCA membership: NSERC indicates that this is OK if “necessary for the research.” Board believes presenting at AGM is a valuable experience for students so it should be OK for NSERC funds to pay for student memberships. Will include note in September renewals.
- IAU Memberships: New members need to be added by December for attendance at GA in Honolulu in 2015. No statement in IAU guidelines about members needing to be “permanent” (i.e., faculty members). Also, we need to have accurate Canadian IAU membership roll.
- Press Releases: Ferrarese has successfully sent an e-mail encouraging the membership to provide press releases to the Press Officer as well as for placement on the CASCA website. There was one response, and these messages will need to be sent out periodically as reminders. Ferrarese will also write the Press Officer about sending out an e-mail prior to the AGM about possible press release opportunities.
- CASCA AGM abstract submissions: Laurent Driessen to be asked to include a checkbox on the abstract submission form to indicate items of possible media interest for the Press Officer to consider. Also, Driessen is to be asked to include a message indicating that it is necessary to be a Member in Good Standing to present at the AGM. Driessen is the only one with access to the AGM website at the moment.
- PayPal renewals: St-Louis to work with Susan Di Francesco about having five-year membership payment plans and auto-renewals with PayPal
- Spectrum Management: Wilson followed up with Greg Fahlman about having an astronomer assigned to spectrum management duties. This issue is quite complex and involved Industry Canada, but a Canadian astronomer should be included to ensure astronomically important spectral bands remain clear.

4. New business

4.1. President's report [Ferrarese]

- o CASCA Funding of the MTR:
Costs are associated with MTR, with three town hall meetings and two F2F MTR committee meetings, and need for travel support for the panel members. Rob prepared a budget of \$160K. At least \$50K-\$60K alone are needed for travel expenses. Laura has contacted Greg Fahlman about hosting a west coast town hall meeting at NRC-Victoria. Dunlap Institute in Toronto and CSA in Montreal are possible other locations. For Victoria meeting, Fahlman must contact NRC VP for approval for funds. People at other possible town hall sites still need to be contacted. Raising money is hard until someone actually covers the cost and CASCA itself should give some money first. Laura contacted Nicole about \$10K is available. Nicole hasn't balanced the

budget yet but that amount tentatively seems reasonable. Today, can we get approval to provisionally allocate \$10K for MTR costs? (Note: CASCA has not given any money to previous LRPs or MTRs.) Propose a motion (conditional to Nicole's final approval) to provide \$10K to support the MTR. ***Motion put forth by Ferrarese, seconded by Courteau, carried.***

- Use of WESTAR funds:
 - Exploring ways for CASCA and RASC can collaborate more closely on EPO, and WESTAR funds may be a way to enable that. Talked to Chris Gainor of the RASC about them possibly matching WESTAR funds for public lectures. Ideas bounced: do something similar to Galileo Lectures for IYA2009? Can be expensive unless maybe travel is restricted to within speaker's province. Can CASCA provide funds through WESTAR to invited colloquium speakers at Canadian universities to extend the stay of some individuals to give public talks? What we can do depends on the numbers. Nicole reports that the WESTAR funds were \$325K at the beginning, or \$415K in today's dollars, and as of March 31 last year, the funds are \$507K. So, we have >\$90K that has not been spent in this fund! Courteau: do we want this to be a board discussion, or should we bring this up at a CASCA meeting perhaps to brainstorm about really great things we can do with this money? What is the most effective way to promote astronomy nationally and how do we address this? EPO committee and RASC should certainly be involved. Can bring up this issue during the business meeting at the AGM, but perhaps with a list of options to discuss, i.e., a proposal, done in concert with the RASC, before the meeting. Caution expressed about being too ambitious since we don't really have the administrative support to organize things. There will also be an EPO session right after the Qilak recipient's lecture where this issue could be also discussed openly with members. Need to review WESTAR guidelines to be sure for consistency with the intent.
 - Nelson: Note that Dennis Crabtree requested from WESTAR funds \$10K, not \$14K as originally thought, for possible CAP conference of IAU Commission 55 in Vancouver (\$6K for grad student travel expenses, \$4K for conference.)
 - WESTAR funds were recently given to CUPC/CUWP conferences, were both paid? CUWP yes, CUPC ? Need to find out. Funds for these conferences are being earmarked now on an annual basis but they need to be requested by the organizers from us every year. Also, found out how much money CAP spent on its lecture series. \$14-16K per year for travel expenses for lecturers (host pays local expenses).

4.2. 1st VP report [Wilson]

- CASCA website issues
Website should have committee reports posted online but there seems to be a barrier about how to upload materials to the website. Task could be given to

the VP, but information needs to be sent to individuals about how to do this. Ferrarese actually did send this info around when the new webpage was set up, but reminders need to be sent. In the meantime, the VP (Wilson) would be happy to post these reports on behalf of committee chairs.

- E-Cass Editor Replacement
E-Cass is getting a little outdated and needs refreshing. Also, old issues of E-Cass need to migrate over to the new website. Wilson takes figuring this out as an Action Item. Also, Brian Martin is planning to step down right after the last issue came out. He doesn't appear to have a problem with CASCA. He's just the feeling that he's done it for a long while and wants to pass it on. Wilson/Ferrarese will explore whether Brian will hang on for 1-2 more issues (in the current format), allowing us to bring it up at the June AGM, in time for someone to take over by September. Should the Past President take over E-Cass? It is not a difficult task (once everything is set up). Tighter integration of CASCA website and E-Cass is something that should be encouraged. (Keep as a backup if no one steps forward to do this.) Perhaps duties should be shared between Editor and Past President.

4.3. 2nd VP report [Courteau]

- Progress on the 2014 AGM in Quebec:
Joncas reports that organization is proceeding more-or-less OK (with some problems). E.g., skeleton program is done, registration will expire in 9-10 days, banquet has been set, hotel is waiting for us to start bookings, poster boards have been rented. There are still lots of things to do, grad students will be asked to help. Things that need to be organized will happen. Want to have check-boxes on the website, when you send out the reminder, can you ask that people contact Leslie if possibility for press release is there, and remind that people need to be a MIGS to be able to present? If the Board cares, preliminary schedule can be distributed to the Board.

4.4. Director's Report [Safi-Harb]

- Report on website French translation efforts:
Summary: Translated membership form has been sent to Susan. Jennifer West herself, Safi-Harb, and her postdoc have worked on the translation. There is now a WordPress multi-lingual plug-in that helps with the translation. Old French pages are now obsolete. Static pages have been all translated. Ones that change often have not. Committee pages have been functionally translated.
Things to be done: Committee Terms of reference and Citations. Translations of legal documents, e.g., Letters Patent, and the CASCA Ethics Statement, may need to be done by more professional people. Projects and Initiatives still needs to be done.
Questions for the Board: do mandates and Committee Terms of Reference need to be translated? What about non-static pages? Do we want the French version to be "Rotating" like the English one? Courteau congratulates Safi-Harb and her team on her enormous effort. May need to accept the fact that

we cannot translate everything, unless we have someone committed to this on a regular basis. Note that some links don't work from the French site, e.g., to the MTR session during the upcoming AGM. Next thing to do: Joncas will finish "Projects and Initiatives", let Safi-Harb et al. know if other things need to be done.

4.5. Secretary's report [Di Francesco]

- Resolution to suspend the nomination of the 2nd VP:
Motion put forth by Di Francesco, seconded by Wilson, carried.
- Change of address for the Registered Business Office:
Previous Registered Business Office Address of CASCA was David Dunlap Observatory in Richmond Hill, ON, and this entity no longer exists. Moving it to NRC was seen as being problematic due to possible "conflict-of-interest" concerns. A query has been made to the Interim Director of the Dunlap Institute (DI) to move the Registered Office Address there. Some discussion of whether or not the Dept. of A&A at UofT is better than than DI, but sentiment is not strong either way. Anyway, an e-mail has been already sent to Interim Director of DI.
- Update on the transition of the by-laws to the new NFP corporation laws:
Transition to new by-laws moving smoothly and paperwork will be submitted to Corporations Canada next week. Needed new Registered Business Office Address for Forms 4061 and 4002 as part of the submission. Also, obtained permission to include St-Louis as an Optional Address for Form 4002.
- Update on 2014 Election:
Nomination Committee found two candidates for Vice President: Brian McNamara (Waterloo) and Roberto Abraham (Toronto), and four candidates for Director: Erik Rosolowsky (Alberta), Ingrid Stairs (UBC), Stephane Courteau (Queen's), and Sarah Gallagher (Western). Internet voting will occur as last year, and a quote from BigPulse.com will be procured. All candidates have been approached for photos and statements to be placed on online voting site. Voting should open as early as next week.
- Membership update:
 - Total Members: 564
 - 8 Associate, 28 CAP, 5 Corporate, 2 Honorary, 237 Ordinary, 57 Postdoctoral, 57 Retiree, 170 Student
 - MIGS total: 362
 - ONE year dues arrears total: 120 (included are 8 who paid this year but owe for last year), TWO years dues arrears total: 82
 - included in above totals:
 - NEW: 13 (7 new STU not first year + 3 new ORD + 3 new PDF))
 - 1st year STU: 14
 - change PDF to ASSOC: 1
 - change ORD to CAP: 1
 - change CAP to ORD: 1
 - change STU to PDF: 4
 - Resignations: 7

5. Date of Next Telecon [all]

Action Item to make sure a room is available for our next Board meeting on June 8.

6. Other business [all]

- There has been IAU proposal to host GA in Montreal in 2021. Letter written by organizing committee that Laura has endorsed. Things have changed slightly and now NRC does not sponsor a GA unless it is linked to the activities of a portfolio, so need to prove that this GA does benefit the NRC's mandate specifically. Actually, now Greg needs to endorse it and it goes up the chain for the NRC President himself to sign. Gilles to e-mail Greg with the letter? Gilles can't do it because IAU will be in Montreal, and Gilles is not the prime organizer. Second, will the reorganization of NRC affect its role paying the Canadians' annual IAU dues? Not so far, haven't heard back yet. Shouldn't be hard to argue that the IAU GA will benefit NRC's "clients" but the process needs to be started. Who is proposing to chair this assembly? Right now "a loose bunch of crazy people" in Montreal (UdM and McGill) are interested.

7. Adjournment [Di Francesco]

Motion by Di Francesco, seconded by Ferrarese, carried