

## **Minutes of CANSSI Annual General Meeting**

**June 13, 2015 at Dalhousie University**

**4:30 – 5:30 pm Atlantic time**

**Chair:** Nancy Reid, University of Toronto (Director of CANSSI)

**Recording Secretary:** Mary Thompson, University of Waterloo (CANSSI Associate Director, Ontario)

### **Present:**

John Braun, University of British Columbia, Okanagan (Deputy Director, CANSSI)

Hugh Chipman, Acadia University (CANSSI Associate Director, Atlantic Region)

Alexandre Leblanc, University of Manitoba (CANSSI Associate Director, Manitoba, Saskatchewan, NWT and Nunavut)

Will Welch, University of British Columbia (CANSSI Associate Director, British Columbia, Alberta and Yukon)

Hong Gu, Dalhousie University

Jeffrey Picka, University of New Brunswick

Jean-François Plante, HEC Montréal

Shirley Mills, Carleton University

David Thomson, Queen's University

Jamie Stafford, University of Toronto

Hanna Jankowski, York University

Ejaz Ahmed, Brock University

Angelo Canty, McMaster University

Julie Horrocks, University of Guelph

Changbao Wu, University of Waterloo

Charmaine Dean, Western University

Abdulkadir Hussein, University of Windsor

Rohan Karunamuni, University of Alberta (by Google hangouts)

Jim Stallard, University of Calgary

Jason Loeppky, University of British Columbia and UBC Okanagan

Derek Bingham, Simon Fraser University

### **1. Approval of agenda**

The agenda of the meeting had been sent to institutional members, posted on the CANSSI website, and distributed at the meeting.

**Motion** (Thomson, Canty): To approve the agenda. Carried.

### **2. Approval of minutes of 2014 Annual General Meeting (Attachment A)**

It was pointed out that the name of Juxin Liu (University of Saskatchewan) had been misspelled, and that Alexandre Leblanc (University of Manitoba)

should have been listed as present. Corrections were made to the minutes accordingly.

**Motion** (Bingham, Chipman): To approve the minutes as corrected. Carried.

**3. Update on governance of CANSSI**

Nancy Reid noted that there were two relevant items on the agenda: item 4, on the Operating Policies, and item 6, the formation of the new Board with the first elected positions and staggered terms.

**4. Discussion of draft Operating Policies (Attachment B).**

Mary Thompson (past Scientific Director) reminded those present that an earlier draft had been discussed at the 2014 AGM. Suggestions received at that time had been incorporated into a new document, which had undergone further study and revision during the year. At its meeting on June 13, 2015, the CANSSI Board had passed a motion to recommend adoption, with one small change: in the membership of the Scientific Advisory Committee Nominating Committee on P. 9, change “Director or Deputy Director” to “Director and/or Deputy Director”.

Following a couple of questions for clarification, the following motion was put forward.

**Motion** (Stafford, Bingham): To approve adoption of the Operating Policies as recommended by the Board of Directors. Carried.

**5. Review of finances and budget (Attachment C).**

- a. Financial statement for 2014-2015
- b. Budget for 2015-2016

Mary Thompson reviewed the financial statement and budget. She reminded those present that over the next five years there is budgeted to be about \$90,000 per year income from institutional membership funds. This income is very important because it can be spent on expenses which are not NSERC-eligible, such as training events and payments for financial administration, as well as scientific activities and support for trainees. The plan is to spend the funds in the fiscal year following the one for which they are received.

Angelo Canty pointed to an error in the 2015-2016 budget, where the Director expenses on \$4000 had not been included in the total proposed expenditures for 2015-2016. This will be corrected in the revision of the attachment to be posted after the meeting.

Nancy Reid noted that the financial statement for 2014-2015 constitutes the first three pages of Attachment C (not including the 2015-2016 budget). The statement is not audited but is constructed from information provided by PIMS, the Fields Institute and CRM, which are subject to audit.

**Motion** (Loeppky, Thomson): To approve the financial statement for 2014-2015. Carried.

**6. Election of CANSSI Board for 2015-2016**

Each person present who was representing an institutional member received a ballot. As well, there were five proxy forms, four of which were held by Hugh Chipman, who had chaired the Board Nominating Committee. Each of the proxy forms contained voting instructions, and a ballot was given to the proxy holder for each proxy form. The completed ballots were collected by Derek Bingham and counted by Changbao Wu. Each institutional membership representative could vote for up to two of the five nominees for the two positions on the Board representing the institutional membership.

In the end, there were 38 votes cast. Declared elected were Jiguo Cao of Simon Fraser University and Liqun Wang of the University of Manitoba.

**7. Other business**

Nancy Reid led the group in thanking Mary Thompson for her leadership of CANSSI for its first two-and-one-half years.

**8. Adjournment**

The meeting adjourned at 5:25 pm.