

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

**Meeting of the Board of Directors via videoconference**  
Minutes for Wednesday 7<sup>th</sup> December 2022, 13:00-15:00 EST and  
Friday 9<sup>th</sup> December, 12:30-14:30 EST

Present:

Chris Wilson (Acting President)  
Adam Muzzin (Vice President)  
Rob Thacker (Past President) until 14:00 EST on 7<sup>th</sup>, and intermittently on 9<sup>th</sup>  
Laura Parker (Director)  
Karun Thanjavur (Director)  
Renée Hložek (Director) on 7<sup>th</sup> only  
Julie Hlavacek-Larrondo (Director) on 9<sup>th</sup> only  
Lewis Knee (Treasurer)  
Rob Cockcroft (Secretary)

1. Adoption of agenda
  - a. Moved by Laura; seconded by Karun; adopted.
2. Approval of minutes from October meeting
  - a. Moved by Renee; seconded by Karun; approved.
3. President's report
  - a. Review of our OIR facilities
    - i. Motivation of (1+ year) review: can we improve link between scientific goals and facilities needed to achieve those goals, especially in light of TMT/MSE delays, and that Canada needs to make a 2024 decision as to Gemini partnership beyond 2027.
    - ii. Possible options put forward by GAC: (1) continue with status quo, (2) rebalance shares between current facilities and investing in future projects; and/or (3) consider the scientific and programmatic ramifications for different modes of gaining access to ESO facilities.
    - iii. Outline for how to complete the review is in GAC report: could have mini-midterm review focused on OIR, followed by regular midterm review (minus OIR). Leave VLOT out of this review; focus on existing telescopes/telescopes actively under construction. Need to consider scientific output/dollar.
    - iv. Possible committee membership:
      1. ACURA rep
      2. Grad students/postdocs could also be invited to have input on OIR review committee as part of the committee's terms of reference (but not be on the committee itself because of the heavy workload)
      3. People outside of CASCA/Canada (for the purposes of breadth of perspective)
    - v. OIR review committee: First, identify a chair and then communicate to general CASCA membership (either adhoc or March Cassiopeia by

CASCA President). Terms of reference should align with LRP (in tone, language, etc.).

- vi. AI for Chris: In January, contact Will Precival (GAC Chair) and Luc Simard.
- b. Need list of vacancies for CASCA Board to send to Nominating Committee: President (1 year term), two Directors
  - i. Laura and Julie are rotating off; Chris is acting president only for one year (so new president would only be in the position for one year)
  - ii. Rob Thacker is chair of Nominating Committee; Rob T accepts this as official notification.
  - iii. AI for Rob T: notify the rest of the Nominating Committee
  - iv. AI for Rob C: notify general membership before 15<sup>th</sup> December 2022
- c. Funding request from Canadian Conference for Undergraduate Women in Physics
  - i. Will be hosted in Regina for the first time in 3 years.
  - ii. CASCA used to fund this conference nearly every year. Amount is usually between \$1000-\$1500. Lewis already wrote this into the budget for this year.
  - iii. There is an official route for asking for funding; however, this group contacted Chris directly (probably because this conference almost didn't happen, so the timelines wouldn't have matched)
  - iv. The conferece pays the students' costs.
  - v. Laura moves to sponsor \$1000; Karun seconds.
  - vi. Discussion: conference includes student presentations, invited speakers, for women and supporters of women. <https://ccuwip.cap.ca/>
  - vii. Approved unanimously.
- 4. Update on previous action items
  - a. #6. Chris completed IAU request for membership update.
  - b. #50. Regarding the increase of CASCA Administrator's salary. The normal practice is to offer 2.5% increase per year (based on performance and CASCA budget constraints). Lewis proposes 2 steps of 2.5% in January 2023, which aligns with general increase of inflation trends. Lewis moved that in January 2023, the CASCA Administrator's salary will be increased by 2.5% with two steps; seconded by Laura. Approved unanimously.
  - c. #12. Awards guidelines: Adam to ask Erik then awards committee about this.
  - d. #14. EIC report should be on the website – but needs to be reworded so that it applies to all committees (not just the EIC). Check minutes from CASCA Board meeting at May/June 2022 AGM to see what was already discussed/approved.
  - e. #15. Adam received EIC feedback on how to run an AGM. New action item for Adam: This needs to be accessible to general membership (e.g., integrate this into how to run an AGM document).
  - f. #17. Diversity awareness training for Awards Committee members and AGM SOC/LOC members. Everyone is required to do an annual "refresher" and the full/additional training is available for those who are new.
  - g. #18. Two new members of LCRIC (James Taylor and Rene Doyon) and one new member (Jason Rowe) for CATAC. Motion from Karun to approve these memberships; seconded by Adam; approved.

- h. #51. Chris approved IAU membership transfer.
- i. #53. Website updated with all award winners. New action item for Adam: executive award and French text on Petrie Award still need updating.
- j. #57. Committee chairs were reminded to submit reports for this December meeting.
- k. #61. Adam put forward new committee memberships to the Board (see also #18 above)
- l. #34. Communication for Board members will be via email, using Igloo as a document repository.
- m. #40. Adam will make “guide to hosting CASCA AGMs” a Google doc with small number of editing rights.

### **Start of the 9<sup>th</sup> December Board meeting**

1. Continuation of action items.
  - a. #41. Adam will ask committee chairs if they think committee sizes are appropriate.
  - b. #55. Motion to make CASCA members’ listing page inaccessible moved by Lewis; seconded by Karun; approved.
  - c. #62. Website access: increasing access increases cyber risk. Possible solution: new web editor to support current web administrator (who has a lot of institutional knowledge) – and/or have committee chairs sign some agreement.
  - d. #63. Awards’ deadlines have been moved to January but updates on the website still need to be done.
  - e. #64. There was no obvious link between DU and Westar when CASCA started funding DU in 2011. It was an annual commitment initially, and then it became 2-3 year commitment as part of Promoscience applications strategy. In other words, it is NOT connected to Westar and it is NOT in perpetuity (it’s 1-3 year agreement).
  - f. New action item: Resiliency/redundancy for Board members (and webmaster), in case someone is away.
2. VP’s report
  - a. LCRIC Postdoc hiring recommendations (see LCRIC Postdoc Document)
    - i. LCRIC want Board to endorse, post on website, and then potentially vet any CASCA exploder message. However, the CASCA Board is not the employee, we are just a community, so we cannot vet – instead, post the recommendations on the website (on job ad submission page). Motion: to approve and post on website; moved by Adam, seconded by Karun; approved. Action item for Rob C: to post onto the website.
  - b. LCRIC Mentorship program proposal (see LCRIC Mentorship Document)
    - i. For postdocs and/or graduate students. This is not considered an urgent/critical task for LCRIC, at least for the next six months, especially that it is a large amount of work and there should already be local mentorship programs. Eventually, LCRIC could find out what is already being done before thinking about what CASCA could do.

- c. CATAC membership: Michael Balogh at end of term, will need chair + new member
    - i. Two ACURA reps terms are also coming to an end. CATAC terms of reference for renewal are ambiguous. Action item: Chris will contact Michael.  
<https://casca.ca/wp-content/uploads/2017/03/Final-CASCA-ACURA-TMT-Advisory-Committee-TOR.pdf>: Chair will be appointed by CASCA President and ACURA executive director.
  - d. The EIC recommends that the compiled list of resources for scholars and students at risk features prominently on the CASCA's website
    - i. It's important to post to website (suggestion: "Connect" tab) so that non-CASCA members can find it. It will require checking periodically that links still work. Action item for EIC chair (via Adam/Renée): confirm that they are willing to update with every committee report and include French-specific resources.
  - e. EDI training for awards and AGM SOC. Any Board feedback on possibilities?
    - i. Everyone is required to do the refresher; but full/additional training is available for those who are new. AI for EIC committee (via Adam/Renée): make a list of best practices that they use (see James Taylor's poster on this at the last AGM)
  - f. Heritage committee protest (via not submitting a report): it is ambiguous as to whether or not this is ongoing. Their last report was from Nov 2020. Action item for Adam: ask heritage committee for their report by the end of the year.
  - g. JCSA report is also missing. Action item for Chris: will contact Locke Spencer (chair of JCSA).
  - h. Review of CASCA's governance structure (with Rob Thacker now present) prompted by EIC committee report. Action item for Chris/Adam: invite Ivana as chair of EIC to next Board meeting.
3. AOB
- a. What to do with the domains **astronomiecanada.ca** and **astronomycanada.ca**.
    - i. Defer to future meeting. (This has been paid for the next year anyway.)
4. Adjourn
- a. Motion by Chris; seconded by Laura; approved.