

# Canadian Institute of Nuclear Physics

## Board Meeting

Sept. 9, 2016

Present: Garth Huber (GH), David Hornidge (DH), Sangyong Jeon (SJ), Gerald Gwinner (GG), Jeff Martin (JM), Sonia Bacca (SB)

Regrets: Rituparna Kanungo (RK), Jens Dilling (JD)

Minutes (prepared by JM)

1. Agenda – approved.

2. **Motion: Approval of Minutes of last meeting and results of electronic vote (DH,SJ)**

3. Financial reports (presented by SB):

NSERC and private account summaries prepared by SB attached.

NSERC: Remaining mystery at the level of ~\$700 in carry over from previous FY. SB to solve.

Private: (small <\$5 change from phone bill)

**Motion: accept revised private account summary or 2015 (JM, GG) agreed unanimously.**

Invoices for FY16 members' dues in preparation imminently.

4. Auditor's recommendations:

a. File taxes, get business number. SB has mailed forms for business number on Aug. 16, 2016. Awaiting response. GH to post certificate containing business number on website once available.

b. Two signatures should be required for cheques written on private account.

**Motion: The CINP treasurer, and one other person must sign checks for the private account. The other person must be either a member of the board of directors, or an officer of the CINP. (SJ, DH) agreed unanimously.**

c. Perform an engagement review rather than an audit (GH). GH reviewed CINP bylaws and found they permit the engagement review; therefore, the bylaws need not be amended. Draft motion for the annual members meeting was discussed, with slight edits. (Attached: Financial Review Policy after corrections, Sept. 9, 2016.)

5. Executive Director Report (GH)

- a. **Motion: approve up to 5 x \$500 awards for CUPC (GG, JM)**  
**SJ, GG volunteer as candidates for the selection cttee.**
  - b. Grad fair @ DNP. Collecting brochures. Could be used to update CINP website, too.
  - c. **Motion: Approve new member of CINP, #133 - B. Franke (TRIUMF) (GG, JM).**  
Several possible new institutional members discussed. GH to follow up.
  - d. Letters to federal Fundamental Science and Innovation Agenda reviews (attached)
  - e. Newsletter to be prepared for this fall.
- 6. News from TRIUMF – nothing to record in minutes
  - 7. AOB – no discussion
  - 8. Next meeting is planned for second half of November.
  - 9. Adjourn