

**Board of Trustees Meeting
Canadian Institute for Nuclear Physics (CINP)**

**November 27, 2007, 10:30 a.m. CST
Teleconference call**

Present: Garth Huber, Chair (Regina), Kumar Sharma (Manitoba), Adam Sarty (Saint Mary's), Peter Blunden (Manitoba), Randy Lewis (Regina), Paul Garrett (Guelph)
Guest: Malcolm Butler (Saint Mary's)

Minutes

1. The meeting was called to order, and the agenda was approved as circulated.
2. Malcolm Butler joined the conference from 10:30 to 10:50 for this part of the meeting on by-laws.

Motion (Sarty/Garrett): To change the by-laws as indicated in the email sent by Garth on November 15, 2007 (see attached). CARRIED

Motion (Lewis/Blunden): To change the charitable status objectives as indicated in the email sent by Garth on November 15, 2007 (see attached) CARRIED

Malcolm will get these changes to the lawyers.

3. There was discussion of the appointment letter for the Working Group Acting Chairs. Trustees should send suggestions to Garth.

Motion (Lewis/Garrett): To appoint Working Group Acting Chairs as follows:

- **Nuclear Structure** Byron Jennings
- **Nuclear Astrophysics** Barry Davids
- **Searches for New Physics** Gerald Gwinner
- **Hadron Structure/QCD** Charles Gale
- **Education & Training** Roby Austin

CARRIED

4. Adam expressed concern about the lack of urgency in the current one page joint CINP/IPP "ask" (for example in relation to funding for SNOLAB). Few of our suggestions seem to have been incorporated into the final document.
5. The meeting was adjourned. The next meeting will take place in January after incorporation. We want to get the membership campaign going.

Bylaws

A) SECTION 2: OBJECTIVES

Malcolm stated that the "Objectives" section of the bylaws needs to better indicate the non-profit, and education/research character of the CINP. As it is, the wording sounds too much like a lobbying organization only, which may cause some problems with the charitable status application. However, subsections 2A and 2B were explicitly voted on by the DNP membership, and so the suggested solution is to write a preamble, rather than to modify those sections. You will notice some similarity with the suggested charitable status application I circulated yesterday. This is deliberate.

NEW PREAMBLE:

The Canadian Institute of Nuclear Physics is a non-profit corporation owned by the Institutional Members and operated by the Institutional and Individual Members for the benefit of nuclear physics research and education in Canada. These anticipated benefits include enhanced collaborative research and education opportunities, outreach, and a representation and communication forum for the Canadian nuclear physics community.

Then the section continues as before:

A. MISSION

The mission of the corporation is to provide a formal organization to fairly represent and effectively advocate the interests and goals of the Canadian nuclear physics research community to relevant agencies and parties.

B. SCOPE

In support of this mission, the corporation's activities may include but are not limited to:

- soliciting, assembling, and organizing the physics research plans of the Canadian nuclear physics research community into a broad-based road-map for presentation to bodies such as the NSERC grant selection committee and long range planning committees.

- representing the broad-based interests of the Canadian nuclear physics community to relevant institutes, in Canada and abroad.
- providing a forum for the advancement of the interests of students and alumni of higher education programs in nuclear physics in Canada.
- organizing workshops or other initiatives of interest to the Canadian nuclear physics community.
- facilitating Canadian participation in new nuclear physics initiatives in Canada and abroad.

REVISED SECTION 7.G.2: RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

In addition to the duties already spelled out in this section (primarily on the calling of meetings), Malcolm suggested that we need to add some

text to specify the anticipated day-to-day duties of the Executive Director, rather than leaving this simply as "such duties as may from time to time be prescribed by the Board", as is presently in the bylaws.

The Director shall perform such duties as may from time to time be prescribed by the Board. These may include but are not limited to:

i) working with the Scientific Working Groups to prepare and annually update a broad-based road-map of the physics research plans of Canadian nuclear physicists and present it to external and internal bodies, as required.

ii) represent the Canadian nuclear physics community at various research institutes in Canada and abroad.

iii) represent and advocate the interests and goals of the Canadian nuclear physics community to other agencies and parties, as required.

The section then continues with "The Director may at any time call a general or special meeting..." as presently in the text.

APPLICATION TO REGISTER A CHARITY UNDER THE INCOME TAX ACT

Section 4 - Information about the activities of the applicant. [Describe the organization's programs and activities in detail. How the organization intends to achieve each of the objects listed in its governing document. Indicate as well where the organization will be carrying on its activities and who the intended beneficiaries are. If the organization maintains a web site, please provide the address.]

The Canadian Institute of Nuclear Physics is a non-profit corporation owned by the Institutional Members and operated by the Institutional and Individual Members for the benefit of nuclear physics research and education in Canada.

Organization web-site: <http://www.cinp.ca>

The organization's planned objectives include:

a) fostering nuclear physics collaborative research and networking. This will be accomplished by periodically organizing or co-sponsoring scientific workshops or other initiatives of interest to the Canadian nuclear physics community. The workshop topic, timing and location are expected to rotate among the Scientific Working Groups and Institutional Members or the organization. The workshop topic may lead to new or enhanced participation by Canadian nuclear physics researchers in new nuclear physics research initiatives in Canada and abroad. The workshop expenses will be partially covered by the annual disbursements of the organization, with the remainder to be made up through registration fees or charitable donations.

b) educational outreach.

One of the working groups created by the organization is titled "Nuclear Physics Education and Training". Through this working group, the organization intends to perform student outreach and recruitment activities, by presenting the nuclear physics research programs and potential career opportunities to students across Canada, through posters, over the web, sponsored seminars, or other means. Part of the annual disbursements of the organization is allocated to these tasks, as listed in part 5 of this form.

c) provide representation and a communication forum for the nuclear physics research and education community. The organization intends to enhance the opportunities for Canadian nuclear physics researchers and students by representing the broad-based interests of the Canadian nuclear physics community in Canada and abroad. Part of this mission will include the creation of a road-map of the Canadian research programs in nuclear physics, for presentation to government agencies or other bodies, as required.

d) enhancing the nuclear physics education in Canada.

The organization intends to allocate a portion of its annual budget to financial assistance for students presenting their research work at conferences and workshops, as well as to scholarships and awards for meritorious students. The organization also work with the Institutional Members to increase the number of graduate classes offered via video

link and so enhance nuclear physics graduate student training across Canada.

Section 5 - Financial Information

Time Period: 2008-04-01 to 2009-03-31 [Fiscal year as specified in bylaws.]

A. Receipts

Line 003 - Gifts from other registered charities

University of Regina	\$6,000
[6 faculty*\$500/person*2yrs]	

Line 004 - Fundraising activities carried on by the organization itself

\$14,500

[Estimated dues for 1st year: 29 faculty*\$500/person]

Line 012 - Total estimated receipts from all sources \$20,500

B. Disbursements

Line 013 - Charitable programs

Student Conference Support	\$3,000
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Line 021 - Printing, publications, etc. \$1,000

Line 019 - Accounting and legal services \$1,000

Line 022 - Social events

Annual Workshop	\$5,000
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Line 023 - Other disbursements

Student outreach, recruitment	\$1,000
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Travel	\$3,500
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Consultant	\$2,500
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Line 029 - Total Estimated Disbursements \$17,000