

CINP Board Meeting Minutes

January 31, 2023, 16:30 Atl/15:30 East/14:30
MB&SK/12:30 BC

Present: Garth Huber, Greg Hackman (both non-voting)

Gwen Grinyer, Jeff Martin, Michael Gerike, Rituparna Kanungo, Thomas Brunner (minutes)

Meeting held via zoom

1. Approval of Agenda

Thomas motion to approve agenda. Ritu seconds.

2. Approval of Minutes of November 24/22

Jeff motions to approve the minutes of the November 24, 2022 board meeting including the Jan 7-9/23 E-vote to increase WNPPC travel awards to 13x\$650. **Gwen seconds.** Minutes approved. Ritu abstained (did not attend previous meeting).

3. Finance Report (Greg)

a) status of NSERC account and projection to March 31, 2023

Greg and Garth went through the budget. A few anomalies to point out:

- Commitment for WNPPC 2022 student prizes are still outstanding.
- 2023 WNPPC travel supplements will be received after the conference ends, still outstanding.
- One undergrad research scholarship is still awaited to come in.
- Website fees are for the last two years.

Budget balances out nicely with a projected leftover of \$79,836 (March 31, 2023).

For projected expenses there is a slight increase in the student fellowships and more travel cost now that post-pandemic travel is picking up again. CUPC did not invoice us last year because their budget did not need it. We could increase CUPC 2023 support to \$1,000 (separate motion for future board approval, not being voted on today).

The projected spending rate is looking good and will bring the carry forward to a level that we had when the grant started.

The membership fee is expected to increase with three new faculty members recently joining (projected to \$25,500/year). Garth mentions that this is a temporary increase as other members are expected to retire. Greg reports that for now the institutional fees are sufficient and no increase is required. All institutions paid their membership fees. No outstanding expenses this year on the private account.

Following the budget presentation there were no questions from the Board. The budget presentation was for information and therefore does not require a motion.

b) update on member invoices paid to date

Every institution paid their membership fees/invoices. The Board thanks Greg for executing this task.

4. Executive Director Report (Garth)

a) Proposed budget for FY23 and projection through FY24

FY2024 is the end of the fiscal grant and captured in the budget projection. There are two options in the budget: (1) add a grad fellowship this year or next or (2) end the grant cycle with a balance on the order of \$23k in FY2024.

In the proposed budget Garth assumes a conference sponsorship to \$10k (FY2023) with GRC (\$4k) and Shape Coexistence (\$1.5k) support already committed and other conference support requests expected.

Junior travel support budgeted for at \$7k. Request for student travel support is approved by a standing committee that evaluates applications as they come in. Last time this line item was nearly exhausted was 2018-19 fiscal year.

Grad fellowships are projected to increased to \$12.5k (\$25k for two grad fellowships). They are discussed and voted on separately under agenda item 4b.

Ritu asks for clarification on projections and if the amount may go up or down. Garth confirms that these are budget projects with minor changes/fluctuations possible.

Michael moves to approve budget. Thomas seconds.

Greg Hackman leaves at 3:52 pm ET.

b) Undergraduate Research Scholarships URS (FY23 expense)

Garth reports that last year we had $6 \times \$5k = \$30k$ scholarships, and \$3.9k in travel supplements. He proposed to increase the scholarship amount to $6 \times \$5.5k = \$33k$, as the \$5k award has not increased since 2020. The possibility of \$3.9k in travel supplements stays unchanged. Garth proposes an application deadline of Monday, Feb 27, 2023.

Thomas motions to approve. Gwen seconds.

Gwen offers to participate as CINP board representative on the selection committee, provided she is not in conflict. Michael Gericke would be available if Gwen is in conflict.

Last selection committee (2022) was Garth Huber, Chris Ruiz, Juliette Mammei

Garth will find other members to complete the committee once applicant conflicts are known.

c) Graduate Fellowship GF (FY23 expense)

Garth reports that last year we had two \$12k fellowships, each to be supplemented by the home institution to a value of not less than \$32k. There has been another strong response by applicants (10 applications) that could have justified giving at least 5 awards.

Given our strong budgetary position, Garth proposes two fellowships at \$12.5k each (each to be supplemented to \$33k total). Garth notes that the 2021 and 2022 recipients are allowed to re-apply up to one more time. Renewal of the fellowship, however, is not automatic. The proposed application deadline is March 27, 2023.

Thomas motions to increase the fellowship to \$12.5k/fellowship and if we receive 11 applications and above to give out 3 fellowships. In the case of 10 or fewer applications we will give out 2 fellowships. Michael seconds the motion.

Michael leaves (4:02pm)

Last year's selection committee members were Jason Holt, Gwen Grinyer, Gerald Gwinner, Dave Hornidge

Jeff Martin volunteers to be on the selection committee. Garth will recruit the other committee members once application conflicts are known.

d) New Membership Applications

230 - Bardh Quni (Manitoba, Assoc)

Received WNPPC travel award. All students who received awards but were not members were encouraged to become associate members. Only one student applied.

Gwen motions to approve, Ritu seconds.

e) Institutional Membership

York: Garth reports that Randy Lewis has been approached with the question if York could join as an institutional member. The university replied with a firm 'no' (at the departmental level). There were no negotiations. Ritu suggests that maybe this is not the best time and maybe in the future York may join. Garth agrees that we can retry in a few years

Calgary: Garth has been in written communication with Tim Friessen and had a productive zoom meeting. Things are moving very slow and it is not clear when this will succeed. Overall Garth reports an optimistic outlook but the process will take a lot of time. Garth, Gwen and Thomas will try to talk to Tim at WNPPC.

Garth elaborates that all we need for institutional membership is a commitment to pay the annual membership fee to CINP. The level of approval for the institutional membership depends on who is paying the fee. Universities may withdraw at any time, but typically the membership fees are paid once it is established as part of the regular procedures of the institution.

Ritu asks if we have a strict policy for an number of years that membership fees can be not paid. We do not and Garth argues that having leeway in the discussion with universities has been helpful in the past.

Jeff asks if professional development funding is allowable for membership fees? Garth: Mount Allison uses this model with the membership fee being paid from professional development allowances of its researchers. The model to pay membership fees varies from university to university.

5. News from TRIUMF

No representative from TRIUMF, so no report.

Garth reports that the next ACOT meeting will happen in April. Garth expects in-person ACOT meetings for future meetings (the past meeting was hybrid).

6. Other Business

Garth is invited as observer at the upcoming Large Project Day (LPD) meeting on Sunday Feb. 19. LPD overlaps with WNPPC, so he will watch it from there.

Presentations of CINF and IPP to the NSERC evaluation committee were given in the fall, not at LPD as in the past. Only experiments are presenting at LPD and only members of an experiment plus CINF and IPP observers are allowed to LPD.

Garth reports that the CINF presentation causes IPP to explain why there are exemptions for IPP scientists allowing them to apply for funding, and that McDonald also refers to the IPP exemption to explain why their CFREF-funded scientists can't apply for NSERC funding.

Gwen reports that CCUWIP was hosted at the University of Regina about 10 days ago with 50 undergrads and 6 keynote talks. \$2k in prize money was given out and the event was super successful. Gwen thanks CINF for its support.

7. Approximate date of next meeting

We will need to approve Greg's FY22 budget statements before the upcoming CINF institutional membership meeting in mid-May. That means the next Board meeting will either be in late April or early May, depending on Greg's schedule.

8. Adjourn

Ritu motions to adjourn. Thomas seconds