

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

Meeting of the Board of Directors via videoconference
Minutes for Wednesday 2nd July 2025, 12:00-1:30 Eastern

Board members present:

Sarah Gallagher (Past President)
Erik Rosolowsky (President)
Ivana Damjanov (Vice President)
Matthew Taylor (Director, continuing)
Maria Drout (Director, continuing)
Tobias Brown (Director)
Samantha Lawler (Director)
Rachel Friesen (Treasurer)
Jesse Rogerson (Secretary)
Karun Thanjavur (former Director)
Renée Hložek (former Director)
Rob Cockcroft (former Secretary)

Regrets:

Christine Wilson (former Past President)
Lewis Knee (former Treasurer)

Agenda

1. Adoption of agenda
 - a. Motion: Erik, seconded: Matt, adopted
2. Approval of [minutes](#) from 2nd June's Board meeting at AGM in Halifax
 - a. Motion: Erik, seconded: Renee, approved
 - b. **Action Item:** Jesse needs to send PDF of minutes to Jessica for website
3. Approval of minutes ([pdf](#), and [docx](#) for Jesse) from 26th June's business meeting
 - a. Approval from former Board needed first to then post the draft minutes to the public website
 - b. The draft minutes will remain draft until approved by the general membership at the 2026 annual business meeting
 - c. Former board quorum was achieved, however they did not have access to minutes in advance of the meeting. Vote was deferred to July 31, 2025 meeting to provide time for review.
4. President's report ([link](#))
 - a. Erik made note of CATAC letter that was already approved by new board electronically
 - i. Erik will be sending to acting director of NSF once received signature from ACURA
 - ii. This letter has also been reviewed by VP of NRC
 - b. Update on committee appointments (EPO, Awards, CATAC, EIC, Heritage)
 - i. There was an approval for nominees to the EIC by the new board, still needs a rep from GIC

- c. Update on Heritage Committee
 - i. Erik recognized the great work being done in the Heritage committee, and that a stronger connection with the board was welcome and important
 - ii. There is a variety of different work being done within Heritage both from a 'silo'd' point of view as well as concerted effort to do CASCA heritage work (digitizing CASCA records, video interviews, etc.)
 - iii. Discussion was had regarding possibly creating a sub-group within Heritage for preserving the heritage of CASCA, giving those that want it a clear support/mandate from the board, which would be welcome
 - iv. Further discussion regarding possibly updating the terms of reference to include a sub-group or additional mandates. The board could make that request of Heritage committee
 - v. **Action Item:** Erik will review the terms of reference with respect to the above discussion points, and possibly look at including obituaries in the terms
- 5. Past President's report
 - a. **Action item:** Sarah CAP president formal hand-off
 - b. **Action item:** Sarah volunteer for CAP science policy committee
 - c. Charles Innis contacted Sarah from RASC about increasing connections with CASCA, they were interested in EIC committee, EPO, possibly Heritage, Indigenous Engagement committee (huge database), 'Clear and Quiet Skies' and more
- 6. VP's report (optional)
 - a. As new VP had only been on the job for a few days, the VP's report was optional for this meeting, and not done (though VP has update in Action Items section)
- 7. Action items' update and review
 - a. This portion of the meeting was a review of the current Action Items the former board was working on in their previous positions, with connection/carry over to new positions if possible. Ideas organized by person.
 - b. From Renée (former Director)
 - i. CoC: met with lawyer Sara Yun (sp?) and went through the slides from town hall, will be sent to EIC, and then sent to board, expect this within the month of July 2025
 - ii. New website: met with Anna (web design), met with Don (website infrastructure, paypal), in final stages of tinkering by Renee. Should be ready for end of July 2025
 - iii. Renée discussed how the board should have access to the new website. Should it be via individual emails or via one group email. Also discussed in AOB below.
 - iv. **Action item:** Jesse to add to next meeting agenda: Don has suggested the board make a donation to [WebArchive](#) as it has been useful in archiving the previous website. Board can discuss.
 - v. <https://angabela.wixsite.com/canadian-astronomica/> - Draft website
 - vi. Logo Competition: Feedback was solicited via the general membership, however, a further iteration is occurring that involves going back to the logo-ers to ensure each logo meets all requirements before a vote takes place. Renée is preparing a list of criteria, but the board is welcome to provide list of criteria as well, either via email or through the google form sent out to general membership. E.g, from Matt: it needs to look good on professional letterhead.

- c. From Karun (former Director)
 - i. LCRIC was handed over to MTR, once new LCRIC is formed, Karun could do more hand-over
 - ii. Discussion was had regarding CASCA board providing cash support to the Graduate Student Committee (GSC).
 - 1. This is especially important because the board and GSC coordinate on who gets awards (no duplicate), thus potentially giving money to some via CASCA and none to others via GIC.
 - 2. We can provide some small amount to the GIC (possibly \$300), and allow them to disperse
 - 3. **Action Item:** Jesse to add to next meeting agenda: discussion of providing GSC a budget for next board meeting
 - d. From Rob (former Secretary)
 - i. Application form updates:
 - 1. New members will see a checkbox that asks if they want to help with french-related activities (eg, translations)
 - 2. New members will see a checkbox that indicates they have read/agree to the new CoC
 - 3. **Action Item:** Jesse to include this in the new membership drive this fall
 - 4. **Action Item:** Ivana to reach out to those that already indicated interest in helping with french translations
 - ii. During this meeting, Rob provided Google drive access to all new board members
 - iii. Iglou: needs cleaning up with new members
 - iv. Rob described the Action Item process to train the new board members
 - e. From Maria (continuing Director)
 - i. Discussion regarding page charges and impact on community. Working with ApJ and others. still working on the items in the spreadsheet
 - ii. IAU membership every year, but not until fall
 - f. From Matt (continuing Director)
 - i. Director role description
 - ii. MTR has met once after AGM to move forward, next meeting will be before next board meeting
 - g. At this point, all former board members had discussed their action items, completed/planned/continuing. The floor was opened to the new board members briefly. Rachel indicated a hand-off with Lewis is happening soon. Samantha indicated a desire to create a satellite pollution working group (Erik agrees, and thinks Samantha should chair) as well as that Wilfred Buck had an asteroid named after him. Ivana will be the board representative to the Equity and Inclusion Committee (EIC)
 - h. Board members are encouraged to look through the list of committees that exist and see if there is one you want to be the board representative to. [Link to committees](#).
8. AOB
- a. From Jesse: all board members should be familiar with the CASCA Bylaws: https://casca.ca/?page_id=55
 - b. From Erik: CASCA website page for board needs to be updated with new board members. Erik indicated if you haven't provided a picture please do.

- c. Proposal to shift our email / document collection to a Google organization (for voting on July 31)
 - i. To become a 'google organization' establish and pay for an organizational site, run your domain, email, associated document suite, another google identity, would attach to CASCA-vp@gmail.com ?
 - ii. Simplify a lot of things, but expose us to ongoing financial committee, change in business changes
 - iii. **Action Item:** Erik to look into this and prepare to guide discussion on July 31 meeting

9. Adjourn

- a. Motion: Erik, seconded Ivana, passed

Next meeting: July 31, 2025

#	Assigned	Working with	Description	Updates
264	Jesse		Send PDF of June 2, 2025 Board Meeting minutes to Jessica for posting on the CASCA website	
264	Erik		Review the terms of reference for Heritage Committee with respect possible inclusion of sub committee or sub group, and possibly look at including obituaries in the terms	
265	Sarah		Do formal hand-off to the CAP president	
266	Sarah		Volunteer for CAP science policy committee	
267	Jesse		Add to Agenda for next board meeting: Don has suggested the board make a donation to WebArchive	
268	Jesse		Add to Agenda for next board meeting: discussion regarding providing budget to GSC for use at AGM/awards/lunch, etc.	
269	Jesse		Ensure new membership form includes updates from Rob for the fall membership drive	
270	Ivana		Reach out to members that have already indicated they are interested in helping with french translations	
271	Erik		Look into possible options for centralizing our online needs (email, documents suite, website, etc.)	

