

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

DATE: Tuesday, June 29, 2021 / Mardi, le 29 juin 2021

TIME/HEURE: 16h00-18h00 EDT

PLACE: CAP Zoom Meeting

ATTENDANCE: S. Ghose, Past President
R. Thompson, President
M. Paranjape, Vice-President
B. Frisken, Vice-President Elect
F.M. Ford, CAP Executive Director
R. Kanungo, Director of International Affairs
C. Kraus, Secretary-Treasurer
plus members listed in Appendix A

1.0 CALL TO ORDER AND ESTABLISHMENT OF QUORUM

The meeting was called to order at 16h00 EDT. Over 50 members were present and so quorum was confirmed.

R. Thompson introduced himself and took a moment to make a land acknowledgement for his local area (University of Calgary).

2.0 APPROVAL OF AGENDA / REVIEW OF VOTING PROCEDURES

The agenda was approved as displayed (moved by C.Kalman/M.Morrow), with 3 abstentions.

F. Ford reviewed the procedures to be followed for the online election of the Board of Directors. A slate is being presented as there were no multiple nominations for any of the positions. Voting will be open between 16h15 and 17h15 EDT. Access to the voting system is through the CAP member services.

3.0 APPROVAL OF THE MINUTES OF THE SEPTEMBER 30, 2020 ANNUAL GENERAL MEETING

The minutes of the 2020 AGM are not currently available due to a delay in Board and executive review. They will be presented for approval at the 2022 AGM.

3.1 Matters arising from the Minutes

There were no matters arising.

4.0 ANNUAL REPORT

4.1 Update Report by CAP President (R. Thompson)

R. Thompson noted that this past year has definitely been one of COVID, requiring us to spend the year moving the operations of the CAP into various virtual forms which had some opportunities and some challenges. The first of those was the delay of the 2020 awards process to the Fall, with the medal recipients giving their medal talks at the end of the calendar year through Zoom. We also awarded the 2020 HS Teaching Awards virtually with a member of the CAP executive attending each virtual presentation. The 2021 lecture tour was held as a virtual event, identifying one speaker from each region who gave their talk and all members were invited to participate. Thanks to Barbara Frisken and the SFU team, we were able to livestream the talks.

Moved to a virtual format for the University Prize exam which was held in March 2021. Similar number of

students writing from coast to coast. C. Kraus led the national organizing team. Unfortunately we were not able to offer the 2021 High School prize exam and Canada's participation in the international Olympiad because COVID restrictions were so varied from coast-to-coast.

Had very upsetting and difficult news about Laurentian's financial challenges and the news that part of their solution to deal with that situation, the physics department was being closed. Given their relationship with SNOLAB, this was a surprising and difficult situation. CAP issued a statement of condemnation for this decision. We also worked closely with the displaced faculty and students to help them as much as possible. Unfortunately it doesn't look like this decision can be reversed.

The 2021 Congress was held as a completely online event. There were over 1000 attendees, close to 700 abstracts submitted, and about 250 student competitors. Manu will speak to this further later in the agenda. Given the success of this conference, the Board is discussing the role of virtual attendance at Congresses in general; should we consider occasionally offering virtual congress as the costs are much more affordable. A survey is being sent to attendees for their input.

Recognizing that physics societies around the world are facing the same challenges, the Institute of Physics in UK organized round table discussions with representatives of the physics societies around the world. The first meeting was held on July 15, 2020 to discuss "working together during the pandemic". This was followed up with another meeting in January 2021, talking about all the online resources we are using; how the different societies were using them and how to learn from each other. Finally, looking at moving past the pandemic, we had another meeting in June 2021 to discuss the Role of Physics in the green economy, with a view to issuing a global position paper on this topic.

In 2020/21 the CAP office operating in virtual format throughout the year; CAP events moved to all virtual format; CAP Board meetings were held virtually every two months; the Executive met every 2-4 weeks. With government and landlord support, the CAP managed a balanced budget for 2020. Heading into the summer and fall, the CAP will continue in the virtual format as we see how pandemic progresses; we are reviewing the possibility of holding the 2022 congress to an in-person event. Finally, there was some progress on continuing the prioritization of EDI considerations; however, this was not as much as we originally hoped to achieve. We did do some "tweaking" to the nominations material but there a full review remains to be done.

In response to a question about the status of the professional certification program, F. Ford noted that we recently discovered that much of the PPhys information on each licensee was not migrated properly from the original system to the new one and this has necessitated a complete review of each file to bring the files up to date and the licensees contacted to make sure their files are updated. Every effort is being given to making this a priority but it is a time-consuming process (over 300 files to be manually reviewed and updated). The PPhys exam has been delayed while we sort out whether we can offer it virtually; if not, it will be held as soon as possible when in-person attendance is possible again.

4.2 Comments on the 2021 CAP Virtual Congress successes and challenges (M. Paranjape)

M. Paranjape noted that one of the downfalls of the virtual congress is that we did not draw as many exhibitors and sponsors as we normally do as many feel they do not get the same benefits as an in-person event.

We ended up with 1037 registered delegates. There were 700 abstracts submitted, 689 accepted, and 671 contributions during Congress after taking into account cancellations. These are record numbers for the CAP.

The student competitions were very well attended, with 62 poster competitors and 185 oral. The final competition was held on June 17th, a week after the main congress. It was well attended.

We had a diverse and very interesting slate of plenary speakers. We had invited those that were scheduled to talk at the 2020 Congress to give their talks at the virtual one.

The Congress was very successful financially, with \$117k in revenue with \$43k in expenses, the biggest of which was the contracted online congress platform provider.

M. Paranjape acknowledged the contributions of the organizing committee, the speakers, the delegates, and the student volunteers. He reminded everyone to make sure they complete the congress survey.

4.3 Treasurer's Report (C. Kraus)

C. Kraus presented an update on the 2020 year-end finances. Have received the final draft from the auditors; still in draft form because need to do some internal checks on translation. FY2020 ended with a surplus of \$35,799. Investments are all doing well. Received significant government support on salaries since March 2020 for all of the year. Added up to over \$100k. University of Ottawa honoured the rent rebate that government was offered, which helped the CAP save about \$5k. The CAP secured the government loans of \$40k which were offered with no interest and allow for repayment in full if pay \$30k by end of 2021 (save \$10k). While the Reserve Fund did increase from \$122k to \$127, this fund should be at least one to 1.5 of the operating budget so work is required to get us there.

We did receive \$13k in sponsorship revenue for the 2020 congress from our generous partners who did not withdraw their sponsorship when we moved from in-person to virtual for 2020. There was an expense of \$2k for the Congress as well for the zoom fees.

For 2021, the university has sustained the rent reduction for the entire year, with full rates returning in January 2022. We have also continued to receive government support from January to June. Our Congress for 2021 appears to be netting us what we typically get from our in-person conferences. We secured a second government loan of \$20k, of which \$10k is forgivable if paid back by end of 2022 (so \$60k borrowed in total with only \$40k required to be paid back if meet their repayment deadline). We are cautiously optimistic that we will end 2021 in a surplus position.

Finally, C. Kraus showed a graph of our investments since 2012. We are currently at an all-time high in the value of the investments following a dip in March 2020.

Chitra asked about the bank charges. These were the ones we have from the auditors which are summarized differently from our statements. They included miscellaneous revenue within the bank charges line item, which makes it look higher than it is.

Motion by M. Morrow, seconded by C. Rangan, to receive the reviewed statements. Carried.

Motion by M. Paranjape, and seconded by M. Campbell, to retain the same audit firm for review of 2021 finances. Carried.

For 2022, the membership fees will be adjusted by cost-of-living only. The CAP does offer support for members who are in financial difficulties; we will ensure that this information is readily found on our website.

In response to a question from M. Campbell about the lab memberships, it was noted that the lab memberships have been announced and are listed on the website. We delayed a significant push for this until we have had a chance to review this process. M. Campbell advocated for broadening the program to include post docs and research assistants.

4.4 Update on status of Fellows Program (R. Thompson)

Approved that the CAP would launch a Fellows program. 'Due to the impact of COVID and some of the staffing changes in head office, we didn't have the capacity to launch in 2020-21. As Past President in 2021-22, R. Thompson will be chairing the awards committee and will shortly put together the sub-committee for the Fellows program. They will review the process and make the final call on whether there will be a launch for nominations in 2021-22. Would like to do this but need to make a well-informed decision recognizing capacity.

4.5 Update on timing for 2021 scholarships/HS Awards/Medals (R. Thompson)

The typical pre-COVID practice was to announce results at Congress. With COVID impact timing has changed. Review committees are working now; an announcement is expected in the Fall. The HS Teaching Awards are further advanced and should be announced shortly. There will be an Awards Talk day in December as was done in 2020.

In response to a question as to whether we intend to make the fellowships and awards attract a more diverse applicant pool, R. Thompson noted that this is our intention. We did a brief review/update but intend to make a deeper dive on this to make them more inclusive.

4.6 Report on preliminary planning for 2022 CAP Annual Congress at McMaster Univ. (B. Frisken)

Plan is to have an in-person meeting at McMaster next year. Will work with Maikel Rheinstadter, chair of the LOC, to make a final decision late in December 2022. We have booked the week of June 6-10, with Donna Strickland confirmed as our Herzberg lecturer provided we are in person.

M. Rheinstadter reported that the planning right now is tricky because, with the COVID situation, McMaster is not letting the Department book rooms yet. We are “on the books” with high priority. When the restrictions are eased we will be able to book everything.

What exactly the congress will look like will be determined later; for example, will there be business meetings during Congress. Fill out the survey to provide your input!

5.0 **Call for Hosts for 2023 Congress and Beyond**

We do not currently have a 2023 host and so we invite departments that might be interested in hosting to reach out to F. Ford for information on how to bid on the Congress. We hope to have a joint conference with COMP in the near future, possibly 2024. No location on the books for 2025 yet either. We are really interested in encouraging those departments who have never hosted before or it has been over 30 years since they have hosted. Members are equally encouraged to reach out to colleagues at another department if there is a location that they would like to see host the congress.

6.0 **NEW BUSINESS**

C. Rangan report on the International Day of Light activities this year. With the help of the Student Advisory Council, 85 students expressed interest in helping; 25 showed up. An exhibit was organized as part of the STEM exhibit held in partnership with the Canada-Wide Science Fair. Had an English and a French virtual booth. Had contributions from all around Canada which attracted over 7,500 visitors over the three days of the CWSF. R. Thompson expressed thanks on behalf of the CAP.

M. Diamond noted that there is now a new Ontario Minister of Houses and Universities and wondered whether there is any further action the CAP would recommend individual members take with respect to the Laurentian university. The obvious thing is for CAP to reach out to the new minister and encourage members to reach out to the other individuals on the list.

The CUPC is being organized by a group from Ryerson this year. They are well underway with their plans. A message will be coming out shortly to department chairs for distribution to students. It will be a virtual event from November 4-7 this year. Have some unique plans for this year. Looks very good.

7.0 **RESULTS OF BOARD ELECTION, 2021-22**

A significant number of votes were received and the full slate of nominees as presented were elected.

8.0 **VOTE OF THANKS AND CHANGE OF CHAIR**

In his final address as President of the CAP, R. Thompson thanked everyone for the support he received throughout the year and noted that he is looking forward to making progress on his priority goals as Past President. The Chair was then passed to Manu Paranjape.

M. Paranjape enthusiastically accepted his election into the position of President of the CAP. He noted that, as his first task, he put forward a vote of thanks to Rob Thompson for expertly fulfilling the task as President during the trying year under the shadow of the pandemic. He thanked the outgoing members of the Board and the Division Chairs who completed their term this year. He welcomed Bill Whelan to the position of Vice-President Elect and Chitra Rangan as Director of Academic Affairs and Eric Donovan as Director of Science Policy. He looks forward to working with Rob and the rest of the Board members during the upcoming year.

He expressed a vote of thanks to F. Ford for her dedication and extra work on the 2021 virtual Congress.

9.0 DATE AND PLACE OF NEXT MEETING

The next Annual General Meeting will take place in June 2022. The exact time and location will be announced as soon as possible.

10.0 ADJOURNMENT

There being no further business to discuss the meeting was adjourned.

Minutes were prepared by F. Ford, CAP Executive Director

Appendix A: Attendance as recorded in Zoom chat

Francine Ford, CAP	Mike Morrow, Memorial U of Newfoundland - Labrador
Rob Thompson, CAP President, UCalgary	David Hobill - UCalgary
Ben Newling, University of New Brunswick	Victor Massart - Université de Montréal
Christine Kraus, Laurentian University	Jean-Sébastien Bernier, UNBC
Luc Beaulieu - Université Laval	Ritu Kanungo, SMU/TRIUMF
Cornelia Hoehr, TRIUMF	Ubi Wichoski, Laurentian/SNOLAB
Lindsay LeBlanc, University of Alberta	Daniel Cluff, CanMIND Associates
Hubert de Guise, Lakehead University	Mark Gallagher, Lakehead University
Melanie Martin, University of Winnipeg	Doug Hallman, Laurentian U
Christine Kraus, SNOLAB – Laurentian	Allan Offenberger, University of Alberta
Ozzy Mermut - York University	Aaron Bondy, University of Windsor
Wendy Taylor - York University	Peter Zetner (ret.)
Melanie Campbell University of Waterloo	Gary Slater, Université d'Ottawa
Peter Krieger, University of Toronto	Maikel Rheinstadter, McMaster University
Patricia Mitchler, Balmoral Hall School, Winnipeg, MB	Randy Lewis, York University
Catherine Beauchemin, Ryerson University	Chitra Rangan, University of Windsor
Jean-Sébastien Boisvert, McGill	Jean Barrette, McGill University
Manu Paranjape, Université de Montréal	Barbara Frisken, SFU
Daria Ahrensmeier, SFU	Arundhati Dasgupta, University of Lethbridge
Logan Sibley, MacEwan University	Patrick de Perio, TRIUMF
Ricky Chu, Simon Fraser University	Steffon Luoma, SNOLAB
Calvin Kalman Concordia University	Duncan O'Dell, McMaster
David Auty - University of Alberta	Roger Caballero-Folch , TRIUMF
Gordon Drake, U. of Windsor	James Botte, Carleton/LightMachinery, DGEP
Ben Newling, University of New Brunswick	Silvia Scorza, SNOLAB
Mark Walton, U of Lethbridge	Svetlana Barkanova, MUN
An-Chang Shi, McMaster	Turkuler Durgut, Memorial University
Erica Caden, SNOLAB	Sean Wolfe, retired
James Stotz - Queen's University	Louis Marchildon UQTR
Richard MacKenzie, U Montréal	Ian Lawson, SNOLAB
Jens Lassen, TRIUMF	Nasim Fatemighomi, SNOLAB
Robert Mann, University of Waterloo	
Chris Jillings - SNOLAB/Laurentian	
Miriam Diamond, University of Toronto	
Beatrice Franke, TRIUMF	
Rob Pywell, Univ. of Saskatchewan	