

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

**Meeting of the Board of Directors via videoconference**

Minutes for Tuesday 10<sup>th</sup> October 2023, 15:00-16:00 EDT

**Present:**

Sarah Gallagher (President)  
Chris Wilson (Past President)  
Maria Drout (Director)  
Matt Taylor (Director)  
Renée Hložek (Director)  
Karun Thanjavur (Director)  
Rob Cockcroft (Secretary)  
Lewis Knee (Treasurer)

**Regrets:**

Adam Muzzin (Vice President)

1. Adoption of agenda
  - a. Moved by Sarah; seconded by Maria; adopted
2. Approval of minutes from September's meeting
  - a. Note the red text from the in camera discussion that will be removed from the public version.
  - b. Moved by Renée, seconded by Matt; approved.
3. President's report
  - a. SKA advisory committee needs revised Terms of Reference because of new status. CASCA Board doesn't need to give approval of terms of reference, but it has been asked for by Gilles Joncas.
  - b. Even if we don't approve, we can give feedback.
  - c. IAU membership drive to begin shortly. **Action item: Karun** is volunteering to work on this (although Chris is still the official IAU contact). To approve, the applicant must be a professional astronomer.
4. Update from all on action items
  - i. #139: Maui relief donation is almost complete
  - ii. #121 Board documents to be placed on Igloo next month
  - iii. #132 and 133: Renée meeting awards committee soon
  - iv. #135 Updated bylaw draft coming soon
  - v. #110 AGM 2024, Adam and Renée need to finalize location, but dates are still 3-7 June 2024. Does CASCA contribute any funds? Lewis: No. CASCA contributes AGM travel by invited speakers, and student funds/prizes; the Board has never "backstopped" AGM costs. AGM hosts could ask for corporate donations.
  - vi. **New action item: Renée** will update the website with the dates.
  - vii. **New action item: Karun** will contact Adam to help with Adam's action items
  - viii. Other update: James Taylor is working on the mentorship program

5. Discussion of LCRIC questions (see message from Sharon Morsink in President's report; these overlap with some of the other agenda items and have higher priority given meeting planned for week of Oct 23)
  - a. Nov 10<sup>th</sup>: Sarah and Adam will meet with LCRIC
  - b. LCRIC was set up to a limited-time committee
    - i. It should exist only until the midterm review is delivered in 2025
    - ii. LCRIC should be tasked with specific items, and then transition to a midterm review committee.
      1. LCRIC to draft a (subset of or all of) mission statement, values statement, and a code of conduct. **Action item: Matt** will work with LCRIC for drafting the code of conduct/mission statement (Karun is also the board rep on the LCRIC). **Action item: Maria** to outline the process for the creation of these items, with a timeline (including: sharing draft with Board, EIC; everything should be shared with the general membership with invitation for input at least two months before the AGM, then voted on at the AGM)
      2. LCRIC to review recommendations from LRP 2020 in terms of which ones are within CASCA's mandate. Scope: given the limited amount of resources we have, identify the top items that CASCA needs to work on (i.e., we are a volunteer organization, and we are focussed on professional astronomy).
      3. LCRIC to identify work that can be tasked to standing committees
  - c. Discussion of Sarah's proposal to address hybrid/virtual AGMs
    - i. Highlighting need for increased accessibility and sustainability, the main suggestions are that
      1. AGMs have only a modest for hybrid requirements for in-person meetings (minimum: live-streaming plenary talks and business meeting; additional hybrid components will be at the discretion of the organizers)
      2. The virtual AGM that occurs entirely online would have limited programming (prize lectures, the business meeting, stakeholder town halls, and networking and professional development activities organized by the Graduate Student Committee)
    - ii. The Board has been tasked by the membership to come up with a sustainability plan.
      1. Board needs further input from the sustainability/PDFs/grad student committees with a feasible model (e.g., schedule for different time zones, increasing engagement, cost effectiveness). **Action item: Karun** will talk to PDFs and grad students.
      2. We need to take a responsibility for climate change as the CASCA Board
      3. We can support more students for in-person meetings if we only do 2 out of 3 in person. We generally earmark \$10k for student travel per year (so it could go to \$15k for two years)

6. Sarah is meeting with politicians about CASTOR; there have been lots of positive interactions with government officials.
7. Adjourn
  - a. Moved by Lewis; seconded by Renée; approved.

Next meeting: 24th November 2023, 1-2 pm Eastern