

CCFFR Business Meeting Minutes

The 62nd Canadian Conference for Fisheries Research Ottawa Westin Hotel January 10th, 2009

I. APPROVAL OF THE AGENDA

The business meeting for the 62nd Canadian Conference for Fisheries Research (CCFFR) was called to order by President Dr. John Post, with the declared objective to have a short one. The proposed agenda was tabled and a motion to approve was passed (Kim Hyatt / John Lark).

II. APPROVAL OF THE MINUTES OF JANUARY 4th, 2008

Draft minutes of the 2008 CCFFR Halifax meeting, prepared by Julie Deault, were presented. These had been made available on the website prior to the business meeting. A motion to approve the minutes was passed (John Gunn / Don Jackson).

III. ACKNOWLEDGEMENTS

Dr. Post stated that it was a great pleasure for him to acknowledge all the efforts of the organizing committee and volunteers for this year's CCFFR. Special thanks were extended to both John Lark and Julie Deault for local arrangements for a very well organized venue and Dr. Marco Rodriguez as program Chair for a nice program that integrated very well limnology and fisheries. Thank you as well to Rob Mackereth, Hélène Cyr, Howard Powles and Julie Deault for the selection of the CRTF awardees. Thank you to Kim Hyatt, Peter Amiro and Margot Stockwell for administrating the Clemens-Rigler account through CARS. Thank you to Sherrylynn Rowe who handled nominations... as usual! Finally, thank you to Chris Taggart for the upkeep of the CCFFR website. The sponsors to be thanked for their financial support were:

- Department of Oceanography, Dalhousie University
- Fisheries and Oceans
- Lotek Wireless
- Kongsberg
- NRC Research Press
- University of Northern British Columbia, Quesnel River Research Centre
- Hoskin Scientific
- Environment Canada

President Post noted that many of these sponsors have supported the CCFR for several years and their continued contributions and the contributions from new agencies have been vital to the success of this meeting and student travel.

IV. TREASURER'S REPORT

Julie Deault presented the 2007/2008 financial report.

Participation was again good with 209 registrations. CCFR: 154 SCL: 38
Not identifies to a group: 17; regular: 114, students: 88.

The balance forward for the 2007/2008 fiscal year was \$14, 717.41. The 2008 61st edition of the CCFR conference held in Halifax generated \$34,348 from registrations and banquet tickets and \$5,221 from other sources in revenues. Expenditures were \$32,585 for the conference itself plus \$6,000 for the CRTF contribution. There was a net margin of \$1.7K if only the conference expenses were taken into account, but not enough profit generated to cover the \$6K contribution the CRTF.

There were also expenditures of \$5,000 as deposits to the Westin Hotel for the 2009 conference and \$1,080 for the liability insurance for 2009. Overall, expenditures for that fiscal year were of \$44,670.71 **The carry over balance to the 2007/2008 fiscal year is \$9,617.17.** See the Treasurer's Report – CCFR 2007/08 for details.

The financial objectives for any post meeting surpluses have been to commit 6 to 8K to the CRTF and to leave a minimum of 5K to direct to security deposits and insurance for the next meeting. It has been important for the local arrangements chair to budget a meeting that is self-sufficient based on a moderate level of participation. This conservative approach along with donations from sponsors has allowed the meeting to operate successfully with a modest surplus for subsequent years. Organising the conference is an immense amount of work and we are thankful the brave one who volunteer to take on that work.

Dan Heath moved to approve the financial report, Michael Fox seconded / unanimous.

V. CLEMENS-RIGLER TRAVEL FUND

Thanks to Rob Mackereth, Hélène Cyr and Julie Deault who formed the Selection Committee; Dave Stanley, former President of CARS, Kim Hyatt, Acting President of CARS Peter Amiro, former Treasurer of CARS, and Margot Stockwell, treasurer of CARS who runs the fund and cut the cheques.

A total of \$16,901.84 was raised for the CRTF in 2008 for the January 2009 meeting awards (see budget attached). 66 awards for a total of \$16,589 were granted. **64 awards were claimed for a total of \$15,939.**

There was a \$98.16 deficit at the end of last years' exercise. SCL had made a one time contribution of 4000\$ which allowed to cover the deficit and start this year with a positive balance of \$3,901.84.

CCFFR made a \$5,000 donation to CRTF, lower than the usual amounts since the bank account was low. SCL made a \$2,000 donation. DFO (Ecosystem Science Directorate) contributed \$6,000 in matching funds. Julie Deault noted that the DFO equal contribution agreement would likely continue over the next years. DFO's donation matches up non-governmental donations up to \$6000.

Margot Stockwell distributed cheques to 63 of the awardees during the conference, which greatly reduces the amount of work required to distribute the awards. One cheque was sent to one student. This method was greatly appreciated by the students.

President Post indicated that once again, the Clemens-Rigler Travel Fund was highly successful and thanked all involved.

VI. MEETING MANAGEMENT

John Lark and Julie Deault were the local organisers for the Ottawa meeting. John Lark handled the contracts with the hotel and the AV and the insurance issues. John mentioned that this year was stressful due to the fact that participation was lower than expected and because there was not a big amount of money left in the CCFFR account to cover a potential deficit with the hotel. There was a potential liability of \$26K if contract terms were not met. The Westin hotel is the only hotel where there can be 6 concurring session with at least 100 seats per room, and with food court and amenities close by.

When planning the conference, one has to be conservative in the number of people require to attend in order to break even, and the extra people generate some revenues.

One issue was that people from CCFFR booked rooms without using the booking code, therefore those rooms could not be accounted for until we went through the list and identified CCFFR participant. It is important to keep costs as low as possible for people to book a room mentioning their attendance to the conference.

Recommendations were made:

- have a direct link on the CCFFR website for hotel booking;
- mention on the CCFFR website that booking at the conference hotel helps keep the cost of the conference low.

VII. INSURANCE

Some insurance exists for show cancellation, but they can be expensive. The best insurance would be to host conferences that generate some funds that could be kept in the bank account as a buffer for rainier days.

There is another kind of insurance for liability. This insurance costs \$1080 and has been purchased for the last few years to protect the executive members and the organisers of the CCFR meetings. Hotels demand that we have this insurance.

VIII. UPCOMING MEETINGS

a. Officers and Arrangements – 2010 (Winnipeg, MN)

President: Daniel Heath (University of Windsor)
Local arrangements chair: Paul Blanchfield (DFO, Winnipeg)
Program chair: Darren Gillis (University of Manitoba)
Secretary-Treasurer: Julie Deault (DFO)
Nominations chair for 2011: Sherrylynn Rowe (DFO)

The conference will likely be held either at the Delta or the Fort Gary hotel. Local organisers will inquire and assess what the best option is.

The conference will be held from January 7 (evening reception) until January 9. John Lark and Daniel Boisclair will provide guidance to the local organisers.

There was a motion to offer the Winnipeg organisers to acquire cancellation insurance if they chose to. Moved by John L., supported by Pierre Magnan, unanimous.

For the themes of the 2010 conference, some proposed were trophic interactions, fleet dynamics, arctic fisheries genetics. The program chair said he would consult CCFR members via e-mail and develop a list of themes.

b. Venue 2011

The 2011 conference will be held in Toronto

President:
Local arrangements chair:
Program chair:
Secretary-Treasurer: Julie Deault (DFO)
Nominations chair for 2012: Sherrylynn Rowe (DFO)

A motion was made by Marco Rodriguez and supported by John Cassleman, unanimous.

c. Venue 2012

The 2012 conference will be held in Moncton. Mark Hansen will be the local organiser. A 125 to 200 people should be expected. A motion was made by Don Jackson and supported by Pierre Magnan, unanimous.

IX OTHER BUSINESS

Student help with AV and registration

Students helping with the AV and registration were paid 100\$ each for their help. Considering the state of the budget this year, members of the committee felt that this was an expense that was not necessary. Member of the committee and the organisers put countless hours of their time to prepare the conference and it was felt that students should be contributing some time as well. Julie Deault discussed with some student representatives and there was willingness from students to participate and volunteer. Of course, they would not say no to money if it was offered to them, but they would help with the AV for free.

In the past, students have asked if their fee to the conference could be waived if they helped out. There were some issues related to this as registration money is needed to maintain the conference, and also difficulties in tracking who had done what when.

It is strongly suggested to get students more involved and to not spend money on the AV and registration help.

Rob Peters Award

This award is offered by SCL and rewards the “best paper in aquatic science”, so it is open to all students attending the conference. Last year it was agreed that the winners’ talk would be highlighted in the program schedule. There were discussions on what was the best time to award the plaque. During the plenary was not an appropriate time, neither during the banquet where people do not pay attention.

A motion was brought forward by Nick Collins to propose that **the Rob Peters Award would be given during the talk of the recipient**, and that time should be managed accordingly. It was seconded by Dan Heath, and adopted unanimously.

CJFAS

Don Jackson quickly reported on the CJAFS (NCR Press). “Everything is a bit up from last year”.

X ADJOURNMENT

President Post asked for a motion to adjourn the 2009 business meeting of CCFR, passed (Mike Fox, Marco Rodriguez).

Clemens-Rigler Travel Fund – 2009 Meeting
Status Report as of January 2009

Donors:

Carry-over (deficit)	-98.16
CCFFR	6,000.00
SCL	2,000.00
DFO (Ecosystem Sc. Dir)	6,000.00
SCL one time donation	4,000.00
Total	\$16,901.84

Awards

64 awards for a total of \$15,939.00

By provinces:

AB 1
BC 2
NB 3
NL 2
NS 2
ON 33
PEI 1
QC 19
SK 1

From SCL: 27

From CCFFR: 42

Minimum amount: \$150

Maximum amount: \$400

Information provided by Howard Powles, Rob Mackereth and Margot Stockwell