

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

DATE: Friday, June 17, 2022 / Vendredi 17 juin 2022

TIME/HEURE: 12h00-13h30 EDT

PLACE: CAP Zoom Meeting

ATTENDANCE: R. Thompson, Past Pres.
M. Paranjape, President (Chair)
B. Frisken, Vice-President
W. Whelan, Vice-President Elect
F.M. Ford, CAP Executive Director
C. Kraus, Secretary-Treasurer
plus members listed in Appendix A

1.0 CALL TO ORDER, ESTABLISHMENT OF QUORUM AND APPROVAL OF THE AGENDA

The meeting was called to order at 12h00 EDT. Over 50 members were present and so quorum was confirmed.

The agenda was approved as displayed with 3 abstentions.

2.0 REPORT OF THE NOMINATING COMMITTEE AND EXPLANATION OF VOTING PROCEDURE/WELCOME TO INCOMING DIVISION CHAIRS

F. Ford reviewed the procedures to be followed for the online election of the Board of Directors. A slate was presented as there were no multiple nominations for any of the positions. Voting was open between 12h15 and 13h00 EDT. Access to the voting system was through the CAP member services.

3.0 APPROVAL OF MINUTES OF THE JUNE 29, 2021, AND SEPTEMBER 30, 2020 AGMS

IT WAS MOVED by B. Newling, seconded by G. Drake, that the June 29, 2021, AGM minutes be approved with a minor modification to the attendance list. Carried with 1 abstention.

IT WAS MOVED by B. Newling, seconded by B. Frisken, that the September 30, 2020, AGM minutes be approved as circulated. Carried with no abstentions.

4.0 TREASURER'S REPORT

4.1 Report on 2021 year-end financial position

C. Kraus presented a summary of the 2021 Year-End Financials. She noted that, as the audit was still in progress, small changes may be made to what was presented. Her report is attached as Appendix B.

Final financial statements will be issued when they become available. [NOTE: The reviewed statements are attached as Appendix C.]

4.2 Brief update on contract with management firm, office space at UofO

C. Kraus briefly explained the reasoning for hiring Megram Consulting as a management firm. She noted that a management firm is able to hire more experienced staff as they can offer them full-time hours by spreading their time over numerous clients. By contracting with Megram for management services, the CAP is able to secure more experienced help for the part-time hours they are needed, something which is almost impossible to do through direct hiring of staff.

4.3 Motion regarding audit firm for review of 2022 finances

IT IS MOVED by C. Kraus and seconded by M. Paranjape that the members give authorization to the Board to initiate the tender process for the audit of the 2022 finances, and to have the authority to select the preferred firm.

Carried with one abstention.

4.4 2023 Membership fees

IT IS MOVED by C. Kraus and seconded by B. Newling that the 2023 Membership Fees be raised by up to 2%, rounded up to the nearest \$0.50.

CARRIED with all in favour

5.0 COMMENTS ON 2022 CONGRESS BY LOC CHAIR AND PROGRAM CHAIR

M. Rheinstader reported that, despite the uncertainty caused by Covid-19, the first in-person Congress since 2019 was a success. Events at Congress included a Herzberg lecture, symposia, a welcome back BBQ, and the Best Student Presentation Competition. He thanked all who attended, all those involved in the organizing and running of the events for their hard work, and McMaster University for their ongoing support and commitment.

B. Frisken highlighted the awarding of the inaugural fellows of CAP at the banquet, as well as the recognition of F. Ford's 30 years of service. She also highlighted the attendance; there were approximately 650 people in attendance, as well as 40 people who registered as online-only. There were about 215 participants in the Best Student Presentation Competition, with a total of 52 prizes to be won.

A post-Congress survey had been circulated, at the time of the meeting there were about 132 responses.

B. Frisken reviewed some of the early trends.

- 91% of respondents were in favour of CAP Office only producing a summary program.
- 96% of respondents were in favour of continuing in-person Congresses
- 96% of respondents were in favour of having virtual business meetings
- 95% of respondents were in favour of having virtual AGMs
- 61% of respondents found Indico easy to use, although 84% agreed that they managed to find everything they wanted. 18% took advantage of the ability to download onto their personal calendar.
- 44% of respondents were in favour of moving to an online only Congress

F. Ford proposed a vote of thanks for the Local Organizing Committee and the Congress Program Committee.

CARRIED with all in favour

6.0 HOST UNIVERSITIES – FUTURE CONGRESSES

6.1 2023 Congress at UNB, Fredericton

B. Newling announced that the 2023 Congress will be held at the University of New Brunswick in Fredericton, NB. The tentative dates are June 18-23, 2023. He asked that if any divisions are considering events on the Friday that they be aware that the following day is a holiday in Quebec which may impact participation.

6.2 Call for hosts for 2024 and beyond CAP Congresses

F. Ford announced that they are still seeking host bids for 2024 and beyond. She encouraged anyone who might know of an interested department to have them contact the CAP office. A 2024 host

location should be selected by the Fall Board meeting.

6.3 Call for host for 2023 CCUWiP

F. Ford asked that if any departments are interested in hosting the 2023 CCUWiP conference, they contact her directly. The date has been set to January 20-22nd 2023 to coincide with the APS conference.

7.0 UPDATE ON EDI REVIEW, PROPOSED TIMING FOR 2022 MEDALS/AWARDS/SCHOLARSHIPS

M. Paranjape reported that an independent EDI consultant was hired and had reviewed the CAP's Medals/Awards/Scholarships processes. Their final report, which has been presented to the Executive, Board, Advisory Council, includes 34 recommendations..

An EDI Implementation Committee has been created and is planning to implement the recommendations in 3 stages through the remainder of 2022, 2023, and future years as required to allow for adequate consultations on some of the recommendations before implementation.

8.0 REPORT ON STATUS OF FELLOWS PROGRAM

M. Paranjape reported that the Fellows Program was initiated at the 2022 Congress. The first two Fellows were awarded to Canadian Nobel Laureates Art McDonald and Donna Strickland. Moving forward, there will be a nomination process, opening in time to allow for the awarding of the next group of Fellows at the 2023 Congress. The Fellows Program is designed to recognize CAP members who have made important contributions to at least two of four categories (Service to CAP, Contributions to Physics, Contributions to the Professional Practice and Advancement of Technology, and Significant Contributions to Physics Teaching).

9.0 NEW BUSINESS

9.1 Report from the Editor of PiC

B. Joos reported that three issues on special topics had been published since the start of the pandemic in March of 2020. Moving forward, subject to the availability of required resources, it is anticipated that there will be two to four issues per year, published virtually. The website is being updated to allow for members to have immediate access to articles, with the full journal being made available to the public at regular intervals.

9.2 Report on the virtual CCAM 2022

T. Durgut reported that the SAC had formed an organizing committee for CCAM in April, and that the event will be held virtually on August 2-3, 2022. They are in the process of confirming the keynote speakers. The committee also wished to extend its thanks to the CAP for its support.

9.3 Report on CUPC 2022 at the University of Guelph

F. Ford reported that work is underway with the planning of the CUPC 2022. A website has been developed, and they have issued the first round of sponsorship requests. It is planned to be in-person, and a grad fair will be held. A Call for Abstracts will be issued soon.

9.4 Report from the SAC

B. Hansson gave a brief background on the SAC, and reported on several of their current initiatives, which include interviewing graduate and undergraduate representatives from all universities in the U15, hosting events featuring physicists and other professionals, and highlighting important days on social media. Their next event series is called The Physics Hour, and will be aimed at undergraduates to highlight various fields of physics.

B. Hansson also reported that the SAC has been advocating for student representation in the CAP and CAP Divisions, and have been representing physics students at various events throughout Canada. They are looking to create a social media showcase to highlight diverse physicists, and to create a travel grant program. A Discord server is in beta testing to support the furthering of these goals.

9.5 Report from the Chair of the CAP Foundation

M. Roney reported that there were a minimal number of meetings over the past year, and reviewed the winners of the Carswell, Stoicheff and Svensson scholarships. He also reported that, through the CAP's HS/Cegep Teacher Award partnership with Perimeter and IPP, two high school teachers had

the opportunity to visit CERN over the summer. He noted a drop in donations of about 30%, likely due to the pandemic, but reported that the investment portfolio is doing well.

M. Roney encouraged attendees to consider joining the CAPF Board, and to consider making a donation to support CAPF-supported activities.

9.6 Reminder of the NSERC Community Update

M. Paranjape reminded attendees that the NSERC Community Update would be held shortly after the conclusion of this AGM.

10.0 RESULTS OF THE BOARD ELECTION

F. Ford confirmed that a quorum was met and the full slate was elected. All candidates ran unopposed.

Title	Candidate	Yea	Nay	Abstain
President	Barbara Frisken	51	2	1
Vice-President	William Whelan	52	1	1
Vice-President Elect	Martin Williams	50	1	3
Secretary-Treasurer	Christine Kraus	51	2	1
Director of Student Affairs	Ben Newling	50	1	3
Director of Communications	Sandra Ribeiro	51	1	2

11.0 VOTE OF THANKS AND CHANGE OF CHAIR

Following confirmation of the election, M. Paranjape congratulated the new President and thanked everyone who contributed to the success of the CAP. He then invited B. Frisken to take over as President.

F. Ford thanked the outgoing Division Chairs for their services.

B. Frisken proposed a vote of thanks to M. Paranjape for his service as President.

CARRIED with all in favour.

B. Frisken thanked outgoing members of the Board and Advisory Council and welcomed the incoming members to their new positions.

12.0 DATE AND PLACE OF NEXT MEETING

B. Frisken announced that the next AGM will be held virtually in June of 2023.

13.0 ADJOURNMENT

B. Frisken adjourned the meeting at 13h30.

Minutes were prepared by E. Molloy, Association Manager
Edited by Barbara Frisken and Francine Ford

Appendix A: Attendance as recorded in Zoom chat

Francine Ford, CAP
Ellen Molloy, Megram
Michael Roney, CAPF
Martin Williams, Incoming VPE
Pat Clancy, McMaster University
Kyla Smith, University of Oxford
Ritu Kanungo, CAP Director of International Affairs
Hubert de Guise
Ahmad Hamdan, Universite de Montreal (DPP chair)
Ben Newling, CAP Director of Student Affairs
Gordon Drake
Sjoerd Roorda
Mark Richardson
Ben Hansson, SAC Rep
Turkuler Durgut, SAC Rep
Anne Xie, SAC Rep
Chitra Rangan, CAP Director of Academic Affairs
Isabel Trigger
Daria Ahrensmeier
Laura Blomeley
Robert Boily
Michael Morrow
Duncan O'Dell
Maria Kilfoil
Jens Lassen
Ania Harlick
Maikel Rheinstadter
Sree Ram Valluri
Claudia Gomes da Rocha
Sebastien Guillon
Bela Joos
David Hobill
Alireza Rafiee
Svetlana Barkanova
Aaron Bondy
Steffon Luoma
Brennan Cornell
Gong Zhang
Jim Jarvis
Sandra Ribeiro (CLS)
Stephen Pistorius