

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

**Meeting of the Board of Directors in person (at the Penticton AGM)
and via videoconference**

Minutes for Monday 12th June 2023, 07:00-15:00 PDT

Present in person:

Chris Wilson (Acting President)
Adam Muzzin (Vice President)
Rob Thacker (Past President)
Laura Parker (Director)
Lewis Knee (Treasurer)

Present online:

Renée Hložek (Director)
Karun Thanjavur (Director)
Julie Hlavacek-Larrondo (Director)
Rob Cockcroft (Secretary)

Regrets:

None

1. Adoption of agenda
 - a. Moved by Laura; seconded by Lewis; adopted.
2. Approval of minutes from May meeting
 - a. Moved by Julie; seconded by Laura; approved.
3. President's report
 - a. Location and format for 2024 AGM confirmed?
 - i. Renée and Adam presented to UofT that they should host. York can co-host, to alleviate some of the problems that are anticipated with UofT solely hosting.
 - ii. UofT and York faculty have been informed and there is a sizeable group of faculty interested in serving (sustainability concerns remain and will be discussed later)
 - iii. For reference: [presentation to UofT faculty](#)
 - iv. Tentative dates suggested: June 3-7, 2024 (avoids major religious holidays and Pride Toronto)
 - v. Meeting in Toronto will be fully hybrid.
 - vi. Suggest that any decision is announced with the discussion on 2025
 - vii. **Action item: Renée and Adam** need to think quickly about what needs to be booked ASAP.
 - b. Related: Sustainability Committee and future virtual CASCAs
 - i. Review: there was concern from grad students at the last AGM business meeting about virtual meetings about the affect of such virtual meetings on their careers. Sustainability committee has not included a recommendation in their report. The GSC is just starting to poll their members.
 - ii. Community has to make the decision; the Board has no authority.

- iii. If every year is a hybrid, is that OK with sustainability? Probably not because decisions in a hybrid mode are made at an individual level rather than as a community.
 - iv. If we alternate between in person and online, alternating prize lectures could get locked in to being either always in person, or always online.
 - v. One option: could we do one AGM in every three years that is online (it avoids the clashes with prize lectures, but it still has an impact).
 - vi. **Action item: Adam** to bring a new motion in 2024 for 1 in 3. This will allow GSC time for consultation. Need input from sustainability and GSC committee. Revision of bylaws is also needed (which is already underway generally).
 - vii. How do you convince people to host an online AGM? It's not as rewarding as doing it in person. We need to specify how it will work – e.g., a CASCA committee. Sustainability committee will be tasked to help Board come up with an LOC for online meetings. **Action item: Adam** to contact sustainability committee about this.
 - viii. **Action item: Adam** to ask the sustainability committee to come up with the numbers comparing the reduction in carbon footprint (between in person, hybrid, and online)
 - ix. In summary, this is an ongoing discussion, we plan to host a vote at next year's AGM (2024), we are looking for input (especially from sustainability committee and GSC), we need a Board rep on sustainability committee, and the SC needs to come up with how to run an online meeting.
- c. 2025 AGM
 - i. SMU is committed to hosting.
 - ii. Cap: no more 300 registrants.
 - d. Need to reply to Vancouver Convention Centre about IAU
 - i. **Action item: Chris** will say no, we will not host.
 - e. CITA council members
 - i. CASCA reps up for changing. Consider diversity of current members, and proposed members. **Action item: Chris** will respond.

4. VP's report

- a. IEC terms of reference approval
 - i. These terms already incorporate Board recommendations from before.
 - ii. Want to formally approve and adopt the terms of reference so that the IEC can support the new Westar position.
 - iii. Need to finalize the 5 members.
 - iv. Motion to approve the IEC terms of reference moved by Karun; seconded by Renée; unanimous approval.
 - v. **Action item: Adam** will announce the terms at the business meeting (but will hold off on a CASCA exploder invite for volunteers for the moment). Potential members will need to be identified with support from LCRIC. **Action item: Chris/Sarah Gallagher** to send individual invite for the chair position of this new committee. Karun is volunteering to help with any thing extra. Suggest moving Karun in his Board rep position from LCRIC to IEC.

- b. Language of committee recommendations guidelines and term limits
 - i. On other Boards, the term limits start when the policy comes into place, so for the CASCA Board this could start in 2022.
 - ii. How soon can you rejoin after two terms x 3 years? It's ambiguous. Needs to add the word "consecutive" ... so two consecutive terms of three years. Suggest adding that you can rejoin after a one-year break.
- c. Nominations committee
 - i. Laura will nominate Kristine Spekkens and Alan McConnachie at the business meeting (already added to the business meeting agenda)
- d. Approval of new committee members
 - i. Ask for volunteers first (via the CASCA exploder), then follow up with potential members.
- e. Committee sizes
 - i. No committee wants to be smaller (except EIC)
- f. Other VP business
 - i. Regarding increase in expenses of MNRAS publication charges: Adam is looking at this. It's a part of a larger discussion with the move to open access. **Action item: Adam** to follow up with this.
 - ii. **Action item: Chris and Adam** going to work on updating action items/websites.
- g. Motion: Mike Reid to be re-appointed for a three-year term on LCRIC.
 - i. Moved by Adam; seconded by Laura; unanimous approval
- 5. Secretary's report
 - a. Jessica Marsano will be listed as co-author (with Rob)
 - b. Terms of service of each board member confirmed
 - c. Wording for elections paragraph updated and confirmed.
 - i. Call for two scrutineers will be made at the start of the business meeting.
 - ii. As Rob will be online, Laura will be the liaison between Rob and the scrutineers (i.e., Rob and Laura will be on a Zoom call, Laura will leave the business meeting with the scrutineers, and Rob will share his screen to show the results of the election to the scrutineers).
 - iii. Confirmed that members in arrears are listed in the report
 - iv. Members who are two years in arrears are expelled. The Board needs to vote to do this (but the list of expelled members will not be shown in the business meeting presentation; the list will only be shared to all members in the report).
 - v. Motion: To expel CASCA members who are two years in arrears as listed in the 2023 Secretary Report.
 - 1. Moved by Rob; seconded by Julie; unanimous approval.
- 6. Treasurer's report
 - a. Quick summary: There has been a general increase in operating costs (during COVID there was a reduction because there were no student travel bursaries or award travel); there were two steps to increase the CASCA administrator's salary; the budget plan maintains the operating balance without increasing membership fees (note: the last fee increase was 2019)

- b. Salary increases have to be approved by general membership – so a motion will be needed at the business meeting (already added to the business meeting agenda)
 - c. There will also need to be a motion on the auditor's continuation (already added to the business meeting agenda)
 - d. **Action item: Rob** to check CASCA administrator: the reduced membership rate requires members to be both retired and over 60 (not just one).
 - e. Correction to the report: Budget line item for \$10,000 should not be "women in astronomy" be instead should be Discover the Universe
7. Discover the Universe - continue the conversation from May's Board meeting
- a. Two questions to continue discussing:
 - i. Will there be continued \$10k support from CASCA to DU? If yes, could a three-year commitment from the Board to DU be made to help Julie Bolduc-Duval to budget?
 - ii. Is there a conflict of interest if Julie takes over as chair of the EPO committee given that CASCA funds DU?
 - 1. Does the money from CASCA fund Julie's salary or only DU activities? Could recuse herself from discussions from DU.
 - iii. Summary of previous discussion: DU funding doesn't come from Westar (it's separate) – it used to, but it doesn't now. A three-year funding commitment was previously granted to help with NSERC grant application.
 - b. 12th May email from Julie (after the May Board meeting): "Dunlap now covers my entire salary, so all other funding is used for programming. I'm also happy to remove myself from any conversation about budgets if necessary, but in the past, this discussion about funding for DU happened at the Board level and not EPO committee level. Funding for more than 1 year would be great. We have done that before to help us with PromoScience funding."
 - c. Discussion:
 - i. This is lot of money coming from an email request (12.5% of CASCA's annual budget).
 - ii. We could require a written budget proposal to the Board but this seems like additional (and possibly unnecessary) bureaucracy – because (1) we are not changing the amount per year, (2) it's nothing new (we have been funding DU for at least 10 years), (3) DU already submits a report (although this doesn't give a budget breakdown).
 - iii. Instead of a written budget proposal, we will invite Julie to come to the next Board meeting to give the Board ~10 minutes presentation on how DU is spending the money. The Board wants to approve this request and it wants to support DU, but the Board would also like to learn more about budget details and initiatives.
 - d. Motion: Appoint Julie as next EPO chair
 - i. Moved by Laura; seconded by Adam; unanimously approved.
8. OIR committee
- a. Terms of reference need Board approval
 - b. Doug Welch (McMaster) and Ivana Damjanov (SMU) have been elected as co-chairs.
 - c. Motion: Approve terms of reference

- i. Moved by Julie; seconded by Laura; unanimously approved..
 - d. Next step: populating committee with additional members (Doug and Ivana could come up with a list of names for Board to approve)
- 9. Website update
 - a. Discussion on whether or not to discontinue the [Paid Wordpress Pro](#) functionality of the website.
 - i. Can't upgrade without the paid version (which we stopped paying for)
 - b. Survey is ready to roll out to CASCA members
 - c. The CASCA webmaster wants a Board decision on how to move away from the limbo state: either move away from paid pro version, or we start paying again. Don would prefer the former.
 - d. Motion: Pending the survey results, the Board accepts the webmaster's recommendation to disconnect from the paid pro version.
 - i. Moved by Renée; seconded by Adam; unanimously approved
 - e. At a future Board meeting, the Board will consider approving the specific budget from the CASCA webmaster.
- 10. AGM business
 - a. For Thursday's business meeting:
 - i. Documents to be circulated to general membership in advance of the business meeting: agenda, 2022 business meeting draft minutes, Secretary and Treasurer reports, committee reports
 - ii. Voting announcement / arranging for scrutineers
 - iii. Laura will take back-up minutes in case Rob's connection is not working
 - iv. Adam is going to chair
 - v. Agenda (see AOB)
 - b. Organizing Board members to judge student talks and posters
 - i. 47 talks, 62 posters, 5 in-person Board members. Don't judge your own institutions' students. Laura and Adam to do talks; Chris and Lewis do posters
 - ii. Any awards for postdocs? No, not this year.
 - c. Who is introducing which prize lecture:
 - i. Adam introduces the Plasket
 - ii. Chris does the Martin
 - iii. Adam does the Richer
 - iv. Chris does Petrie
 - v. EDI committee will introduce the EDI plenary
 - vi. Have read the whole citation in the past, but don't have to. It's important to recognize them with an appropriate introduction.
 - vii. Chris does Qilak (whose winner is not present at the AGM) before Plasket; if no time, could do at start of business meeting.
 - d. Certificates from Lewis for Chris to sign, and the award cheques
 - i. Lewis has the Richer metal; Plaskett medal is expected in September
 - e. NSERC
 - i. Will be done via Zoom because they ran out of travel budget but will be live
 - ii. Idea is to share slides in advance and then focus on questions during the live session

- iii. Would be good to ask about open access publication charges
- f. Slides
 - i. President, VP, secretary, treasurer, maybe slide from Renée/Adam for 2024 AGM (show to sustainability committee first)
 - ii. Lewis will present all slides from everyone (so slides should be sent to Lewis and cc the Board)
- g. Reviewing who is going to say what at the business meeting
 - i. Thank outgoing chairs, report-writers, etc.
 - ii. Chris to ask potential incoming IEC chair in advance of business meeting

11. AOB

- a. Additional discussion on Igloo for hosting of documents
 - i. **Action item: Renée** will put all Board documents onto Igloo if they are not already there (e.g., President's reports, VP reports, agendas)
 - ii. **Action item: Rob** to create new accounts on Igloo for incoming Board members
- b. When does the board next meet?
 - i. Last year, had outgoing and incoming member meeting
 - ii. Would like to do a joint meeting again, in the next month. Need a poll with the new members when we know who they are (**action item: Rob to create poll**). Then Sarah and Adam can decide when they want to schedule the next meetings.
 - i. (PAUSE FOR LUNCH)
- c. Agenda for business meeting was finalized
- d. JCSA committee members brainstorming
 - i. Need one to two more individuals
 - ii. **Action item: Adam** to work on this offline; solicit from them first and then refer back to the Board
- e. Review action items
 - i. Action item: all to review the igloo 2023 living document (<https://docs.google.com/document/d/1ylkiBGbHWE21Bq8pjPTUb26DT4pwaNlu-FgSdNEXZd8/edit>)
- f. **Action item: Renée** to look at job posting categories (while looking at website redesign with the CASCA webmaster)

12. Adjourn