

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

DATE: Wednesday, June 5, 2019 / Mercredi, le 5 juin 2019

TIME/HEURE: 16h30-17h45

PLACE: Diamond Family Auditorium, Simon Fraser University

ATTENDANCE: S. Pistorius, Past President  
B. Gaulin, President  
S. Ghose, Vice-President  
R. Thompson, Vice-President Elect  
F.M. Ford, CAP Executive Director  
R. Kanungo, Director of International Affairs  
G. Drake, Secretary-Treasurer  
U. Wichoski, Director of Academic Affairs  
M. Pavan, Director of Communications  
plus members listed on the attached attendance sheets

**1.0 CALL TO ORDER AND ESTABLISHMENT OF QUORUM**

The meeting was called to order at 16h30. Over 50 members were present and so quorum was confirmed.

**2.0 APPROVAL OF AGENDA / REVIEW OF VOTING PROCEDURES**

The agenda was approved as displayed. 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 16h35 and 17h15. 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 13, 2018 ANNUAL GENERAL MEETING**

On a motion by R. MacKenzie, and seconded by C. Rangan, the minutes of the June 13, 2018 AGM were approved subject to the correction of a couple of minor typographical errors. Carried.

**3.1 Matters arising from the Minutes**

There were no matters arising.

**4.0 ANNUAL REPORT**

**4.1 Membership Report**

It was noted that full membership has been declining slightly over the past several years. At the same time the student involvement has been increasing rapidly which bodes well for the future of the association provided they remain engaged as they move through their careers. Attendees were reminded to encourage their colleagues to sign up.

#### 4.2 Audited Financial Statements to December 31, 2018

The reviewed financial statements were circulated to members at the meeting. G. Drake presented the Treasurer's summary of the 2018 audited statements. He noted that the CAP's revenues were down a bit compared to 2017 and the expenses were higher due to the improvements to the member management system and the CAP website to improve member services. At year end the CAP recorded a deficit of \$69.4k, primarily due to the adjustment required to recognize, on paper, the reduction in the value of the CAP investment portfolio.

**It was moved by P. Mitchler, and seconded by R. Kruecken, that the reviewed financial statements for the CAP 2018 fiscal year as presented be received. Carried.**

#### 5.0 **APPOINTMENT OF AUDITORS**

The CAP was pleased with the manner in which the 2018 review was conducted and is satisfied with the current auditor's proposed fee for the review of the 2018 CAP finances. G. Drake informed the members that the firm of Ginsberg Gluzman Fage and Levitz is being recommended as the CAP auditor firm for the 2019 fiscal year.

**It was moved by G. Drake, and seconded by D. Mathewson, that the CAP retain the services of Ginsberg Gluzman Fage and Levitz for a review of the CAP 2019 finances. Carried with 1 abstension.**

#### 6.0 **REPORT BY THE CO-CHAIRS OF THE 2019 LOCAL ORGANIZING COMMITTEE**

B. Frisken reported that the 2019 Congress has been well attended, with attendance currently exceeding 673. The Herzberg lecture by Manu Prakash of Stanford University was a great success. B. Gaulin invited members to submit their feedback on any aspect of the CAP Congress to F. Ford at [cap@uottawa.ca](mailto:cap@uottawa.ca).

Members noted their thanks to the Local Organizing Committee, the Program Committee, and the CAP office staff for their efforts in taking care of all of the arrangements at Simon Fraser University.

#### 7.0 **HOST UNIVERSITIES - FUTURE CONGRESSES**

The 2020 Congress will be held at McMaster University in Hamilton, ON from June 8 to 12. M. Rheinstadter and D. Venus are the co-chairs of the 2020 Congress Local Organizing Committee. They gave a brief introduction and encouraged all delegates to come to Hamilton; the last time the conference was held there was in 1980.

Any university interested in hosting a future congress should get in touch with the CAP office. Hosts are being sought for 2021 and beyond. The preferred rotation is to move from Central -> West -> Central -> East.

#### 8.0 **NEW BUSINESS**

##### 8.1 2020 Membership Fees

G. Drake noted that 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; any adjustment beyond that requires membership approval. The proposed 2020 membership fees were discussed with the Advisory Council and Board.

**IT.WAS MOVED** by G. Drake, and seconded by P. Benard, that the 2020 membership fees be increased by the cost-of-living rounded to the nearest ½% and then rounded to the nearest \$. Carried with 5 abstensions.

##### 8.2 CAP 2019-2023 Strategic Plan

B. Gaulin presented the 2019-2023 Strategic Plan that has been developed over the course of the past year after consultation with members and review by the Advisory Council before being adopted by the Board.

### 8.3 Proposal for Establishment of CAP Fellows Program

B. Gaulin noted that, as discussed during the President's Report immediately preceding the AGM, the Board has started working with the Advisory Council and the CAP EDI Committee on the development of a Fellows Program for the CAP. The plan is to finalize the proposal in time to launch the call for nominations in the Fall and have the first cohort of Fellows appointed at the 2020 Congress.

While the members expressed support for the program in principle, it was noted that all members should be given the opportunity to review the proposal and provide their feedback/input before a decision is made.

### 8.4 Report from the CAPF Board of Directors

M. Roney summarized the activities of the CAPF during the past year which include support for the lecture tour, university and high school prize exams, HS Teacher Awards, CWSF, student conferences (CUPC, CCUWiP, CAM), and graduate student scholarships. He encouraged members to make donations towards the 2016-17 Ignite the Spark campaign to take advantage of the remaining matching funds available for that program.

### 8.5 CAM2019 at Laurentian U / SNOLAB

The CAP's Councillor representing graduate student members, M. Steffler of the University of Guelph, reported on the plans for the 2019 Canada-America-Mexico conference that is being held at Laurentian University at the end of July. Delegates are expected from Canada, the U.S., Mexico and Cuba. In addition to the strong program of technical presentations and discussions, tours of SNOLAB will be available for the attendees of the conference.

### 8.6 CUPC 2019 at McGill University

Plans are well under way for the 2019 CUPC conference being held at McGill University from Nov. 7-10. Registration and abstract submission for this conference, along with departmental registration for the grad fair, will be opening up shortly after the CAP Congress concludes. A recommendation was made that the organizers either reduce the cost of the grad fair booths, or try to find ways to enhance benefits to departments that participate in the fair; perhaps partnering with the CAP to provide these departments with a free ad in Physics in Canada.

### 8.7 Report by Editor of *Physics in Canada*

B. Joos reported that there continues to be production challenges for Physics in Canada. The Editorial Board is rethinking the publication process for PiC in view of the costs for printing and mailing hard copies. With the introduction of the online archives for PiC, consideration is being given to implementing online distribution only.

### 8.8 Report of the Canadian National IUPAP Liaison Committee

R. Kanungo was not available to present a report.

## 9.0 **RESULTS OF BOARD ELECTION, VOTE OF THANKS AND CHANGE OF CHAIR**

F. Ford reported that 72 members registered votes; the slate of nominations as presented was approved.

In his final address as President of the CAP, B. Gaulin 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 S. Pistorius, 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 Shohini Ghose.

#### **10.0 DATE AND PLACE OF NEXT MEETING**

The next Annual General Meeting will take place on 2020 June at Simon Fraser University in Burnaby, BC. The exact time and location will be announced in the 2019 Congress program.

#### **11.0 ADJOURNMENT**

There being no further business to discuss, on a motion by B. Joos, seconded by G. Drake, the meeting was adjourned.

Minutes were prepared by F. Ford, CAP Executive Direct

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NAME/AFFILIATION	CAP POSITION	E-MAIL ADDRESS
Shobini Ghose	VP	sghose@wlu.ca
Gordon Drake	Treasurer	gdrake@uwindor.ca
Pierre Bernard / UQTR		pierre.bernard@uqtr.ca
LOUIS MARCHILDON / UQTR	MEMBRE	Louis.marchildon@uqtr.ca
Rachel Wortis / Trent	member	rwortis@trentu.ca
Johann Beda / PsF	member	st-cap.ca@beda.ca
Peter Zehner	member	p-zehner@hotmail.com
Patricia Mitchler	DPE Past Chair	mitchler@escape.ca
Adriana Predoi-Cross	DAMOPC Incoming chair	adriana.predoiross@gmail.com
Arundhati Dasgupta	Member	arundhati.dasgupta@ulth.ca
Logan Sibley	Member	sibley12@macwan.ca
Robert Collister	Member	rcollister@lbl.gov
Wolfgang Rau	Member	wrau@triumf.ca
Andrea Fodor	Member	afodor@physics.mcgill.ca
Michael Kossin	member	michael.kossin@gmail.com
Michael Morrow	member	mmorrow@mun.ca
Don Mathewson	"	don.mathewson@kpu.ca
Mann Paranjape	member	paranji@lps.umontreal.ca
Dana Ahrensmeier	DPE chair	dana-ahrensmeier@sfu.ca
Matt Steffler	Advisory Councilor	steffler@uoguelph.ca
Martin Williams	member	martin.williams@uoguelph.ca
FRANCINE FORD	Exec. Dir	cap@uottawa.ca



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## ATTENDANCE SHEET – CAP Annual General Meeting

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NAME/AFFILIATION	CAP POSITION	E-MAIL ADDRESS
Christine Kraus / LU		fine@snolab.ca
Sherry Leung		sherryswleung@gmail.com
Stephan Pistorius	Past President	stephen.pistorius@umanitoba.ca
ANJA KWIATKOWSKI		ANIAK@TRIUMF.CA
OLIVER KESTER		okester@triumf.ca
MICHAEL RONEY	CAPF BOARD CHAIR	mroney@uvic.ca
Jeter Hall / SNOLAB		jeter.hall@snolab.ca
Ken Clark / Queen's U		kjc5@queensu.ca
Samantha Kuula / SNOLAB		skuula@snolab.ca
Blair Jamieson		bl.jamieson@u.winnipeg.ca
Ryan Bayes		rbayes@laurentian.ca
Janis McKenna / UBC		janis@physics.ubc.ca
Emily Heath		emily.heath@carleton.ca
Heather Logan	—	logan@physics.carleton.ca
Stanley Yen		stan@triumf.ca
Yilin Wang		yilin.wang3@mail.mcgill.ca
Ian Lawson		lawson@snolab.ca
Jonathan Bagger / TRIUMF		bagger@triumf.ca
REINER KRECKEN / TRIUMF		reinerk@triumf.ca
Ozzy Mermut (York U)		omermut@yorku.ca
Timothy Friszer (UCalgary)		timothy.friszer@ucalgary.ca
Terry Bridges, Okanagan College		tbridges@okanagan.bc.ca
Nicole Prent		nprent@okanagan.bc.ca
TOM TIEDJE		ttiedje@uvic.ca
CORINA ANDREOIU		caa12@sfu.ca
Fraser Turner		fcturner@mta.ca
Michael Bradley	DPP Chair	michael.bradley@usask.ca

Ed Stokan  
PAT CLANCY

DPP CHAIR

estokan@trentu.ca  
clancy2@trentu.ca



<u>Name</u>	<u>CAP Position</u>	<u>email</u>
Michael Steinitz	old guy	msteinit@stfx.ca
Ren Ragan	"	you know it!
BELA TOOS	Editor Physics in Canada	bjoosevott@w2.ca
Karen Kavanagh	NSERC-CAP Liason Comm. memb.	kavanagh@sfu.ca
Steve Rehse		rehse@uwindso.ca