

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

Meeting of the Board of Directors via videoconference

Minutes for Friday 24th November 2023, 13:00-14:00 EDT

Present:

Sarah Gallagher (President), 13:55-14:00 (last-minute emergency)
Adam Muzzin (Vice President)
Chris Wilson (Past President)
Renée Hložek (Director)
Karun Thanjavur (Director), 13:00-13:30
Matt Taylor (Director)
Rob Cockcroft (Secretary)
Lewis Knee (Treasurer)

Regrets:

Maria Drout (Director)

1. Committee membership
 - a. Moved by Adam; seconded by Karun; unanimous.
 - b. Discussion of follow up needed with Sustainability Committee. Adam to work with Matt and Karun on this.
2. Adoption of agenda (after initially delaying in the hopes that Sarah could join)
 - a. Moved by Matt; seconded by Karun; adopted.
3. Approval of minutes from October's meeting
 - a. Moved by Lewis; seconded by Matt; approved.
4. VP Report
 - a. AGM update (including CASCA Toronto 2024 - financial backstop request): Venue is either Sheraton or Chelsea (Sheraton is superior but more expensive, and requires 100 room paid, \$400/night – but this is the standard price of hotel rooms in Toronto in June for this size. Chelsea is ~\$310/night). We cannot decouple the hotel and conference venue. If only 50 rooms are taken, hosts would lose ~\$50,000. Can CASCA backstop financially for room reservations? Maximum of \$30,000. Sheraton needs an answer today (24th Nov 2023).
 - b. Motion to approve a \$30,000-or-less backstop with the intent to cover the uncertainty in hotel rooms at the 2024 CASCA 2024 in Toronto.
 - i. Moved by Renee; seconded by Adam; approved.
5. From Chris (1st Nov): “the Nominating Committee needs to know the list of Board positions that will be up for election at the June 3 AGM. I need to know the positions by December 1 so I can share them with the other members of the nominating committee by the 6 months advance notice specified in the Bylaws.”
 - a. The role of the VP will become available for June 2024

- b. The role of the President is less clear: either (1) VP assumes presidency (as has happened in the past), or (2) presidency has an open call where anyone could challenge the VP's transition to presidency.
 - c. **Action item: Adam, Chris, and Sarah** will meet to discuss. CASCA exploder announcement to follow on from that before 1st December.
6. 2024 Canadian Conference for Undergraduate Women in Physics (CCUWiP)
 - a. Motion to approve the support for CCUWiP at the \$1000 level
 - b. Moved by Lewis; seconded by Renée; approved.
7. EIC and the anonymization of awards
 - a. Clarification that it is the nomination person/letter that will be anonymous, so that self-nominations are not at a disadvantage. The Plaskett would be an exception to this rule, because the nomination comes from departments. Redaction suggested by the Board and considered, but seemed too difficult/onerous (e.g., self-nominators would have to write of themselves in the third person, and possibly much of the nomination letter would have to be redacted – and therefore would be more obvious that it was a self-nomination). Reference letters will NOT be anonymous.
 - b. **Action item: Renée** to draft an example anonymous letter, with guidance from awards committee.
8. Request from LRCRIC for CASCA Board to vote to endorse the Dimensions Charter (has already been endorsed by CAP.) https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/EDI-EDI/Dimensions-Charter-Endorsers_Dimensions-Charte-Etablissements_eng.asp
 - a. Moved by Sarah; seconded by Renée; approved.
 - b. **Action item: Sarah** to sign the form
9. Notes for the minutes (no discussion):
 - a. Rob now has access for all CASCA social media
 - b. From Lewis (Wed 18th Oct): “The Plaskett Medal for the best astronomy PhD thesis was not available at the time of the Penticton AGM but it has arrived now. I will be presenting it to Deb Lokhorst at HAA today at our weekly astronomy technology division meeting.”
10. Adjourn
 - a. Moved by Sarah; seconded by Adam; approved.