

**Canadian Astronomical Society
Société Canadienne d'Astronomie
73rd meeting of the Board of Directors
May 30, 2016 9h00 – 17h30 EDT
Gateway Room, Fort Garry Hotel
Winnipeg, MB**

Minutes

<i>Present:</i>	Christine Wilson	President
	Roberto Abraham	Vice-President
	Nicole St-Louis	Treasurer
	James Di Francesco	Secretary
	Pauline Barmby	Director
	Sarah Gallagher	Director
	Lorne Nelson	Director
	Stéphane Courteau	Director (by audio)

1. **Adoption of agenda [Di Francesco]**
 - **Motion to adopt the agenda (Nelson/Abraham): Carried**
2. **Adoption of the minutes of the 72nd Board of Directors meeting [Di Francesco]**
 - **Motion to adopt the minutes (Abraham/Barmby): Carried**
3. **Business Conducted Electronically [all]**
 - *New Award:* The Board provided input to the design of the medal that will accompany the new award.
 - *CUPC:* The Board agreed to provide \$1K of financial support to this year's Canadian Undergraduate Physics Conference this fall in Halifax, NS.
 - *CASCA Teachers' Workshop:* The Board agreed to underwrite \$1K for a Teachers' Workshop held concurrently with the CASCA annual meeting this year in Winnipeg, MB.
4. **Review of the Action Items List [Di Francesco]**
 - *New Solar System & Exoplanet Committee:* Abraham has produced a draft mandate of this new committee, and will invite a Chair. Potential membership was discussed, and candidates will be invited in collaboration with the new Chair.
 - *New CASCA Student E-mail Exploder:* Following the recommendation of the Graduate Student Committee, Di Francesco has produced a CASCA student e-mail exploder for the discussion of issues germane to graduate students only.

The Secretary and someone on the GSC executive will moderate the mailing to reduce spam.

- *IAU Associates*: Di Francesco has extended invitations to three CASCA members to pursue Associate member status in the IAU. These members will contact the relevant Commission chair for further instructions.
- *Investment Committee*: **Motion to disband the Investment Committee (St-Louis/Wilson): Carried.** The role of this committee was deemed to be inconsistent with CASCA's investment strategy.
- *CASCA Graduate Student Workshop*: The CASCA Board authorized the contribution of \$2K to the organizers of this year's Graduate Student Workshop to offset costs.
- *WESTAR Lectureship*: Nelson reported on progress toward restarting the dormant WESTAR Lectureship. Nelson, Julie Bolduc-Duval (Discover the Universe; DU), and Phil Langill (Calgary) of the EPO Committee (EPOC) have been exploring i) the parameters of selecting Lecturers, and ii) determining how many Lectures should proceed this year. Of the former, they have drafted a standard application form that all those who are "normally have a PhD" (but not necessarily) or "actively involved in astronomy" can fill out. Applicants should submit some demonstration of their lecturing ability (e.g., YouTube videos of talks). A WESTAR sub-committee of the EPOC will vet applications and provide updates to the Board. A criterion for hosts includes a need for proximate access to astronomers. The Board accepted the terms of the Lectureship, including a two-year commitment. A proposal has been already received where two UofT grad students will visit Whitehorse, YT in fall 2016, accompanied by Julie Bolduc-Duval.
- *Scotia-Macleod*: Though Scotia-Macleod's recent performance exceeded that of the TSX, St-Louis will prudentially investigate alternative companies to manage CASCA's investments in future.

5. New business

5.1 President's report [Wilson]

- *LRP Mid-Term Review (MTR)*: Translation of the MTR report into French is now underway. A two-page summary of MTR highlights has been made by the LRPIC, though it is not yet available in French. This document will be mailed out to MPs with an accompanying letter sometime in the next few months.
- *New Prize Medal*: The design of the new prize medal has been set. The donor will initiate the minting process for ten medals once he returns from travels. He will also provide a cash donation that will allow the medal to be minted in perpetuity once the initial batch of ten has been awarded. Wilson to draw up a contract to define the parameters of the donation, similar to what was done for the Dunlap award.
- *IAU Questionnaire*: Based on feedback and grades, NRC was quite impressed with the questionnaire submitted to justify NRC's payment of Canadian IAU

members' dues. NRC asked if our questionnaire could be shared with other groups as an example, and the Board agreed.

- *Award Winners*: Winners of this year's CASCA awards were informed and all winners are present at this year's annual meeting except Ralph Pudritz (Executive Award). Ralph will be honored in absentia during one of Wilson's addresses to the membership during the meeting.
- *Presidential Reports*: Wilson and Abraham to write past and future "Notes from the President" articles for e-Cassiopeia
- *CASCA Websites*: Wilson updated the webpages to make sure everything so far is consistent between the English and French sides.
- *CITA Council Elections*: **Motion to approve Rob Thacker as CASCA representative on the CITA Council (Wilson/Gallagher): Carried.**

5.2 Secretary's report [Di Francesco]

- *CASCA Elections*: An election is currently underway to replace Lorne Nelson and Pauline Barmby whose respective terms as Director ends as of the annual meeting. Furthermore, an election is also underway to replace Bob Abraham whose term as Vice-President is also ending. The election results will be revealed at the AGM on June 2. By acclamation, Bob Abraham will become the next CASCA President. Also, James Di Francesco and Nicole St-Louis will begin their second three-year terms as Secretary and Treasurer, respectively. Christine Wilson will become the CASCA Past-President.
- *Membership Statistics*: CASCA currently has 524 members who are either in good standing (440) or one-year in arrears in their dues (84). After several years of 1-2% declines in membership, the current level matches that seen in 2013. Six members have resigned. Twenty-two members are in arrears for two years and will be expelled at the AGM on June 2. For further details, please see the Secretary's Report document.
- *Membership Changes*: CASCA welcomed 43 new members in the past year, including 21 first-year graduate students. Seventeen members changed their membership category.
- *Members Deceased*: The Secretary noted the passing of member Daniel Harris and a moment of silence will be held during the AGM.
- **Motion to accept the Secretary's Report (Wilson/Abraham): Carried.**

5.3 Treasurer's report [St-Louis]

- *General Overview*: CASCA's financial situation at the end of this fiscal year (FY 2015) is good. The operating account balance was \$28.9K on 31 March 2016, which was higher than initially projected (\$14.1K), due to expenditures that were lower than predicted (~\$10K). Namely, \$5.6K of funds allocated for the 2014-2015 MTR was not used and some travel expenses were lower than expected. Also, we received a surplus from last year's annual meeting that was not included in earlier projections. Our investments, however, have suffered a loss of ~4.6%, which can be compared to the fall of TSX index by ~15% over the same time period. This fiscal year, we withdrew \$25K from the investment account to support part of CASCA's contribution to the

Discover the Universe initiative and a further \$15K will be withdrawn to cover the full amount that pledged for FY2014 and FY2015 (\$40K), in addition to the \$20K for FY2016. Also, \$8K will be withdrawn to support the WESTAR lectureship program due to start in the fall of 2016. If revenues stay at this year's level, the balance of the general account at the end of FY2016 is predicted to be \$39K. For further details, please see the Treasurer's Report document.

- **Motion to give our fund manager at Scotia-Macleod the authority to purchase or sell investments within our profile, with regular, bi-annual reports to the Treasurer (St-Louis/Nelson): Carried.**
- **Motion to follow the advice of the fund manager on the purchase and sales of various investments (St-Louis/Barmby): Carried.**
- *Administrator Salary:* Our contract with our administrator Susan Di Francesco has expired, but she is willing to continue in the position. The Board decided to increase her salary by an amount at least consistent with the current rate of inflation.
- *WESTAR lectures:* the Treasurer was instructed to add \$12K into the account for upcoming WESTAR lectures, bringing the total to \$32K if the \$20K for DU is included.
- **Motion to accept the Treasurer's Report (Wilson/Abraham): Carried.**

5.4 Director's reports [Nelson, Courteau, Barmby, Gallagher]

- Though the Directors continue to follow various activities (some discussed else-where), there was nothing specific to report here.

5.5 Coalition Activity Report [Wilson/Ferrarese]

- Beyond the mass mailing of the two-pager MTR summary to MPs, the Coalition is pursuing a meeting with the acting NRC president. The Coalition's lobbyist firm, Temple Scott, will inform the Coalition about getting its next priorities into government before the next budget cycle begins.

6. Report of Committees [Abraham]

6.1 Awards

- *Terms of Reference:* Following the request of the Committee for clarity, Abraham to ask committee to draft terms of reference for their activities, perhaps using the Chair's own narrative as a guideline.
- *Low Numbers of Nominations:* The Committee expressed concern that few nominations were received for various awards. Abraham to revise the submission instructions so that nominations are sent to two independent e-mail addresses and no nominations are 'lost.'

6.2 Computation and Data

- *Compute Canada:* The Committee report described the unfortunate state of the relationships between astronomy, Compute Canada, and CFI. Abraham to write letter to CFI about the catch-22 nature of proposals that involve the

CADC. (Barmby to find out to whom at CFI such a letter would be most effective.) Abraham to inquire with Committee about further ways the Board can help.

- *New Member*: Barmby to join Committee after rotating off her Board Directorship this year.

6.3 Diversity and Inclusivity

- *Code of Conduct*: This year's CASCA meeting includes within its programme a Code of Conduct written by the Committee. Next year, agreeing to follow the Code will be an actual part of the meeting registration process. The new Vice-President will need to transmit the Code to LOC Chair Craig Heinke.
- *Surveys*: In the coming year, the Committee will pursue a 'climate survey' of the membership but would like some direction from the Board on the survey goal and what questions to include. In addition, the MTR specifically tasked the Committee to conduct a separate survey to capture demographics. One aim here is to track the 'leaky pipeline' faced by women astronomers. To keep the data as current as possible, it will be a goal to conduct this survey annually. The Committee will examine surveys by the AAS Committee on the Status of Women in Astronomy and of other scientific studies for input.
- *Expertise Form*: The Board created a draft expertise form but further input from the Committee is required before circulation to the membership. Gallagher to give them direct permission to edit the form to their liking.
- *Diversity and Inclusivity Session*: The Committee will convene an inaugural session at this year's meeting to discuss examples of harassment.

6.4 Education and Public Outreach

- *Education Website*: The Committee expressed dismay that the domain name cascaeducation.ca was taken over by a 'cyber-squatter.' Since Discover the Universe (DU) has largely taken over the role of cascaeducation.ca, the Board did not consider the loss to be significant.
- *Discover the Universe*: The Board was happy with DU but a long-term strategy regarding its funding must be defined. For example, can CASCA afford to provide DU with \$20K/year or would \$10K be enough? Relatedly, when does DU become 'self-sufficient?' It was agreed upon that indeed DU shouldn't become only a Dunlap thing and that CASCA should maintain its role in DU. (The MTR panel recommended CASCA itself develop a long-term EPO strategy. Teacher training should be an important goal as such instruction is leveraged to thousands of students.) Nevertheless, the Board needs more data about DU's actual performance beyond its annual report, e.g., feedback about participant satisfaction or other metrics. Also, the Board would like to see on the DU website more resources available to the public in both languages. Gallagher to inquire from teachers what resources DU could tap into on the road to self-sufficiency. Abraham to ask Committee to develop a questionnaire for DU participants to complete that will provide the Board with useful data. For the time being, however, the Board resolves to continue

funding DU at the \$20K / year level over the next few years, provided it can obtain matching funds (e.g., from Dunlap, NSERC PromoScience).

- *New Member:* Nelson to join Committee after rotating off his Board Directorship this year.

6.5 Graduate Students

- Abraham to contact Chair of this Committee to challenge them to do valuable things akin to their recent 'equity survey' of Canadian astronomy departments. Abraham also to ask them to write down guidelines for organizing graduate student workshops, if they don't already exist.

6.6 Ground-based Astronomy

- *New Members:* The Board discussed various possible new members to this Committee. Abraham to approach the two members generally agreed upon as good candidates to join. Di Francesco volunteered to join the committee.
- *CCAT:* The Committee noted that CCAT has been de-scoped down to a 6-m 'pathfinder experiment.' The Canadian submillimetre community will convene a special meeting on June 3 in Winnipeg to discuss future directions.

6.7 Heritage

- *Archive:* Plans are in motion to house CASCA's archives at the RASC offices in Toronto. Randall Rosenfeld will curate the archives. Di Francesco to coordinate the transfer of materials from Kingston, Montreal, and Victoria to Toronto with St-Louis and our Administrator.
- *History of Canadian Radio Astronomy:* the Committee has endorsed the writing of a book about the History of Canadian Radio Astronomy, perhaps with different authors per chapter, completing the work begun by Richard Jarrell. The Committee needs to articulate what the CASCA Board can do in aid of this effort, as funding is not available.
- *Database of Canadian Astronomers:* the Committee suggests the creation of a Database of Canadian Astronomers, e.g., to help with future obituary writers. The committee needs to articulate what resources CASCA can provide beyond money, e.g., space on the CASCA website.
- *Workshop on Historical Data Management:* The Committee would like to convene a conference in Victoria to discuss the maintenance of historical data products. Will this meeting be in conjunction with the annual CASCA meeting in Victoria in 2018? Again, the Committee must tell us explicitly what they need from CASCA. Abraham will contact the Committee for more information.

6.8 Joint Committee for Space Astronomy

- *CASTOR:* Abraham to offer to write a letter to the Canadian Space Agency encouraging them to initiate a Phase 0 study for CASCA, as recommended by the MTR Panel. (Some Phase 0 activities may have been started already in-house at NRC Herzberg.)

- *AstroSat*: Following the need to have a connection between getting time on a satellite observatory and funding, Gallagher to inquire with JCSA about funding for successful AstroSat proposals.
- *Astro-H*: Gallagher to also inquire what CSA plans to do with funds that were identified to support Astro-H projects that will not continue due to its failure.

6.9 LRPIC

- *Two-Page MTR Summary*: The Board discussed the two-page summary of the MTR report drafted by the Committee that will be soon mailed to MPs, and expressed some concern about its layout and wordiness. Furthermore, the Board noted some pictures need clear labels.
- *Lobbying effort*: The Committee emphasized in its report that lobbying effort is required to secure funding for various space astronomy missions. Gallagher to inquire at CSA to determine to whom such efforts should be directed.

7. Reports of the AGMs [Abraham]

7.1 2016 Manitoba

- The meeting is about to start and the organizers have reported no problems. Attendance is a little low, about 163 registrants, but it should be a good meeting. Feedback on the triple parallel sessions, a CASCA meeting first, would be appreciated.

7.2 2017 Edmonton

- Dates of the 2017 annual meeting are now fixed: May 29-June 1, 2017. Two sites of the University of Alberta campus have been selected but the LOC won't know which will be available to us until two months beforehand.
- Craig Heinke (Alberta) is leading the LOC and has identified the tasks ahead, including organizing an SOC, securing a budget, figuring out how to collect registration fees, and putting together a meeting website. They have strong local support from their Faculty of Science. Heinke has been particularly good at providing frequent updates to the Board.

7.3 2018 Victoria

- No news provided.

8. Nominations to the Nominating Committee

- The Board discussed potential members of the Nominating Committee, to be chaired by Past President Wilson. See the minutes of the AGM for the names of those nominated.

9. Board Student Awards (orals and posters):

- This year, Nelson, Gallagher, Barmby, and Abraham will judge student oral presentations. In addition, St-Louis and Di Francesco will judge student poster presentations. See the minutes of the AGM for the names of those students who won these prizes.

10. Other business

- *Education and Public Outreach*: Nelson reports that a new EPO reporting form has been sent to the Board by e-mail. The EPO Committee wishes this form to be aggressively marketed and better statistics compiled. Wilson to mention the form in her President's report. A link to it will be placed on the CASCA website, and frequent reference made to it in e-Cassiopeia and e-mail exploder messages.

11. Adjournment

- **Motion to adjourn the 73rd meeting of the CASCA Board of Directors (Abraham/Nelson).**

Canadian National Committee of the IAU Draft Minutes

1. Adoption of the agenda

- **Motion to adopt agenda (Abraham/Wilson): Carried**

2. Adoption of the minutes of the board telecon of November 27, 2015

- **Motion to adopt the minutes (Gallagher/Nelson): Carried**

3. Business arising

- *Associate Memberships*: Di Francesco has contacted three CASCA members for whom Associate membership in the IAU may be beneficial. Each has been directed to contact the appropriate Commission chair for information on how to proceed with being invited to join the IAU as an Associate. For reference, Canada currently only has two IAU Associates (out of ~65 in total), who work in the telecom industry in Waterloo, ON.
- *Annual Performance Review (APR)*: As discussed in March, our APR was considered a model for other communities and will be distributed by NRC as an example of 'how to do it right.' As incoming CASCA President, Abraham will head up this year's APR questionnaire this fall.

4. Other business

- *Code of Conduct*: Wilson to determine if the IAU has its own Code of Conduct. If it does, she will politely suggest to the Austrian IAU GA organizers that they include it in their preparations and enforce it during the meeting.
- *Canadian Involvement in the IAU*: Committee members are tasked to encourage CASCA members to become more involved in the IAU well before next GA, so that Canadians can lead or join the executives of various IAU Committees, Divisions, and Commissions. Furthermore, Committee members are tasked to encourage CASCA members to apply to organize IAU symposia in Canada in the coming years.

5. Adjournment

- **Motion to adjourn the IAU-CNC meeting (Barmby/Abraham)**