

**Canadian Astronomical Society  
Société Canadienne d'Astronomie**

**Meeting of the Board of Directors via videoconference**  
Minutes for Wednesday 19<sup>th</sup> October 2022, 10:00-11:00 EST

Present:

Chris Wilson (Acting President)  
Laura Parker (Director)  
Karun Thanjavur (Director)  
Renée Hložek (Director)  
Julie Hlavacek-Larrondo (Director)  
Lewis Knee (Treasurer)  
Rob Cockcroft (Secretary)

Regrets:

Rob Thacker (Past President)  
Adam Muzzin (Vice President)

1. Adoption of agenda
  - a. Moved by Laura and seconded by Renée. Adopted.
2. Approval of minutes
  - a. Moved by Renée and seconded by Karun. Approved
3. Update on previous action items (action item number indicated)
  - a. 49: Chris working on IAU membership call
  - b. 7: Board members should aim to complete Indigenous training by the end of this month
  - c. 8: Laura is working with Jessica about a list of members in arrears, and the list and draft email will be circulated before Nov meeting
  - d. 50: Lewis to come back with a specific proposal for increasing the CASCA administrator's salary by the next meeting. A raise or a one-time bonus was discussed but a raise seems more appropriate.
  - e. (Several action items) Chris will work with Adam on the action items related to committees. Confirming committee reports are due for Dec. New action item: Adam will remind chairs for mid November.
  - f. 20: For committees without Board reps. Options: (1) double up on rep positions, (2) appoint a liaison/point person for only when issues arise (but this seems redundant as all committees already have a point of contact through the VP), and (3) consider why there is no Board rep for some committees. Some of the committees are new, but CDC and Awards need Board reps. Could EIC member join Awards? New action item: Chris/Adam have discussion with EIC and Award chairs about how to move forward.
  - g. New action item: Suggest EDI training for SOC of AGM.
  - h. 51: Chris will write to IAU about approval for individual requesting transfer.

- i. 21: LCRIC is a work in progress for Chris. LCRIC is still short of members. James Taylor has joined as a new member. LCRIC will be meeting every other week starting next week.
  - j. 24: Lewis has been working with the auditor about the possibility of segregating investments (e.g., CASCA Trust, Westar Trust, endowments). It seems like CRA would prefer separation because the main risk of audit where we have everything in one trust fund makes it difficult to show that we haven't been spending funds inappropriately – so we should place investments into separate accounts. Lewis doesn't know if there would be additional costs – this is the next step for this action item (i.e., to look at options for divisions and how much they would cost).
  - k. CASCA membership dues drive began on Mon 17<sup>th</sup> Oct. New action item: check bylaws and consider update with respect to GSC members having free membership (especially if first-years being free is mentioned in the bylaws). GSC members having free membership was approved in AGM business meeting minutes of 27<sup>th</sup> May 2020.
4. President's report
- a. New action item: approve any new CASCA committee members in next meeting.
  - b. New action item: Chris to ask for website access; Renée and Julie are also willing to have access. Historically, the President, VP, Past-President have had access. Adding Renée (who has just started) would make sense. Committee chairs have historically had access to their specific pages – can that continue?
5. VP's report
- a. AGM is in May/June so we need to know the award winners by then. If we switched to summer deadline you wouldn't get awards until following AGM. Awards committee suggests mid-/end of Jan deadline is better (e.g., 20<sup>th</sup> or 23<sup>rd</sup> Jan), so initial notice would come out in early December with reminder in early January.  
Motion to move awards deadline to mid January: Lewis moved, Karun seconded. Passed.  
Should have the dates on the website.
  - b. Will wait for other materials on VP report when Adam is in attendance.
6. Discussion of Westar finances
- a. Action item #52: There is an excess amount of funds that could be used for Westar in addition to annual amount (which is also increased above the previous \$10k/year). Lewis will include in his December report how much of the excess should be held as a safety net, and how we should consider any Westar spending in the context of recent world events affecting investments. If there was something urgent for Westar (e.g., within \$10k for a visit) we could plan to do that immediately; spending more (e.g., for hiring of a person longer term) would require waiting until after the December meeting.  
New action item for Chris: What is the financial commitment to DU (e.g., in perpetuity or an annually-renewed commitment?) and does it have a connection with Westar and Westar funding?
7. AOB

- a. Igloo. Chris has been arranging documents into folders. It would be possible to use Igloo as a document repository for CASCA Board meetings. We will come back to this via email or at a future meeting (related to action item #34).
- 8. Adjourn
  - a. Moved by Renee and seconded by Laura. Passed.