

**MINUTES OF THE ANNUAL GENERAL MEETING
PROCÈS-VERBAL DE L'ASSEMBLÉE GÉNÉRALE ANNUELLE**

DATE: Wednesday, May 30, 2017 / Mercredi, le 30 mai 2017

TIME/HEURE: 17h45

PLACE: Biosci 1101, Queen's University, Kingston, ON

ATTENDANCE: R. MacKenzie, President
A. Sarty, Past President
S. Pistorius, Vice-President
B. Gaulin, Vice-President Elect
S. Ghose, incoming Vice-President Elect
J. Dilling, Director of International Affairs
D. Strickland, Director of Academic Affairs
M. Pavan, Director of Communications
K. Poduska, Director of Science Policy
F.M. Ford, CAP Executive Director
plus members listed on the attached attendance sheets

1.0 CALL TO ORDER AND ESTABLISHMENT OF QUORUM

The meeting was called to order at 17h45. Over 50 members were present and so quorum was confirmed.

2.0 APPROVAL OF AGENDA / REVIEW OF VOTING PROCEDURES

On a motion by D. Hanes, seconded by C. Pugh, the agenda was approved as circulated. F. Ford reviewed the procedures to be followed for the online election of the Board of Directors. She noted that voting would be open between 5:50 pm and 6:20 pm. Access to the voting system is through the CAP member services. She suggested that members stagger their logins to ensure that the system is not overwhelmed with handling logins.

3.0 APPROVAL OF THE MINUTES OF THE JUNE 17, 2015 ANNUAL GENERAL MEETING

IT WAS MOVED by M. Campbell, and seconded by D. Hanes, that the Minutes of the June 15, 2016 Annual General Meeting be approved as circulated. It was suggested that, in future, the Minutes be posted to the Congress Indico site before the meeting.

Carried

3.1 Matters arising from the Minutes

There were no matters arising.

4.0 ANNUAL REPORT

4.1 Membership Report

S. Rehse reported that membership has declined slightly. A membership drive was planned to start in February but was delayed until the new website was designed, which is happening right after Congress.

4.2 Audited Financial Statements to December 31, 2016

The reviewed financial statements were circulated to members at the meeting. In the absence of D.

Lockwood, G. Drake presented the Treasurer's summary of the 2016 audited statements. He noted that the CAP realized a surplus of \$17k, primarily due to the positive year-end adjustment to recognize the market value of the CAP's investments.

The CAP Foundation realized a surplus of \$44k primarily through the generous donation of the Carswell Foundation which led to a successful fundraising campaign.

It was moved by J. deBryn, and seconded by C. Rangan, that the audited financial statements for the 2016 fiscal year for the General Fund and the CAP Foundation be received. Carried with one abstention.

5.0 APPOINTMENT OF AUDITORS

The CAP was pleased with the manner in which the 2016 review was conducted and is satisfied with the current auditor's proposed fee for the review of the 2017 CAP and CAPF finances. F. Ford informed the members that the firm of Ginsberg Gluzman Fage and Levitz is being recommended as the CAP's auditors for the 2017 fiscal year.

It was moved by M. Morrow, and seconded by D. Hanes, that the CAP retain the services of Ginsberg Gluzman Fage and Levitz for a review of the 2017 finances. Carried unanimously.

6.0 PRESIDENTIAL ADDRESS SUMMARIZING YEAR'S ACTIVITIES

R. MacKenzie noted that there was nothing further to add to his President's report that preceded the AGM.

7.0 REPORT BY THE CO-CHAIRS OF THE 2017 LOCAL ORGANIZING COMMITTEE

J. Stotz and D. Hanes noted that the 2017 Congress has been well attended, with attendance currently exceeding 450. It was particularly nice to have the Congress at Queen's to help celebrate their 150th anniversary. The Herzberg lecture by A. MacDonald was well received. It was noted that the CAP Board welcomes all feedback from members on all aspects of the Congress. He asked that feedback be provided to F. Ford at cap@uottawa.ca.

Members noted their thanks to the Local Organizing Committee for their efforts in taking care of all of the arrangements at Queen's University.

8.0 HOST UNIVERSITIES - FUTURE CONGRESSES

The 2018 congress will be held at Dalhousie University in Halifax, NS. H. Rotermund and I. Hill are the co-chairs of the 2017 Congress Local Organizing Committee. A. Rutenberg gave a brief introduction and encouraged all delegates to come to this exciting location.

Any university interested in hosting a future congress should get in touch with the CAP office.

9.0 NEW BUSINESS

9.1 2017 Membership Fees

G. Drake reported that, following consultation with the Advisory Council, the Board has decided that the membership fees will be increased by cost-of-living for 2017. It is anticipated that this will be around 1.5%. As the CAP's governance documents specifically state that the CAP fees can be increased on an annual basis in accordance with the cost-of-living index, this was presented to members for information.

9.2 Report by CAPF Board (M. Roney)

M. Roney reported on the success of the 2016-17 Ignite the Spark campaign. He noted that we have not yet matched the full contribution from the Foundation and encouraged members to continue to give generously so we can take advantage of those matching funds. He showed the delegates the first in a series of videos that will showcase physics graduates working in non-traditional fields.

9.3 CUPC 2017 at Carleton University (W. Mohammed)

W. Mohammed updated members on the plans for the 2017 CUPC to be held at Carleton University in the Fall. He noted the increased partnership with the CAP/CAPF and encouraged delegates to send their students.

9.4 Implementioin of Strategic Communications Plan (R. MacKenzie)

The major activities for the past year were the development of the new branding (including new logo) and the updating of the CAP website. The new website was showcased on tablets at the CAP booth through the Congress and the new logo has been used on much of the signage.

9.5 Report by the Editor of *Physics in Canada* (B. Joos)

Searchable archives have been launched. All issues since 1955 are now available online. The next step is to get PiC recognized through Google Scholar.

9.6 Report by the Editor of the Canadian Journal of Physics (M. Steinitz)

CJP continues to thrive. The quality of the articles is high, with the result that the editorial board is challenged to keep publication within the permitted number of papers in each journal. Eighty percent of submitted articles come from outside North America. Canadian authors are encouraged to publish their work in CJP.

9.7 Report of the Canadian National IUPAP Liaison Committee (CNILC)

J. Dilling reported that the Committee will be meeting on Thursday morning.

10.0 REPORT OF THE NOMINATING COMMITTEE

F. Ford reported that the votes have been tallied and the slate of Board nominations has been elected as presented.

It was moved by C. Pugh, and seconded by M. Pavan, that the members receive the results of the online election as presented by F. Ford. Carried unanimously.

11.0 VOTES OF THANKS AND CHANGE OF THE CHAIR

In his final address as President of the CAP, R. MacKenzie thanked the membership for the opportunity he received to be President. He thanked all of the Board and Advisory Council members for their support and thanked his predecessor A. Sarty, for all of his assistance and guidance throughout the year. He expressed his strongest thanks to the CAP office staff for their work throughout the past year. The Chair was then passed to Stephen Pistorius.

S. Pistorius thanked R. MacKenzie for all of his hard work during his year as President and expressed his appreciation for having the opportunity to serve as President.

11.0 DATE AND PLACE OF NEXT MEETING

The next Annual General Meeting will take place on 2018 June 13 at Dalhousie University in Halifax, NS. The exact time and location will be announced in the 2018 Congress program.

12.0 ADJOURNMENT

There being no further business to discuss, on a motion by C. Pugh, seconded by B. Gaulin, the meeting was adjourned.

Minutes were prepared by F.M. Ford, Secretary

ATTENDANCE SHEET – CAP Annual General Meeting
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NAME/AFFILIATION	CAP POSITION	E-MAIL ADDRESS
Francis Lin / U. Manitoba	Treasurer DPMB	flin@physics.umanitoba.ca
Isabel TRIGGER / TRIUMF	at large	ittrigger@triumf.ca
Daniel Cluff / Univ. Exeter	Dir Prof. Dev.	d.l.cluff@exeter.ac.uk
Bill Atkinson	Member	billatkinson@trentu.ca
Jeff Sanier	Member	jsanier@trentu.ca
Sangyong Jeon / McGill	Member	jeon@physics.mcgill.ca
Chris Bergeron (York)	Chair DPMB	cberger@yorku.ca
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Waqar Muhammad	Officer Students	MuhammadWaqar@Concil. Waterloo
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Samantha Kuula	Inst. Rep.	skuula@snolab.ca

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NAME/AFFILIATION	CAP POSITION	E-MAIL ADDRESS
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William Elcock / USASK	Graduate Member	william.elcock@usask.ca
CARLA FRANCISCO / ULAVAL	GRADUATE MEMBER	CARLA.FRANCISCO.1@ULAVALLA.CA
IAN LAUSON / SNOLAB	Councilor - Ontario N-C	lauson@snolab.ca
RICHARD MARCHAND	Full Member	RICHARD.MARCHAND@UALBERTA.CA
Elie Korkmaz	Full member	Korkmaz@unbc.ca
DAVID HOBILL / UCALGARY	full member	hobill@ucalgary.ca
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WENDY TAYLOR	FULL MEMBER	TAYLORW@YORKU.CA

