

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

DATE: Wednesday, June 13, 2018 / Mercredi, le 13 jun 2018

TIME/HEURE: 18h00

PLACE: McCain Scotiabank Auditorium, Dalhousie University, Halifax, NS

ATTENDANCE: R. MacKenzie, Past President
S. Pistorius, President
B. Gaulin, Vice-President
S. Ghose, Vice-President Elect
R. Kanungo, Director of International Affairs
G. Drake, Secretary-Treasurer
D. Strickland, Director of Academic Affairs
M. Pavan, Director of Communications
plus members listed on the attached attendance sheets

REGRETS: F.M. Ford, CAP Executive Director

1.0 CALL TO ORDER AND ESTABLISHMENT OF QUORUM

The meeting was called to order at 18h00. Over 50 members were present and so quorum was confirmed.

2.0 APPROVAL OF AGENDA / REVIEW OF VOTING PROCEDURES

On a motion by D. Mathewson, seconded by D. Strickland, the agenda was approved as displayed. S. Pistorius reviewed the procedures to be followed for the online election of the Board of Directors. He noted that voting would be open between 6:15 pm and 6:45 pm. Access to the voting system is through the CAP member services. He 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 15, 2017 ANNUAL GENERAL MEETING

Because of printer problems, the minutes of the June 15, 2017 Annual General Meeting as posted on the Indico site were not available for approval.

3.1 Matters arising from the Minutes

There were no matters arising.

4.0 ANNUAL REPORT

4.1 Membership Report

S. Pistorius reported that membership has declined slightly over the past four years. This is clearly not a good trend. The CAP needs to come up with creative ways to increase the membership and revenues. The new CRM computer system to manage the membership will help to free up time in the CAP office for other membership-related activities.

4.2 Audited Financial Statements to December 31, 2017

The reviewed financial statements were circulated to members at the meeting. G. Drake presented the Treasurer's summary of the 2017 audited statements. He noted that the CAP realized a loss of \$23k, primarily due to planned expenses in the CAP office over a two-year period related to computer and professional fees to improve the future viability of the organization.

The CAP Foundation realized a significant loss of \$86.5k due to lower income from donations, especially from the Ignite the Spark campaign, and higher expenses resulting from production of the Physics Career posters and the video vignettes.

It was moved by D. Mathewson, and seconded by C. Rangan, that the audited financial statements for the 2017 fiscal year for the General Fund and the CAP Foundation be received. Carried.

5.0 APPOINTMENT OF AUDITORS

The CAP was pleased with the manner in which the 2017 review was conducted and is satisfied with the current auditor's proposed fee for the review of the 2017 CAP and CAPF finances. G. Drake informed the members that the firm of Ginsberg Gluzman Fage and Levitz is being recommended as the CAP auditors for the 2018 fiscal year.

It was moved by C. Rangan, and seconded by B. Frisken, that the CAP retain the services of Ginsberg Gluzman Fage and Levitz for a review of the 2018 finances. Carried unanimously.

6.0 REPORT BY THE CO-CHAIRS OF THE 2018 LOCAL ORGANIZING COMMITTEE

H. Rotermund reported that the 2018 Congress has been well attended, with attendance currently exceeding 450. He noted that the German Physical society has 67,000 members with only three times the population of Canada. The Herzberg lecture by Nergis Mavalvala was well received and a great success. The Chair emphasized that 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 Dalhousie University.

7.0 HOST UNIVERSITIES - FUTURE CONGRESSES

The 2019 Congress will be held at Simon Fraser University in Burnaby, BC from June 3 to 7. B. Frisken is the chair of the 2019 Congress Local Organizing Committee. She gave a brief introduction and encouraged all delegates to come to this exciting location. In answer to a question, she confirmed that the 2019 Congress would be held at the Burnaby campus.

Any university interested in hosting a future congress should get in touch with the CAP office. S. Pistorius noted that we are looking for locations for 2020 and beyond.

8.0 NEW BUSINESS

8.1 2018 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 2018. 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 only.

8.2 Report by CAPF Board (M. Roney)

M. Roney summarized the activities of the CAPF during the past year, especially the production of posters on careers in physics directed to the high schools, and video vignettes that showcase physics graduates working

in non-traditional fields. He reported on the success of the 2016-17 Ignite the Spark campaign, but donations for 2017-18 have fallen behind. 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.

8.3 E. Svensson Scholarship Proposal (B. Gaulin)

B. Gaulin reported that the family of E. Svensson has expressed an interest in establishing a scholarship similar to the Stoicheff scholarship to be offered in alternate years, and has set a target of \$50,000 to provide an endowment for the scholarship. He encouraged the membership to consider donating to it.

8.4 International Day of Light (C. Rangan)

C. Rangan reported on the International Day of Light, sponsored by UNESCO. It is an annual event held on May 16, the anniversary of the first successful operation of the laser in 1960 by physicist Theodore Maiman. Kate Fenwick and Chitra are the Canadian representatives. The theme is to celebrate light in all its manifestations, and for art as well as science, to advance the goals of UNESCO for sustainable development. She encouraged the CAP membership to participate with local events, and to start now with plans for next May 16. She advised that it is better to focus on a few big public events rather than many small ones. Further information is available at the web page <https://www.lightday.org>

8.5 CUPC at the University of Alberta (L. Leblanc)

L. Leblanc reported that CUPC will be held this year at the University of Alberta from Aug. 15 to 18. Plans are well under way with local sponsorships. She noted that sponsorship from the CAP is still lacking for this year.

8.6 Physics in Canada (B. Joos)

B. Joos reported that the issues are running behind, with only two of the four issues published in 2017. He suggested that it would be advisable to rethink the publication process for PiC in view of the costs for printing and mailing hard copies. He noted that the complete archive of past issues is now available on-line back to 1955.

8.7 Report of the Canadian National IUPAP Liaison Committee (R. Kanungo)

R. Kanungo was not available to present a report.

9.0 **REPORT OF THE NOMINATING COMMITTEE**

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

10.0 **VOTES OF THANKS AND CHANGE OF THE CHAIR**

In his final address as President of the CAP, S. Pistorius 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 R. MacKenzie, 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 Bruce Gaulin.

B. Gaulin thanked S. Pistorius 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 2019 June 5 at Simon Fraser University in Burnaby, BC. The exact time and location will be announced in the 2019 Congress program.

12.0 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 G. Drake, Secretary-Treasurer