

CINP Board Meeting Minutes

Dec. 4, 2025, 13:30 NL/13:00 Atl/12:00 East/11:00 MB&SK/10:00 AB/9:00 BC

Present: Gwen Grinyer, Olga (Liliana) Caballero Suarez, Thomas Brunner (minutes)

Non-voting: Garth Huber, Corina Andreiou, Greg Hackman

1) Approval of Agenda

Thomas motions, Gwen seconds.

2) Approval of Minutes of Sept 25, 2025

Gwen motions to approve minutes, Liliana seconds.

3) Finance Report (Greg)

a) Status of NSERC account and projection to March 31, 2026

Greg shares financial report that was shared with the board prior to the meeting. Private account has just under \$16k. This year we are looking at a deficit of \$600 for the entire year. The projected balance by the end of the year will be \$17k. This is not desperate for now but not sustainable. We require more membership fees to cover executive director and audit costs.

For NSERC account, Greg walks the board through the financial statement that has been shared. The expected balance at the end of the year is \$14.9k. This is quite under what we had projected, largely because LRP travel expenses are more expensive than expected. We are \$5k over budget at the moment.

There was no CUPC request so this anticipated cost does not happen and mitigates part of the over expenditure.

b) Update on member invoices paid to date

All member fees for the year have been paid, except from SMU. The executive director has been paid from the private account along with audit fees. For details see financial report shared by Greg.

c) Update on audit

It was discovered in the most recent audit that in the past the grant income was misrepresented. It has been corrected in the audit of the current fiscal

year. Garth is surprised that the auditor misrepresented this in past years. Greg mentions that this will require us to redo the statement for last year. The correct presentation will be used in current and future statements.

Greg walks the board through the outstanding expenses. There are several outstanding expenses as captured in the table in the financial statement.

Action item: Paul Garrett needs to invoice Greg for CINP share towards the expenses of the LRP. Greg to reach out to Paul.

Since we do not have quorum, Gwen proposes that we discuss the following agenda items during the board meeting but e-vote afterwards on any item that requires a vote. This will us to react to time-critical requests.

Garth mentions that this will delay sending out the WNPPC student travel award announcement, since we need agreement on conference and student support. He will send out the newsletter without mention of the student travel awards.

4. Executive Director Report (Garth)

a) Discussion on ACOT

Gwen asks about CINP invitation to ACOT. The discussion evolves around the fact that CINP observers are not invited to ACOT anymore. Garth reports that IPP is also not invited anymore. CINP (and others) cannot reach out ACOT directly. One must follow a communication process via the ACOT secretariat. This is a NRC requirement. ACOT will reach out if they require input but otherwise we are not allowed to reach out to ACOT.

Corina mentions that TRIUMF sent a communication about the next ACOT meeting. Garth mentions that this email was only sent to TRIUMF members and users, but it was not sent to CINP. Greg mentions that this invitation is only for the first hour of the ACOT meeting, i.e., the public section of the meeting, and nothing else.

b) WNPPC Student Travel Awards

Garth reminds the board that in our spring meeting we decided to try to maintain the Undergraduate Research Scholarships as much as possible in our current strained financial situation, and this implies a reduction in the other awards offered.

In the past we aimed for a success rate of ~70% but with a maximum of 15 awards. Historic award numbers of the past years:

2025: 12 applications to Banff, AB, 8 awarded

2024: 9 applications to Bromont QC, 6 awarded

2023: 20 applications to Banff AB, 13 awarded

Russ, via email, proposed 6 awards at \$750 each at a success rate of 70% up to a maximum of 8 awards. **Russ motions (by email), Thomas seconds. An e-vote is required**

Garth requires people for selection committee. Liliana would be available to help out with the selection committee. Gwen and Thomas likely will have conflicts with their students applying for the travel fellowships.

c) Conference Support Applications:

We received requests for support of the following conferences:

- International Workshop on the Application of Noble Gas Xenon to Science and Technology (XeSAT) 2026 request (FY26)

Thomas has a conflict as member of the organizing committee. Gwen summarizes the scope of the workshop. Working group chairs were positive towards supporting the conference. **Gwen motions to approve \$2,000, Liliana seconds. E-vote required.**

- Nuclear Structure 2026 request (FY26)

Gwen has a conflict. In terms of timing this conference is later in the year, so we could table the discussion. Liliana is supportive of supporting the conference but is not certain of the level hence she would prefer to postpone the discussion to next meeting. **Gwen motions to table the discussion until the next meeting. Liliana seconds.**

- WNPPC 2026 student prizes (FY25)

Support of a student award in the amount of \$750. **Gwen motions, Liliana seconds, requires e-vote.**

- University of Western Ontario Physics Undergraduate Conference (PhUnC)

With the exception of Thomas, no one has heard of this event before. It would be a 2026 request (FY25). **Gwen motions to not fund, Liliana seconds, requires e-vote confirmation.**

d) Membership

□ **postponed to next board meeting**

e) Meetings at CAP Congress, Ottawa, ON

- CAP: June 21-26/26 in Ottawa
- CINP Individual Members AGM is on Congress schedule for Thursday lunch, 12:15-13:30
- CINP/IPP Joint Session is organized by CINP this year, planned for Thursday afternoon 14:15-16:15
- Time and Date for Board Meeting typically Thursday breakfast @ 7:30, but if that is too early for those joining from west, we could try Wednesday @ 18:45, mid-way through the poster session and then go for a group dinner

Garth emphasizes that we need a decision so we can put the time on the CAP congress schedule and to reserve a room. Liliana will be in the same time zone if she is at the congress or not. Greg mentions that he would be OK getting up at 4:30am to join an early board meeting. Garth suggests to keep the board meeting at 7:30 am for now and rediscuss at the next board meeting.

f) Recent/future Meetings by Garth Huber

Garth will travel to Ottawa next Monday and he and Carsten will meet with policy makers. The following meetings are scheduled:

- CFI: Sylvain Charbonneau (President), Mark Legace (Dir of Programs)
- NSERC: Alejandro Adem (President), Sarah Overington, Kevin Lapointe
- ISED: Michelle Gravelle (Director General, Research Ecosystem Support)

Garth will update the board at our next meeting.

g) SAPES Fall Orientation Meeting

- The meeting will be on Dec 18.
- NSERC has considerably modified the meeting format compared to other years. SAPES thought that they received a lot of details that were not needed for them to make decisions, so there will no longer be separate presentations by TRIUMF, SNOLAB, McDonald, CFI. Garth and Carsten are now charged with summarizing all of the info on behalf of these organizations, in addition to the CINP/IPP presentations.

- The "Context Document" is in the process of being updated. Thanks to the universities and TRIUMF that have provided new information.

h) Canadian Subatomic Physics Long Range Plan

- CINP Brief was submitted on Nov 28. Garth to write letters of thanks on behalf of CINP to the writing committee for their hard work.
- The LRPC has begun their virtual meetings. Two meetings were held this week, on Dec 1 and 4.

i) Newsletter

- The Nov newsletter had to wait until after this Board meeting, so it could include the WNPPC student travel announcement. Garth expects to send it later today, without that announcement.

5. Other Business

Greg received an email from Adam Sarty. SMU will pay \$1,000 instead of \$2,500. Garth mentions that we need to follow due process. Inactive faculty members must first be moved to associate status. Garth mentions that he already communicated this with them. SMU needs to request a change to the membership status from active member to associate member.

Action item: Garth to follow up with SMU. We expect to discuss this at the next board meeting.

Gwen reports on the recent special meeting of institutional representatives to vote on the executive director's appointment. Greg Christian is now the representative from SMU. The Governance web page has been updated.

6. Approximate date of next meeting

We need a meeting in the second half of January, to approve 2026 URS and GF competitions, and other minor business.

Travel constraints:

- Garth will be in Europe Jan 23-Feb 12, would be best if we could hold the meeting just before.
- Thomas to return from Europe on January 18, 2026.
- Possible dates for next meeting are Jan 19-22, 2026. **Garth to send a meeting poll.**

In the meantime, Garth will set up and conduct an e-vote on:

- WNPPC support (student award)
- Student travel awards for WNPPC
- CINP support for XeSAT
- PhUnC

7. Adjourn

Gwen motions to adjourn, Liliana seconds.

Results from e-vote

Quorum was reached in an e-vote by December 5, 2025. Ballots were cast by Gwen Grinyer, Olga (Liliana) Caballero Suarez, Thomas Brunner, Chris Ruiz and Russell Mammei. Svetlana Barkanova could not vote due to a power outage.

The results of the e-vote are:

MOTION 1: WNPPC 2026 Student Travel Awards 6x\$750 awards, but if more than 9 applications increase to up to 8 awards, with a projected success rate of 70% (for 12 applications). If more than 12 applications, keep the number of awards at 8.

- Moved by Russ (by email)/Thomas
- Vote yes to Fund, no to Not Fund: YES_5_ NO_0__

MOTION 2: WNPPC 2026 Student Talk and Poster Prizes Request for \$750
Discussion consensus was to approve

- Moved by Gwen/Liliana
- Vote yes to Fund, no to Not Fund: YES_5_ NO_0__

MOTION 3: University of Western Ontario Physics Undergraduate Conference (PhUnC 2026) Request for sponsorship. Discussion consensus was not to approve.

- Moved by Gwen/Liliana
- Vote yes to Fund, no to Not: Fund YES_1_ NO_4__

MOTION 4: International Workshop on the Application of Noble Gas Xenon to Science and Technology (XeSAT) 2026 Request for \$2000. Discussion consensus was to approve in full.

- Moved by Gwen/Liliana
- Vote yes to Fund, no to Not Fund: YES_4_ NO_0__ ABSTAIN_1__