

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

DATE: Wednesday, September 30, 2020 / Mercredi, le 30 septembre 2020

TIME/HEURE: 11h30-13h00 EDT

PLACE: CAP Zoom Meeting

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

1.0 CALL TO ORDER AND ESTABLISHMENT OF QUORUM

The meeting was called to order at 11h30 EDT. 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 we have an election for Vice-President Elect this year. Voting would be open between 11h40 and 12h40 EDT. Access to the voting system is through the CAP member services.

3.0 APPROVAL OF THE MINUTES OF THE JUNE 5, 2019 ANNUAL GENERAL MEETING

On a motion by M. Steinitz, and seconded by B. Gaulin, the minutes of the June 5, 2019 AGM were approved as circulated. Carried.

3.1 Matters arising from the Minutes

There were no matters arising.

4.0 ANNUAL REPORT

4.1 Update Report by CAP President (S. Ghose)

“Towards Continued Growth and Positive Change” was the theme of S. Ghose’s powerpoint presentation, which included the use of a French subtitling function. She noted that the year was an unusual one where the CAP had to set aside some of their traditional activities and find new ways of moving forward with others, such as a scaled-down version of our annual Congress.

The year started out with the adoption at the 2019 Congress of our new strategic plan that included Vision, Mission and Values statements that helped to keep the organization focused on many activities already identified as priorities despite the disruptive year.

The celebration of excellence continued with the processing of the CAP medals, HS Teacher Awards, and student scholarships and the university prize exam. As the traditional awarding of medals and talks at Congress were not possible, there will be a special virtual session of medal talks and an award ceremony later this year. Plans are underway to move forward with our fellowships program, with more details provided later in the meeting.

Every year the CAP President takes on a focus area; for S. Ghose this has been equity, diversity, and inclusion. The CAP now has a Board-level EDI standing committee to provide advice and guidance in this important strategic area. The EDI Committee assists with the selection of speaker(s) for the now annual EDI-related plenary session at Congress; they provide advice and support with speaker identification for the CAP-supported student conferences, and they continue to support the goals/activities of our CEWIP.

This year a large amount of engagement on addressing racism, including the development of a CAP [statement against Racism](#), and the organization of a [special event on June 10th](#) in support of the academic "Strike for Black Lives". On October 30th, the CAP will be providing a forum for [Celebrating Black in Canadian Physics](#).

Soon there will be an announcement of the first CAP survey on equity, diversity, and inclusion in physics. Information will be coming out soon; everyone is encouraged to complete the survey and to circulate it to anyone they know who holds a physics degree or is pursuing one. There will also be a special issue of Physics in Canada on Inclusion for Excellence in the Physics Community in Canada.

Student engagement and support remains a priority. We have now established a Student Advisory Council to increase the student voice and input on the work and activities of the CAP. We continue to offer support (and now a permanent home) for student-run physics conferences. Our Congresses include career sessions as well as the best student presentation competition, and we organize an annual Lecture Tour. The 2020 tour had to be suspended in March, but plans are underway to complete the tour through virtual presentations during the remainder of the year. The CAP Board works with the CAP Foundation to continue to build financial support for student-related activities and are developing long-term plans for scholarships and funds.

Other actions that we are always working on through the year continued, such as the submission of a brief to the Federal Finance Committee, discussions with NSERC through our liaison committee, receiving annual updates from NSERC at our Congress, partnering with other science consortia working on increasing support for science and education in Canada, including work with our institutional partners in support of big science / major facilities. We became members of Canadian Science Publishing. We continue to advocate with MPs and develop position papers. We are expanding and building our international relations through the expansion of reciprocal agreements with international physics societies, managing Canada's membership in the Asia-Pacific Centre for Theoretical Physics, participation in international discussion on the impact of COVID-19 led by the Institute of Physics, collaborating on the International Day of Light celebrations, and the work of the Canadian National IUPAP Liaison Committee in promoting Canadian representation on the International Union of Pure and Applied Physics (IUPAP) Commissions.

The CAP has had to adapt and adjust to this new reality and how it is impacting on the finances of the organization, particularly the cancellation of the 2020 Congress. We have been looking at opportunities to move forward and adapt our activities. We have been able to continue many of our ongoing activities, including a limited on-line version of Congress, and introduced new activities. These include monthly webinars on teaching strategies (led by DPE), connecting the departments online through heads/chairs meetings, and creating SLACK channels for community discussions.

The next Congress will be held as a virtual event, and we will be having more ongoing talks offered online. We encourage you to get involved with groups organizing these events; become a member of the CAP Divisions. Thanks to the Board, Division executive, volunteers, and office staff for their work throughout the year.

4.2 Reviewed Financial Statements to December 31, 2019 (C. Kraus)

The reviewed financial statements were posted to the CAP website AGM agenda. C. Kraus presented the Treasurer's summary of the 2019 audited statements. She noted that the year ended with a deficit of around \$10k. It is the last year of the planned strategic investments in infrastructure). Membership revenue is slightly down compared to 2018, but still up from 2017. Investment income was recognized at \$42,700 after accounting for year-end market values, and the net income from Congress is \$74,169 before applying the needs for office operations/salaries. PiC brought in revenue of \$5,646. The bulk of the expenses remains salaries and benefits. Some CAP investments were redeemed to cover cash flow during the year; reinvestments will be made as funds become available.

It was moved by R. Boudreault, and seconded by S. Pistorius, that the reviewed financial statements for the CAP 2019 fiscal year as presented be received. Carried.

5.0 APPOINTMENT OF AUDIT FIRM FOR REVIEW OF 2020 FINANCES (C. Kraus)

Given the current situation with COVID and the long-term engagement the current firm has with the CAP, it is recommended that we engage the audit firm of Ginsberg, Gluzman, Fage and Levitz for the review of our 2020 finances.

IT IS MOVED by C. Kraus that the firm of Ginsberg, Gluzman, Fage and Levitz be engaged for the review of the CAP 2020 finances. Seconded by R. Boudreault. Carried.

6.0 COMMENTS ON 2020 CAP CONGRESS SUCCESSES AND CHALLENGES (M. Paranjape)

M. Paranjape noted that the CAP ran a “limited edition” version of the annual Congress online in June. Given the circumstances the Congress was run as a free virtual event for this year, with good participation. He noted several key points that came from this event, including how the virtual nature allowed for international speakers would not normally participate; the divisions were able to schedule meetings that were not in parallel with other division meetings, resulting in greater engagement of their members. The Congress would have run smoother had there been a unified system for access to all activities. Members noted that the Zoom interface seemed to work well; some noted they would not have been able to attend had the congress been in person; it was noted that virtual congresses help to reduce the carbon footprint and make the congress more affordable for participants.

Members noted their thanks for the efforts taken to offer the online event.

7.0 REPORT ON PRELIMINARY PLANNING FOR 2021 CAP VIRTUAL CONGRESS (M. Paranjape)

It was realized by June 2020 that the possibility of having an in-person Congress in 2021 was remote and so, at the June Council and Board meeting, it was decided that the 2021 Congress would be run as a virtual event. A virtual organizing committee was struck in July and immediately issued a quick questionnaire for input on ideal length, the types of events to include, and what a reasonable fee might be. The current plans are for a four-day congress, with all events running between 10:00 and 18:00 EDT. The Tuesday will remain a Symposium Day and networking events will be built into the schedule. Business meetings, including the AGM, will be held outside of the traditional congress week. The registration fees will be \$150 for full members (less for other categories). The funds will be used to cover the costs of contracting a company to provide the unified access to all events. We are inviting volunteers to help work on some working groups to develop plans for the Congress.

We are hopeful that our 2022 Congress can return to in-person and will be hosted by McMaster University (our original 2020 hosts). Any university interested in hosting a future congress should get in touch with the CAP office. Hosts are being sought for 2023 and beyond. The preferred rotation is to move from Central -> West -> Central -> East.

8.0 NEW BUSINESS

8.1 2021 Membership Fees (C. Kraus)

On the recommendation of the Finance Committee, and as endorsed by the Board of Directors, the 2021 membership fees will be increased by the cost of living rate of 1.9%, rounded up to the nearest \$0.50.

8.2 Update on COVID-19 Impact and 2020 CAP Finances to June 30 (C. Kraus)

COVID-19 has, and will continue to have, a large impact on the organization. The Congress had to be cancelled with a scaled down version offered online. 2021 will also be online. To help our financial position, there was an opportunity to apply for a small business loan of \$40k which the CAP secured. If \$30k is paid back by Dec.31/21, the government waives repayment of the remaining \$10k. The CAP also applied for and started to receive the Canada Emergency Wage Subsidy (CEWS) for March to June. Further submissions are underway; it is not clear how long this support will continue to be provided. Francine also reached out the University of Ottawa (the CAP office landlord) for rent relief equivalent to what the government was offering to eligible landlords. Despite the fact that the UofO was not eligible to obtain that government funding, they did agree to a significant reduction in the CAP's rent during the COVID shutdown.

With all of these measures and careful management of our expenses during 2020, the Finance Committee is cautiously optimistic that we can end up with a balanced budget for 2020.

8.3 Update on Proposal for Establishment of CAP Fellows Program (B. Gaulin)

B. Gaulin noted that, following the 2019 AGM, members were invited to provide feedback on the proposed Fellows Program document. This feedback informed the next iteration of the proposal which was eventually approved by the CAP Board following further consultation with the Advisory Council. He noted that the approved program description was linked from the online AGM agenda on the CAP website, noting that the official award would be “Fellow of CAP (FCAP) / Fellow de l’ACP (FACP)”. The initial plan was to launch the call for nominations in Fall of 2020 and have the first cohort of Fellows appointed at the 2021 Congress. This is being reviewed given the current circumstances. Members in attendance noted that it is not clear in the draft document whether self-nominations are permitted; this should be made clear. A straw poll of attendees suggested that more participants were neutral on this point.

8.4 Report on Change of Name of CEWIP to DGEP (C. Rangan)

C. Rangan reported that, at the 2020 Annual Business Meeting of the Committee to Encourage Women in Physics, the membership voted to change its name to the Division for Gender Equity in Physics. For the past three years, the membership has discussed the need to signal that they were inclusive of all gender minorities (not only women), and to move away from the notion that gender was only a binary construct. CEWIP also wanted to indicate that they worked as a division, supported by member fees, rather than as a Committee. The new name was crowd-sourced and unanimously supported by the voting members, and they had positive response from the non-voting members as well. The proposed name change was discussed with the CAP Advisory Council on Sept. 23, 2020 and, based on the positive feedback received, approved by the Board of Directors on Sept. 23, 2020. The name change will come into effect with the 2021 membership renewal year.

8.5 Report from the Student Advisory Council (C. MacDougall)

C. MacDougall of St. F-X, Chair of the Student Advisory Council, gave a report on the establishment of the SAC and its current activities. The SAC was officially launched at the June 2019 Congress. Its mandate is to add the student voice to relevant decision-making by making the needs of students more visible to the Board of Directors, aiding the CAP with identification of helpful resources, activities and events for students, and to maintain a subdomain website – sac.cap.ca. It is composed of 12 members (6 graduate and 6 undergraduate; 7 women, 5 men) from across Canada. The CAP undergraduate and graduate student reps on the Advisory Council are ad-hoc members. The Director of Student Affairs and the CAP Executive Director are advisors.

The SAC website will focus on information that students may find useful, such as research opportunities, job-hunting tips, etc. One of their primary goals for the upcoming year is to create a network of student clubs across Canada. They held a Problem competition in the summer of 2020 and are working on assessing the submissions now. Suggestions on what the SAC should be focusing on in the short-term and long-term are welcome.

8.6 Announcement of Recipients of 2020 CAPF Scholarships (M. Roney)

M. Roney reported that the 2020 Boris Stoicheff Graduate Scholarship was awarded to Matthew Robbins from the University of Waterloo. As Matthew was in attendance at the meeting, attendees were able to offer their congratulations to him.

M. Roney then proceeded to announce the inaugural recipients of the Allan Carswell Physics Educator Scholarships. He reminded attendees of the support that the Foundation received from the Allan Carswell Family Foundation that allowed the establishment of these awards which recognize the critical importance and value of having people who are trained in, and compassionate about, physics engaging young Canadians in the classrooms of this country. The application process was launched earlier this year. He was pleased to announce that the inaugural recipients are [Samantha Scarfe and Joshua Mogyoros](#) who, unfortunately, were not able to attend the meeting for recognition.

M. Roney then introduced Allan Carswell who kindly agreed to attend to say a few words. Allan led the group at RCA Optical and Microwave Research Lab to develop the first CO₂ laser in Canada. He joined the

faculty at York University and, in 1972, he and his wife established Optech Inc. Optech became a world-leading company which was set up to develop practical applications for lidar systems. He has many honors, including the Order of Canada. He has been a member of the CAP since 1956 and served as CAP President in 1985.

Dr. Carswell expressed his thanks for being invited to speak and noted how pleased he was for his Family Foundation to have the opportunity to establish these important scholarships. He quoted a couple of lines from the proposal that was submitted by the CAPF to his Foundation which read "For both boys and girls the biggest single external influence on their understanding and enjoyment of any subject is their teacher. Although there are many excellent, highly-trained high school physics teachers, it is fair to say that high schools are often forced to assign physics instruction to teachers who neither have adequate training for the task or interest in performing it. This can cause students to be turned off from physics or, even worse, fearful of a subject that they perceive to be overly difficult." He congratulated the two inaugural recipients on their interest in physics and their desire to be physics high school teachers.

The attendees registered an official vote of thanks to Dr. Carswell for his support.

8.7 Other Matters

There were no additional items put forward for discussion.

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

F. Ford reported that the voting for the Board of Directors has closed with all nominations with single candidates approved as submitted. With thanks to both of the strong candidates for Vice-President Elect, Dr. Barbara Frisken and Dr. Calvin Kalman, F. Ford reported that Dr. Frisken was elected as our incoming Vice-President Elect. She thanked Dr. Kalman for having put his name forward as a candidate and welcomed Dr. Frisken into the executive line.

In her final address as President of the CAP, S. Ghose thanked the membership for the opportunity she received to be President. She noted that the CAP has made great strides forward in many different areas and that we are operating under a great strategic plan and vision. She thanked all of the Board and Advisory Council members for their support and thanked her predecessor B. Gaulin. She expressed thanks to the CAP office staff for their work throughout the past year. The Chair was then passed to Rob Thompson.

Rob Thompson registered a formal vote of thanks to Dr. Ghose for all of her efforts during the last year. He noted that, while Dr. Ghose will remain on the Board as the Past President, she is also taking on the role of NSERC Women in Science and Engineering Chair for Ontario and offered his congratulations on that incredibly well-deserved honor and position. He noted that, while continuing to address the challenges of working in COVID time, one of his focusses for the upcoming year is to identify changes that can continue to improve how CAP serves the community and how we engage with each other and our sister societies.

10.0 DATE AND PLACE OF NEXT MEETING

The next Annual General Meeting will take place virtually in 2021. The exact time and location will be announced later.

11.0 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
Rob Thompson, CAP Vice-President, UCalgary
Chantal Etheve-Meek
Ben Newling, University of New Brunswick
Christine Kraus, Laurentian University
Shohini Ghose, Wilfrid Laurier
Manu Paranjape, Université de Montréal
Bruce Gaulin, McMaster University
Melanie Martin, University of Winnipeg
Isabel Trigger, TRIUMF
Stephen Pistorius, University of Manitoba
A.W. Peet, University of Toronto
Ozzy Mermut, York University
Ben Hansson, Dalhousie University
Blair Flynn, SNOLAB
Calvin Kalman, Concordia U
Bill Atkinson, Trent University
Mike Morrow, Memorial U
Richard MacKenzie, U. Montréal
Mark Walton, U Lethbridge
Martin Williams, University of Guelph
Louis Marchildon, UQTR
Daniel Cluff, CanMIND Associates
Barbara Frisken, SFU
Jean-Christophe Ono-dit-Biot, McMaster University
Donna Strickland, University of Waterloo
Brooklyn Patrick, CAP
Zisis Papandreou, University of Regina
Michael Roney, University of Victoria
Luce Gauthier, retired
Laurent Lewis, Université de Montréal
Wendy Taylor, York University
Ubi Wichoski, CAP DAA, Laurentian University
Sandra Ribeiro, CLS
Svetlana Barkanova, MUN
Claire MacDougall, CAP SAC, St. Francis Xavier Univ.
Randy Lewis, York University
Mark Richardson, Queen's Univ./McDonald Institute
Matthew Robbins, Univ. of Waterloo/Perimeter Institute
Michael Steinitz, St. Francis Xavier U.

Michael Steinitz, St. Francis Xavier University
Jean Barrette, McGill University
Laura-Isabelle Dion-Bertrand, Photon etc.
Cornelia Hoehr, TRIUMF
Emily Heath, Carleton University
James Stotz, Queen's University
Kyla Smith, University of Oxford
Ian Lawson, SNOLAB
Marie-Cécile Piro, University of Alberta
Jean-Sébastien Boisvert, McGill University
John Donohue, University of Waterloo
Steffon Luoma, SNOLAB
Erica Caden, SNOLAB
Gary Slater, Université d'Ottawa
Elie Korkmaz, UNBC
Stephanie Curnoe, Memorial University
Bela Joos, University of Ottawa
Henry van Driel, U of T
Nisha Agarwal, Ontario Tech University
Hubert de Guise, Lakehead University
Maikel Rheinstadter, McMaster
Dylan Podkowka, CATSA
Stefan Wallin, Memorial
Nigel Smith, SNOLAB/LU/CIFAR
Duncan O'Dell, McMaster
Kaley Walker, University of Toronto
Rehan Siddiqui, Epic College of Technology and Epic
Climate Green, ECG
Edward Csuka, Terry Fox Secondary, BC
Jens Lassen, TRIUMF
Robert Mann, University of Waterloo
Sree Ram Valluri, Western Univ.

Janis McKenna, University of British Columbia
Charles Gale, McGill University
Lindsay LeBlanc, University of Alberta

