

**November 16, 2013**  
**CFES Council meeting - Minutes**

**PRESENT:**

Scott Swinden, Board  
John Hanchar CCESD chair  
Eileen van der Flier CGEN  
Ollie Bonham GC  
Dick Wardle GAC  
Carolyn Relf Board  
Ron Larson CSEG  
Ron Peterson MAC  
Godfrey Nowlan board  
Boalin Wang CGS (Cdn Geotech Society) / Mamadou Hall (Sunday)  
Darren Roblin CSPG  
Vida Ramin PDAC  
Chris White AGS  
Eileen Van Der Flyer-Keller  
Sandra Barr board  
Mary-Louise Byrne board  
Sunday morning: Andre Desrochers (University of Ottawa)

**APPROVAL OF AGENDA**

Motion to approve the agenda  
Moved: Ron Larson; Seconded: Mary-Louise Byrne  
Carried

**APPROVAL OF OCT 2012 MINUTES**

Motion to approve the minutes from the 13<sup>th</sup> CFES Council Meeting, October 26-27, 2012  
Moved: Godfrey Nowlan; Seconded: Ron Larson  
Carried

**Matters arising from the minutes:**

**Action Items:**

- Elisabeth Kusters to submit transfer document to CFES Interim President and to GAC (the latter has expressed interest in providing clerical support: Done
- Bill Mercer to submit a report on the 2020 IGC Bid project to CFES for archiving: Not Certain if this was done

- CFES to consider writing an open letter to the Prime Minister indicating support for the renewal of GEM; not done (now stale)

### **New Action Items:**

- Scott to consider whether CFES should write a letter to GSC supporting TGI renewal.
- Follow up with Bill Mercer to see if he sent in an IGC bid report to CFES

### **President's Report**

See attached report.

Highlights and discussion:

- Scott & Sandra elected via e-vote of member societies
- Funding application to NRCan was completed and funding received
- Discussion about NRC funding: not certain: is it to be used for in IUGS?
- Followed up on discussions with University of Ottawa (Andre Desrocher & Mark Hannington) regarding potential home for CFES. Immediate need is for a mailing address, email address and access to admin support on a piece meal basis; these can be accommodated fairly easily
- Longer term access to physical space will have to wait a couple years until the department has moved; the virtual space is a good start
- Has been in touch with all member societies except for Grant Ferguson, so bridges have been/are being re-established. An ongoing challenge is the discontinuity created by turnover of elected members of organizations. It was noted that PDAC did not renew its membership this year due to budget constraints and lack of clarity of the value of CFES.

### **Action Items:**

- Scott to enquire about what NRC funds are used for

**Motion** that the executive continue discussions with University of Ottawa to arrange support (specifically: a mail box, email address, part time admin support)

Moved: Ron Larson; Seconded: Dick Wardle

Carried

### **Financial Report**

Mary-Louise took over as financial director three years ago. At that time, CFES' books hadn't been audited (the previous financial director had them reviewed instead by an internal audit committee)

Since taking over, Mary-Louise has overhauled the books, including:

- Entering last 3 years' worth of bank transactions; now has a comprehensive spreadsheet (totals are reconciled but there may be a few items in the wrong categories)
- Generating budgets and financial records (transaction records) for the last 3 years from the updated balance sheets from 2010-11; 2011-12; 2012-13.

See appended financial spreadsheet

Regarding an audit, ML has sought advice from seven firms on whether to undertake an audit or a review engagement; received three proposals, and was advised by two firms that we are below the threshold that would require a full audit

Summary of quotes received:

Firm	Full Audit	Review Engagement
BDO	n/a	\$3000
KPMG	\$4500	\$2500
Clarke, Starke and Deigle	\$3500	\$1500

Latter firm also enquired about our tax status and offered to submit tax forms to Revenue Canada for an additional \$200

**Motion** that CFES hire Clarke, Starke and Deigle to undertake a Review Engagement and prepare our tax statement

Mover: Mary Louise Byrne; Seconded: Godfrey Nowlan

Carried

**Action: Darren to confirm with CSPG's CFO that a review engagement is adequate and get back to Mary-Louise as soon as possible if it is not**

2013-14 Budget presented by Mary-Louise (appended)

**Motion** that council approve the notional budget for 2013-14

Moved: Mary Louise Byrne; Seconded: Ron Larson

Carried.

### **Legal Transitioning**

Mary-Louise has received a quote of \$1000 from a lawyer (Andrew Roth) to help CFES become compliant with the new not-for-profit legislation

**Motion** that CFES hire Mr. Roth to assist with transition to the new legislation

Moved: Mary-Louise Byrne; Seconded: Darren Roblin

Carried.

### **IUGS 2018 PRESENTATION (BILL MERCER)**

Bill Mercer presented a proposal for Canada to host the First International Union of Geological Sciences Symposium in Vancouver in 2018. The proposal has come from IUGS, who would like to hold inter-IGC meetings; Canada has been targeted as host for the first such meeting. Theme has been defined as “Resourcing Future Generations” with sub-themes on minerals, energy and water.

Bill is seeking CFES’ approval to sponsor the meeting. He noted that much of the material in Canada’s IGC 2020 bid document could be recycled for promoting the event. If CFES agrees, IUGS would hold their January 2015 meeting in Vancouver.

He noted there is still space available in August 2018 at the Vancouver Convention Centre, and NRC Convention Services will work with CFES.

If CFES agrees, there are a number of fairly urgent action items:

Urgent Action Items:

- Identify a Vancouver based chair
- Select dates
- Negotiated with Vancouver Convention Centre and NRC
- Meet with key organizations (NRCan, AME-BC, etc) to identify an exec committee (~5)
- Seek endorsement funding form industry to fund initial work

Action Items within next ~3-6 months:

- Identify a national conference committee
- Develop promotional material (can use 2020 IGC bid material)

Benefits for CFES

- Will give profile to CFES
- Potential revenue
- No financial risk to CFES
- Will help bring together multiple disciplines in Canada

Discussion of the pro’s and con’s among council members. Of particular concern are: the potential to offend India; financial risk; lack of preliminary budget; CFES’ limited capacity at present; the issue of making a commitment to a major initiative before developing our strategic priorities; and potential legal obligations on CFES if we sign a contract with NRC.

**Motion:** that CFES supports in principle Canada hosting the 2018 IUGS with the following caveats:

- That CFES commits no direct financial support or human resources at this time;
- That the proponents develop an executive committee and financial & business plans for discussion and decision at the 2014 spring CFES council meeting; and

- If approved, CFES will require a member of the executive committee to sit on the CFES board.

Moved: Carolyn Relf; Seconded: Ron Larson  
Carried.

**Action:** Scott to inform Bill Mercer of the decision.

## **STRATEGIC PLANNING: OVER-ARCHING PRIORITIES, MISSION AND VISION, COORDINATED VOICE**

(See appended CFES Principles and Plans 2013 document)

This was a preliminary discussion to identify our vision and define priorities; no actions to be defined yet. A business plan to deliver on our priorities will follow as a second step; for now, the focus of discussion is on objectives & strategic priorities.

It was noted that most CFES members recognize the value of an umbrella organization but in practice it's a difficult balance to represent organizations with diverse interests and mandates without diluting the message. It was agreed that a clear vision statement ( $\pm$  mission statement) is critical, but also noted that we need to stay grounded within our capacity and resource limits.

The starting point for the draft document circulated was a series of bilateral discussions among board members and a review of the results of last year's evaluation exercise. Process to date:

- grouped the missions/principles/objectives into 5 priorities (from 17)
- under each priority are summaries of objectives, the current situation, strategic priorities and actions
- added a 6<sup>th</sup> priority - the coordinated voice role – to the top of the list
- included at front-end draft vision/mission statements for consideration

For this meeting, discussion focused on tuning up the mission/vision statements and identifying objectives & strategic priorities: these is a critical first step in re-building CFES. (Current situation and action items are less critical for now.)

## **MISSION/VISION STATEMENTS**

Wording in draft document:

The **Mission** of CFES is to provide a coordinated voice for the Canadian Earth Science community, to promote Earth Science literacy and awareness among the Canadian public and its decision makers, and to contribute to national discussions in which Earth Science information can influence the outcome.

The **Vision** of CFES is to have the societal and economic importance of Earth Sciences understood by Canadians and reflected in public policies across the country

Suggestions/comments:

- advocacy, outreach/awareness and service were the “big three”
- science is mentioned but not technology: are we eliminating technology?
- Mission and vision statements should be a filter for making decisions/setting priorities
- Should say “critical needs”, vs. just “awareness”
- Question posed as to whether our vision includes some of the sub-disciplines that are absent from the table (ocean sciences, climate, environmental science, hydrogeology)
- A few versions of the mission and vision statements were discussed, along with an abbreviated slogan; it was eventually agreed that a mission statement would be a useful reference for CFES priorities, and that it was important to have a brief slogan, that would reference the Mission statement and be used in promoting the aims of the organization

**Motion** that CFES adopt the following Mission Statement:

*To be the coordinated voice of the Earth science community in Canada, ensuring that decision makers and the general public understand the contributions of Earth sciences to Canadian society and the Canadian economy*

Moved: Sandra Barr; Seconded: Eileen Van Der Flyer-Keller

Carried

**Motion** that CFES adopt the following slogan, derived from and referring to the Mission Statement:

*The coordinated voice for Canadian Earth Sciences*

Moved: John Hanchar; Seconded: Carolyn Relf

Carried

### **Actions**

- Put new vision statement and CFES slogan on CFES website

### **DISCUSSION OF CFES OBJECTIVES AND STRATEGIC PRIORITIES**

**Priority 1: Provide a coordinating role and unified voice for member societies and the Earth Science community in Canada**

- Propose changing “unified voice” to “common voice”

#### Draft Objectives:

- Facilitate interaction and cooperation among Canadian Earth Science organizations
- Facilitate communication among Canadian Earth Science organizations to identify issues and provide a coordinated voice on Earth Science issues related to natural resource development, environmental protection and safety of Canadians
- Provide a mechanism to engage decision makers and the Canadian public with respect to Earth Science issues

**Action:** Reword these so they read as objectives, not action items (i.e. the objectives are what we want to achieve)

#### Draft Strategic Priorities:

- Develop a communication strategy among the CFES member organizations
- Develop a coordinating strategy to regularly canvass member societies for issues of importance
- establish a presence in Ottawa to serve as a focus for coordinating messages and communicating them to decision makers and the general public

#### Comments/Input:

- noted that AGU posts both its own position statements and that of its member societies on line; CFES could do the same
- noted that we don't lobby; but we will advocate (i.e. provide objective information). This could involve position letters, meetings with gov't, etc. suggestion made that we hire or contract a communications director (e.g. someone with a Masters in Public Policy and a science background)
- CFES might be able to access U of O's press release experts
- CFES might be able to better use our position as a founding member of the Science Media Centre of Canada
- consider arranging media training for our member societies
- Need to have a means to identify issues in order to bring them to CFES' attention to develop statements, communication positions, etc.
- Several of CFES' members (PDAC, CSEG, CSPG) face many issue in common wrt public perception
- CFES needs to canvas members to identify issues (e.g. several members - PDAC, CSEG, CSPG share many issues in common) and develop a mechanism(s) to communicate
- An Ottawa presence is critical

**Actions:**

- Need to work with U of O re. establishing a headquarters for CFES: high priority & urgent
- Need to recruit a liaison director (to ensure regular communication with member societies)

**Priority 2: Coordinate public policy advocacy on behalf of Earth Sciences**

## Draft Objectives:

- Provide a unified voice for advocacy of matters of common concern on behalf of the Member Societies
- Seek to influence policy and public opinion in Canada based on Earth Science knowledge and expertise
- Inform the public on controversial issues involving Earth Science in Canada
- Advise public agencies by advocating an optimal role for Earth Science in our society, by commenting on legislation and programs in Earth Science and by advocating an optimal role for professional registration, continuing education and ethical practice

## Comments/Input:

- Change “unified” to “common” or “coordinated”
- Consider moving “informing public on controversial issues” to Priority #3

## Draft Strategic Priorities:

- Become a coordinated voice for Earth Science in public policy discussions and with decision makers at the national level

## Comments/Input:

- CFES could generate position papers on issues
- NRCan commissions “State of geoscience in Canada” papers; is this an opportunity for CFES?
- Need a means to capture issues, knowledge gaps from regulators
- Need to be recognized as a go-to organization that can provide expert advice, opinions, etc (currently we don’t have capacity for this)
- What CFES can do needs to be broader than what its member societies can do
- Our independence is a great way to position CFES messages and credibility; we want to be seen as the honest broker - impartial and accurate information
- We need to start and it will snowball

### **Priority 3: Facilitate public awareness of Earth Science and Earth Science literacy**

#### Draft Objectives:

- Raise awareness of the importance of Earth Sciences in Canadians' daily lives
- Improve Earth Science literacy in Canada by identifying national issues that require input from Earth Sciences and making them public
- Improve Earth Science Literacy in Canada with a view to attracting young people into the many different careers that are available
- Improve Earth Science literacy in Canada by demonstrating the role that it plays in environmental, natural hazard and climate studies and in securing and responsibly developing Canada's energy, mineral and water resources

#### Comments/Input:

- Literacy principles are important, and CFES needs to ensure that its messages relay the broad and varied components of ES (water, minerals, landscapes, ocean science, contaminants, etc)
- Need to start with a comprehensive review of what the member orgs do
- An excellent resource is Earth Science Literacy Principles (American doc avail on line)
- CGEN is well recognized, but CFES' role in enabling CGEN is invisible; need to brand CFES' relationship to CGEN

#### Draft Strategic Priorities:

- coordinate with member organizations to identify issues of national or regional importance to our members.
- continue to network nationally with educators at all levels across Canada
- continue to increase scientific literacy and awareness among Canadians
- maintain successful programs and look for new opportunities to contribute to Earth Science awareness
- provide a coordinated voice for Earth Science in public forums and the media
- provide the opportunity for Earth Science organizations to present their priorities in public forums

#### Comments/Input:

- CFES lacks a way to communication to member societies the value of some of our outreach/education activities
- Raise awareness of what education initiatives exist, as many members are unaware
- Critical to communicate both the initiatives and CFES' involvement in them

**Action:** all member orgs send names/contact info of outreach people to Eileen

#### **Priority 4: Represent Canadian Earth Sciences on the international stage**

Draft Objectives:

- Report on behalf of Canada to international agencies such as IUGS, IGCP, Global Geoparks
- Ensure Canadian representation on key international bodies and committees

Draft Strategic Priorities:

- maintain an active presence in the deliberations of our international partners
- bring international geoscience gatherings to Canada to benefit Canadian Earth Scientists

Comments/Input:

- change wording on second bullet from “Bring” to “Encourage”
- second bullet relates to IUGS meeting; mixed views on the importance of this: on the one hand, we need to get our internal house in order before hosting an international meeting; on the other hand it’s an excellent opportunity and it’s still several years out
- Stephen Johnston’s role as IUGS liaison is important for Canada
- our international focus shouldn’t be only IUGS: note we’re an AGI member

**Action:** add a link to AGI on the CFES home page

#### **Priority 5: Provide service to member societies and to the Earth Science community in general**

General comment on this priority: this is more of a bundle of services that were inherited from the original CFES plan. They aren’t a key focus of the vision statement although they’re important services: maybe they shouldn’t be included on a list of priorities?

Draft Objectives:

- Facilitate the ability of Canada’s Earth Science sectors to share data and ideas
- Enable member societies to share ideas and improve member services
- Define, establish and conduct projects that provide value to all Canadian Earth Scientists (e.g. CanGeoRef)
- Provide an environment for sharing Earth science issues as widely as possible in order to identify, define and conduct suitable plans of action on a consensual and cooperative basis.

Draft Strategic Priorities:

- clearly demonstrate the value of CFES to the Canadian Earth Science community
- maintain the enthusiasm of current membership and broaden membership
- provide better mechanisms for active participation by member societies in the functions of CFES
- develop a financial plan that optimizes the ability of CFES to deliver value to its member societies
- Ensure that the CFES Board and Executive represents as broad a cross section of Earth Science as possible

Comments/Input:

- In 1st bullet change “the Canadian Earth Science community” to “member organizations” (or add it)
- Re. the 4<sup>th</sup> bullet on financial plan: remove it as it applies to all objectives
- Re. the 5<sup>th</sup> bullet on breadth: this is important if we want to be inclusive
- Many of these seem important but not urgent
- Not sure that these are a critical part of a strategic plan; might make more sense to develop some over-arching objectives and include the above
- Ensure member org staff are included in all correspondence, and consider having annual or bi-annual conference calls among staff to keep orgs engaged.

**Priority 6: Coordinate support for professional and academic organizations in Canada**

Draft Objectives:

- Assist with maintaining Earth Science skills and capacity in Canada
- Advocate to improve research capacity and funding to advance Canada’s recognized position as an innovator and leader in Earth Sciences

Strategic Priorities:

- communicate with potential young Earth scientists regarding the study of Earth Science at the university level
- provide input to the research funding process regarding the importance of Earth Science research
- participate in decision making regarding professional geoscience issues on behalf of the membership

Comments/Input:

- This is very important for CFES
- CFES needs to stay plugged in to research trends, university enrollment trends, etc
- Some potential overlap with general advocacy (Priority 2) but this should be a stand-alone Priority

- **Action:** Scott to compile comments and produce an updated strategic document reflecting these discussions

## **GOVERNANCE DISCUSSION**

CFES needs to make some changes to its bylaws. These changes are being driven by two things: we are contemplating some practical changes to our governance that need to be reflected in the Bylaws, and we need to ensure the Bylaws meet the requirements of Canada's new non-profit legislation. Bylaws are posted on [Earthsciencescanada.com/CFES](http://Earthsciencescanada.com/CFES) (GCG archives), and Article 9 covers the process for changes to by-laws.

### **Governance Changes**

With respect to governance the following changes were proposed

Re. CFES staff:

- An Executive Director position and roles are defined in the bylaws even though we have no immediate plans to hire one
- our immediate need is for administrative/clerical tasks
- Should create an administrative position that reports to the board (ideally the secretary)

Re. the Board:

- We currently have seven board members but none from our largest members (CSPG, PDAC)
- We need more capacity (i.e. more board members)
- Should create some task-oriented board positions: secretary, a member society liaison director, a project liaison director (e.g. to liaise between the board and the project lead on initiatives such as CanGeoRef)
- Consider a communications director as well (not as urgent, but in future)

**Decision re. CFES staff:** CFES to undertake the following staffing actions:

- Identify and hire a part-time administrative person
- Defer any hiring of an Exec Director for now
- Enquire about whether CFES could use support staff from member organizations until we find our own

**Decision re. CFES Board:** CFES to recruit for three task-oriented board members

- Secretary
- Member society/member liaison director
- Project liaison director
- Modified board to consist of President, Vice President, Past President, Treasurer, Secretary, Outreach Director, International Director, Liaison Director, Projects Director (total = 9)

- Will ask member societies to nominate representatives to the board (specifically targeting PDAC, CSPG)
- Secretary to be admin staff's supervisor and should be Ottawa based

**Action:** Council to consider whether there is an Ottawa-based member that would be a good candidate for secretary (aim for spring meeting)

**Deferred action:** recruit for a CFES Communications Director (not as urgent)

### **CFES Bylaws**

The lawyer Mary-Louise tracked down will look at the bylaws as part of his role; in the meantime, Council needs to approve CFES to deviate from Article 6 Section 3 with respect to signing authority. The Article states "...Cheques, drafts... shall be signed by any two of the Presidents, Finance Director, or Managing Director". Currently signing authority lies with Scott, Sandra and Mary-Louise so we need a vote to allow this signing authority.

**Motion:** that the President, President Elect and Finance Director be granted signing authority for the current fiscal year.

Moved: Mary-Louise; Seconded: Ron Larson

Carried

**Action:** Scott and Mary-Louise will get the necessary changes made to bylaws then set up a conference call for Council to approve via a vote.

### **Priorities for next 4-6 months**

Priority #1 following the meeting: make the changes as discussed to the draft strategic priorities document. We will focus on objectives and priorities, and remove the actions for now (but prioritize them). We can build a separate action plan that will be more dynamic (i.e. an annual workplan) and will reference the strategic priorities document.

Next Steps:

- Post the strategic plan on the website
- The report of actions achieved should be circulated to member societies (a "compendium of accomplishments for 2013")
- Board to work on re-establishing our path forward

### **PRIORITY SETTING OF ACTION ITEMS**

List below has priority designation (H/M/L) and Urgency (S/M/L term). Note that short term means before next meeting

Coloured fields: the most work/greatest focus – needs to be done by next meeting (no colours on the table)

Action Item	Priority/Urgency	Comments
Establish headquarters U of O	H/S	could do within few weeks
Communicate with member societies	H/S	Scott's been doing this and will continue
Identify a Liaison director	H/S	start by asking member societies (board lead) and in the interim we need a plan
Identify a Communication director	H/M	
Science media centre	M/M	
Letters of commendation and condemnation as needed	not H/S	
Assessments & evaluations	M to L/Long term	lots of effort; little bang for buck
Outreach (multiple) – including outreach liaison calls	H/S (for the calls)	other activities are ongoing but the liaison calls with outreach leads from each org are required first.
Reports for international agencies	as needed	will happen as required
Face to face meetings	H/S	opportunistic meetings to keep visible to member orgs; i.e. when a board member attends a conference
Governance structure (new bylaws)	H/S	is in the works and will be done
Representation on Council and continuity	M/L	
Board membership	H/S to M/M	
Business plan and work plan	H/S	CSPG and PDAC identified as top
Finance stabilization	H/S	CSPG, PDAC top
Revive young earth scientists chapter	L/L	
Advocacy	H/M	

Note the above list doesn't include things that are already underway (e.g. all the outreach stuff, CanGeoRef, website revitalization, etc)

**Next Board Conference call** – Tuesday Dec 17 10:00 Pacific

**Next Council meeting** – notionally April 26 in Calgary

**INFORMATION ITEMS ON ONGOING ACTIVITIES:**

**International obligations** (Scott)

- No report received from Stephen; however, he has been responding to information requests and sitting in on UIGS calls
- 

#### **EdGeo/Outreach (Eileen)**

- See report from Eileen

**Action: Eileen to circulate a request for contact information for member organizations' outreach leads (Scott to include a reminder in his next correspondence with member orgs)**

**Action: Eileen to circulate a request for articles on outreach activities for Geoscience Canada. Articles are to be sent to Fran Heidl (Scott to include a reminder in his next correspondence with member orgs)**

**Information Item: Anyone wanting to acquire Geoscience content can contact Maryanne Quat (??).**

#### **4 Billion Years and Counting (Godfrey)**

- See report from Godfrey.
- The first several chapters of the English version were circulated for viewing; layout and content look excellent
- A royalty agreement for the French version will be negotiated shortly (English version is \$3.95/book)
- Imagery will be uploaded soon to Geoscience Canada website
- CFES member organizations may pre-purchase copies at cost (about \$15)

#### **Geoparks (Godfrey)**

- See report from Godfrey
- Have seen a significant increase in interest this year (good news).
- Canada is hosting the Sept 2015 UNESCO Geoparks conference at Stonehammer

#### **CanGeoRef**

- see report from Carolyn
- Mary-Louise pointed out an error in the fee paid by AGI

**Action: Carolyn to send Scott a new contract for Purple rock. Contract to cover completion of first-pass data entry for all jurisdictions, and a schedule for updates**

**Action: Carolyn to update report to reflect increase in AGI fee structure, and then recirculate the report**

### **Mentorship medal (Scott)**

- Noted that CFES has run out of medals: should we cast more?

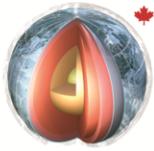
**Action: Scott to get a quote for casting 5 more with the new CFES logo, then circulate for a vote**

### **OTHER BUSINESS**

#### Update from Geoscience Canada

- # of P.Geol.'s in Canada is steadily increasing (~10,000 P.Geol.'s; 3,000 GIT's)
- Gender split: female GIT's ~38%; female P.Geol.'s is ~17%
- Geoscience Canada is developing a competency profile for P.Geol.'s; profile will identify skills, abilities, curriculum requirements, experience, and develop foreign credentials. Anticipate a draft next year, to be followed by consultation
- GC working to raise profile: had a special session at last year's GAC meeting (mix of experiential talks and information on ethical challenges, etc)
- Discussions ongoing re. mobility within Canada (BC-ON have an incidental practice agreement)
- GC developing a new website
- Preparing for the next generation of geoscientists; anticipate capacity challenges
- GC has developed a fellowship scheme to recognize volunteerism: 480 fellows identified in the first round
- Noted that CFES is welcome to attend Geoscience Canada meetings

**Motion to adjourn: Mary Louise**



Canadian Federation  
of Earth Sciences

Fédération canadienne  
des sciences de la Terre

*The unified voice of Earth Science in Canada*

*La voix unifiée des Sciences de la Terre au Canada*

**CANADIAN FEDERATION OF EARTH SCIENCES / FÉDÉRATION CANADIENNE DES SCIENCE DE  
LA TERRE**

2013 ANNUAL GENERAL MEETING – MINUTES

Saturday, November 16, 2013

University of Ottawa, Ottawa, Ontario

1. CALL TO ORDER: CHAIR: Scott Swinden, PRESIDENT, CFES

"The Meeting will please come to order. With your approval, I shall ask Carolyn Relf, Member of the Board of the Canadian Federation of Earth Sciences, to act as Secretary for the Meeting."

"Notice of this Meeting has been duly served and I direct a copy of this notice to be retained by the Secretary with the records of this Meeting."

"There is a quorum present and, unless there is any objection, I propose to declare that this meeting is properly called and properly constituted for the transaction of business, and to proceed with the published Agenda."

"I will entertain a motion from the floor that we proceed with the published Agenda"

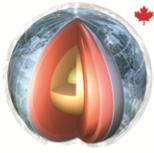
CHAIR - "All those in favour of the motion, please raise your hand."

"I declare that the motion is CARRIED."

2. MINUTES OF THE 2012 ANNUAL GENERAL MEETING

CHAIR - "Minutes of the 2012 Annual General Meeting of the Canadian Federation of Earth Sciences, on Saturday, Oct. 27, 2012 in Ottawa have been circulated and are available from the President. Unless there is objection, I propose to waive the reading of the Minutes of the 2012 Annual General Meeting." "Are there any errors or omissions in the Minutes?"

COMMENTS: .....



*The unified voice of Earth Science in Canada*

*La voix unifiée des Sciences de la Terre au Canada*

CHAIR -

"If there are no further corrections, I will entertain a motion from the floor that the Minutes of the 2012 Annual General Meeting of the Canadian Federation of Earth Sciences be adopted as circulated."

Motion

Secunder

CHAIR - "All those in favour of the motion, please raise your hand."

"I declare that the motion is CARRIED."

CHAIR - "Are there matters arising from the Minutes that are not otherwise addressed in the posted Agenda?"

"If not, I propose to move to the next item."

### 3. REPORT OF THE PRESIDENT

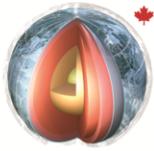
CHAIRMAN - "The Directors and the Members have received the *President's Report – November 2013*: If there are no objections I shall regard the report as read."

"I direct the Secretary of this Meeting to append *the President's Report – October 2013* to the Minutes of this Meeting, and/or to post it on the CFES Web Site"

### 4. REPORT OF THE FINANCE DIRECTOR

CHAIR - "The next item of business is the Report of the Treasurer"

"If the membership agrees, the unaudited statements will be included as an appendix to the minutes of this report".



*The unified voice of Earth Science in Canada*

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CHAIR:

"I will entertain a motion to accept the unaudited financial statements for 2012-2013 as presented by the Finance Director"

Motion

Secunder

CHAIR - "All those in favour of the motion, please raise your hand." "I declare that the motion is CARRIED."

#### 5. NOMINATIONS FOR 2011-2012

CHAIR -

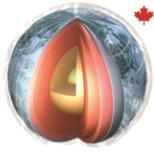
"Pursuant to the By-Laws of the Canadian Federation of Earth Sciences, we have a current slate of Officers and Directors which are:

Current Directors:

President	Scott Swinden (+1 year term, ending 2013)
President Elect	Sandra Barr (1 year term, ending 2013)
Past President	Jason Dunning (1 year term, ending 2013)
Finance Director	Mary Louise Byrne (3 year term ending Fall 2014)
International Director	Stephen Johnston (3 year term ending Spring 2016)
Outreach Director	Eileen van der Flier
Director for CanGeoRef	Carolyn Relf (3 year term ending October 27, 2012)
Director for CNC-IYPE Legacy and for Geoparks	Godfrey Nowlan CNC-IYPE Legacy term ending when FBY book is published Geoparks term ended formally in May of 2012

Nominations and reconfirmation:

To reconfirm: Scott Swinden as president



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Sandra Barr as past president

To re-elect:

Carolyn Relf as director for CanGeoRef

To reconfirm:

Mary-Louise Byrne as financial director

Godfrey Nowlan as director for CNC-IYPE

Eileen van der Flier as director for outreach (this is a formality as the CFES outreach director is the CGEN president)

Stephen Johnston as International Director

## 7. ELECTION OF OFFICERS

CHAIR: "I will entertain a motion to re-elect Carolyn Relf as Director for CanGeoRef of CFES"

Motion

Second

CHAIR - "All those in favour of the motion, please raise your hand." "I declare that the motion is CARRIED."

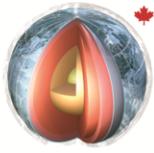
CHAIR: "I will entertain a motion to reelect Scott Swinden as President of the Board of CFES"

Motion

Second

CHAIR - "All those in favour of the motion, please raise your hand." "I declare that the motion is CARRIED."

CHAIR – "I will entertain a motion to reconfirm Mary-Louise Byrne, Eileen van der Flier, Godfrey Nowlan and Stephen Johnston as directors"



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Motion

Second

CHAIR - "All those in favour of the motion, please raise your hand." "I declare that the motion is CARRIED."

CHAIR - "I will now request a motion that the Secretary cast a single ballot for the affirmation of the election of the complete slate of Directors and Officers just named, to hold office as described."

Motion

Second

CHAIR - "All those in favour of the motion, please raise your hand."

"I declare that the motion is CARRIED and that those named in the Slate of nominated Officers and Directors be duly elected, to hold office until the end of their terms as outlined in the Bylaws."

CHAIR: "I would like to acknowledge the outstanding service of .....to CFES."

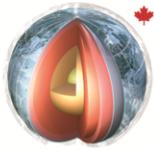
#### 8. UNFINISHED BUSINESS

CHAIR - "Is there any unfinished business to be raised before this assembly?"

#### 9. NEW BUSINESS

CHAIR - "Are there any items of New Business to be raised before this assembly?"

#### 10. NEXT ANNUAL GENERAL MEETING



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CHAIR - "The next Annual General Meeting of the Canadian Federation of Earth Sciences will be convened in the Fall of 2014, at a time and place to be selected by the President and the Board, with due notice to be provided to Members and Directors in accordance with the provisions of the By-Laws.

11. ADJOURNMENT

Motion

CHAIR - "I declare that the motion is CARRIED. This AGM is now closed."