

Canadian Astronomical Society
Société Canadienne d'Astronomie
66th meeting of the Board of Directors
Oct. 3, 2014 14h00 – 16h00 EDT
Via videoconference

Minutes

<i>Present:</i>	Christine Wilson	President
	Robert Abraham	Vice-President
	Nicole St-Louis	Treasurer
	James Di Francesco	Secretary
	Lorne Nelson	Director
	Pauline Barmby	Director
	Stéphane Courteau	Director
	Sarah Gallagher	Director
	Laura Ferrarese	Past President

1) Adoption of the agenda [Wilson]

- **Motion to adopt agenda (Courteau/Ferrarese): Carried.**

2) Approval of minutes of 65th Board meeting [Di Francesco]

- For the section “Request by ABB to add anti-trust language to By-laws,” Wilson requests that the statement that she will be “seeking legal advice” be removed. Instead, Wilson intended to conduct an informal search for more information. Minutes updated.
- **Motion to adopt minutes (Courteau/Wilson): Carried**

3) Review of the Action Items Lists [Di Francesco]

(Summary of discussion for a subset of items follows)

- a. *Use of WESTAR funds:* with ~\$91K available for use from the WESTAR funds, serious discussion is needed about how to use them effectively. Some (\$20K/year for three years) have been recently earmarked for Julie Bolduc-Duval’s “Discover the Universe” education project, but there is significant potential for the remaining funds. Possibilities include a lecture series (actually part of the bequest) or continued support of undergraduate conferences like the CUPC. Nelson will discuss these and other possibilities with

- Courteau, the EPO Committee, RASC, and Leslie Sage, the CASCA Press Officer by end of October. Some means of determining the “effectiveness” of fund use should be considered as well. St-Louis cautions that the WESTAR fund “surplus” may run out within 5 years, so “long term plans” should not be made.
- b. *French Translation of CASCA websites*: plans made to continue with translations, proceeding first with the Ethics Statement, various Committee Terms of Reference, and Projects and Initiatives pages. Courteau volunteers to take this on, and also volunteers to make sure both English and French pages are equal. News items also need translating, whenever possible, and Courteau also agrees to assist with that. Former Director Samar Safi-Harb happy to help if needed.
 - c. *IAU Membership*: Wilson and Di Francesco to use Ferrarese’s list of Canadians in permanent positions who are also not IAU members as the basis of deciding who to contact about nomination this year.
 - d. *Committees*: Memberships of committees will be updated on French pages soon. i) Awards: Kristine Spekkens agreed to chair committee, and new Director Gallagher also agrees to join; ii) CDC: JJ Kavelaars was renewed for another three-year term; iii) EPO: List of new members proposed by new Chair Mike Reid has been accepted by Board; iv) GSC: consideration needed about improving engagement on issues by current members; v) GAC: John Hutchings will stay on and Jon Willis and Gilles Joncas will also join; vi) Heritage: David Turner has agreed to stay on for another term; vii) LRPIC: John Hutchings and Ingrid Stairs have agreed to stay on and Barmby and Wilson to be also made members. Ferrarese to stay on as observer.
- 4) President's Report [Wilson]
- a. *Mid-term Review Update*: General white paper call has gone out and certain individuals also approached to provide white papers (see MTR page for list). All papers due by end of November. Town Halls will be organized in late March, due to availability of panel members. Committee will review white papers to look for pressing issues. MTR funding commitments have been made by everyone approached.
 - b. *Establishing CASCA portfolios*: Various organizations have been asking the President for certain actions, e.g., RASC has inquired about sharing newsletters and membership management, the International Science Organization has requested CASCA input on nominations for its leadership. To share this burden, Wilson suggests establishing specific portfolios for individual Board members to address such

issues when they arise. i) NSERC: Gallagher volunteers; ii) CAP: Nelson volunteers; iii) IAU: Courteau volunteers; iv) CCR: Courteau volunteers; v) AAS: need to think about that since there's been no contact recently between our Societies. See Action Items List for specific tasks.

5) Vice-President's Report [Abraham]

- a. *CASCA 2016 update*: Brandon University and University of Manitoba have agreed to host the CASCA annual meeting in 2016. Abraham has promised the organizers help from the CASCA Board.

6) Treasurer's Report [St-Louis]

- a. *Investment Strategy*: St-Louis has tabled a report from the CASCA Investment Committee with recommendations about changes in our investment profile. Given the lack of time remaining in this meeting to discuss this report properly, discussion by e-mail will take place in the next two weeks.
- b. *2013-2014 audit*: The latest audit contained recommendations to CASCA its practices. First, they recommend increased segregation of administrative duties since Susan Di Francesco is doing almost all of these. This recommendation can be addressed by asking Susan to do monthly bank reconciliations. Second, they recommend Susan's paycheque have income taxes deducted at time of payment, and this change will be implemented soon.

7) Secretary's Report [Di Francesco]

- a. *CASCA Membership drive update*: Annual message to members has gone out and renewals are already occurring. There have been only a handful of members choosing the new five-year dues payment option but future reminder messages will highlight that option.
- b. *IAU Membership drive update*: (see Action Items List discussion above) Di Francesco will work with Wilson to distill a list of Canadian professionals who are currently not IAU members to consider nomination.
- c. *Canada Coalition for Research*: (see President's Report on Portfolios above). Di Francesco has been receiving sporadic updates from the CCR about its activities but it is unclear if our engagement with them is productive. As described above, Courteau has volunteered to liaise with the CCR more directly, which is easier for him given his proximity to Ottawa.

8) Other business [all]

- a. *2015 International Year of Light*: the EPO committee is determining ways to encourage Canadian participation in global activities to mark next year's UN-recognized focus on light. Nelson reports that EPO is thinking of purchasing spectral type glasses for high-school students so they can view streetlights to see what spectra are. About 20K of these glasses could be purchased for as little as 50 cents each.

9) Next telecon [all]

- The next CASCA Board of Directors meeting will occur via telecon on December 5, 2014. This meeting will be longer than the present one as will be the winter "face-to-face" meeting (to be done via video-conference). Di Francesco will send out a reminder in November and asks to send him any agenda items.

10) Adjournment [all]

- **Motion to adjourn the current CASCA Board of Directors meeting (Di Francesco/Wilson): Carried**