

**Canadian Astronomical Society
Société Canadienne d'Astronomie
74th meeting of the Board of Directors
Sept. 20, 2016 12h00 – 17h00 EDT
Via videoconference**

Minutes

<i>Present:</i>	Roberto Abraham	President
	Rob Thacker	Vice-President
	Nicole St-Louis	Treasurer
	James Di Francesco	Secretary
	Stéphane Courteau	Director
	Sarah Gallagher	Director
	Erik Rosolowsky	Director
	Kristine Spekkens	Director
<i>Absent:</i>	Christine Wilson	Past President

1. Adoption of agenda [Di Francesco]

- **Motion to adopt the agenda (Abraham/St-Louis): Carried**

2. Adoption of the minutes of the 73rd Board of Directors meeting [Di Francesco]

- **Motion to adopt the minutes (Courteau/Thacker): Carried**

3. Business Conducted Electronically [all]

- *New Communication Methods:* Abraham invited the Board to join Slack for online discussions. Abraham and Di Francesco (with help from Dave Lane of SMU) also created mailing lists for each CASCA Committee to improve their internal communications.
- *Support for CCUWiP Conference:* CASCA reaffirmed its support for the Canadian Conference for Undergraduate Women in Physics (CCUWiP) by providing funds.
- *Printed MTR report:* The Board examined the printed version of the Long Range Plan 2015 Mid-Term Review Report. Courteau commended the translator for the quality of the French version of the report.
- *CASCA Committee Liaisons:* Spekkens to join Diversity and Inclusivity Committee as Board liaison. Rosolowsky to join Education and Public Outreach Committee as Board Liaison. Di Francesco to join Ground-based Astronomy Committee as Board Liaison.
- *New Award update:* Wilson apprised the Board on progress striking medals associated with the new award.

- *CITA Council Membership*: The Board recommended that Alison Sills (McMaster) join CITA Council, and agreed with her recommendation that she be replaced on the Awards Committee.
- *Sub-mm Community Letter to LRPIC*: the Board agreed that the letter from Canada's sub-mm community should be posted on the LRPIC page of the CASCA website.
- *Fundamental Science Review (FSR) input*: The Board discussed via e-mail drafts of CASCA's input to the FSR panel. The document describes in brief the state of Canadian astronomy and provides suggestions for improvements, following the questions posed by the panel. A special Board telecon was convened on September 6 to discuss the first draft.
- *Liaisons with RASC/FAAQ*: The RASC submission to FSR panel will be coordinated with CASCA's own. Also, an RASC/FAAQ member will join CASCA's EPO Committee on an alternating basis between societies and in a non-voting capacity. Abraham to serve is "amateur society" liaison in future.
- *WESTAR Lectureship*: The Board agreed to the proposal that the next WESTAR Lecturer be Christa Van Laerhoven (Toronto) in Yellowknife, YT in November 2016. Julie Bolduc-Duval of the Discover the Universe project will accompany Van Laerhoven.

4. Review of the Action Items List [Di Francesco]

- *Awards Committee*: Spekkens to provide committee with draft Terms of Reference. Instructions revised so that nominations are sent to two people (Administrator and Committee Chair).
- *Graduate Student Committee*: Committee to create documents about running future Graduate Science Workshops.
- *Computation and Data Committee*: Need for reconstitution of Agency Committee for Canadian Astronomy (ACCA) to be highlighted in CASCA input to the Fundamental Science Review (FSR) panel.
- *IAU participation*: Board members will encourage CASCA members to become involved in IAU Committees, Divisions, and Commissions, especially at the executive level. Also, Board members will encourage members to apply to host IAU Symposia in Canada in the next few years.
- *EPO Committee*: A subcommittee within the EPO Committee has been struck to vet applications for future WESTAR Lectureships. Also, a new EPO activity reporting form has been implemented on the CASCA website.
- *WESTAR Lecture Series*: information regarding volunteering to be or host a WESTAR Lecturer has been added to the CASCA website.
- *Investment Counseling*: Examining the performance of CASCA's current investments relative to the market, the Board decided to continue its financial relationship with Scotia-Macleod. Though performance hasn't been stellar, it is still net positive over the past five years of the market. Also, fees are consistent with those for our portfolio size. CASCA will re-evaluate our relationship should our manager change.

5. President's Report [Abraham]

- *Board-Membership Communication*: Abraham would like to see improved communication between the Board and the larger membership. Various on-line tools (Slack, Facebook, forums) were discussed. Further consideration is needed.

6. Vice-President's Report [Thacker]

- *Committees*: Thacker ramping up oversight of CASCA committees.
- *AGM*: Thacker updating meeting planning document regarding diversity

7. Treasurer's Report [St-Louis]

- *Audits*: The annual audits of CASCA, CASCA Trust, and WESTAR have been completed by Wilkinson & Company LLP. No recommendations were made to the Board on any issues. Owing to time a motion to accept the audits was tabled for one week after the meeting. **Motion to accept the audits done by e-mail (St-Louis/Di Francesco): Carried.**

8. Secretary's Report [Di Francesco]

- *Annual membership renewal drive*: Message to membership to renew their annual CASCA dues went out on September 7. A separate renewal Exploder has been produced to prevent spam to those who have already paid. As of today's meeting about 100 payments had been received. Reminders will be sent out on a bi-weekly basis until the end of October.

9. Next Telecon [all]

- The date of the next Board of Directors meeting will be determined via an online Doodle poll organized by the Secretary, with a goal of the week of December 12-16.

10. AOB [all]

- *Fundamental Science Review input*: Abraham apprised the Board of progress on CASCA's input to the FSR panel (see above). The Board was asked to review recent input from the Diversity and Inclusivity Committee.
- *Merger of the International Council for Science and the International Social Science Council*: Melanie Cullins of NRC requested input from the CASCA Board regarding the proposed merger of these two science 'super-societies.' The CASCA Board had no opinion and Abraham will communicate that back to Ms. Cullins.
- *Plaskett Medal nomination instructions*: Gallagher advised changing the wording in the instructions for Plaskett Medal nominations to include the optional possibility of having letters from external examiners sent directly to the Awards Committee. Gallagher to provide text and Thacker to update the Awards webpage.

11. Adjournment of Meeting [Di Francesco]

- **Motion to adjourn the 74th CASCA Board of Directors meeting (Courteau/Abraham): Carried**