

CCFFR Inc. Business Meeting Minutes

The 67th Canadian Conference for Fisheries Research Yellowknife- Explorer Hotel, Janvier Room 17:00, Saturday January 4th, 2014

I. APPROVAL OF THE AGENDA

President Jim Reist called the business meeting for the 67th Canadian Conference for Fisheries Research (CCFFR) to order at 5:00 pm. The proposed agenda was tabled and a motion to approve was passed unanimously (John Lark/ Allan Curry).

II. APPROVAL OF THE MINUTES OF JANUARY 4, 2013

Draft minutes of the 2013 Windsor meeting were presented. A motion to approve the minutes was passed (John Lark/ John Post).

III. ACKNOWLEDGEMENTS

President Jim Reist, speaking on behalf of the CCFFR assembly of associates, thanked profusely the organisers of the conference and wanted to acknowledge the wonderful organisation. This was the first conference to ever be held in the North since the inception of CCFFR, 67 meetings ago. Pete Cott and Bruce Hanna, with the support of Lorraine Brekke and Julie Coad, did an amazing job at planning this meeting. Not only was every detail carefully managed but they were able to obtain important sponsorship. There were 2 free Edmonton-Yellowknife flights by First Air that were allocated to students. They also arranged to serve smoked Arctic Charr, Pike and Inconnu to the Smoker menu to provide a real northern Canadian experience. Derrald Taylor, an Inuit carver, did soap stone carvings during the evening, and Digawolf played music the whole evening. The next evening, during the gala dinner, we were entertained by performances from local Tlicho Drummers and by Lee Mandeville, an excellent fiddler. A "Taste of the North" dinner was served.

Thank you also to Allen Curry, Darren Gillis and Chris Taggart who put together a great program and to Allen who managed the speakers through the usual spectrum of cancellations and rescheduling.

Those of us who attended are deeply grateful to everyone involved for the energy and attention to detail that was required to bring everything off so successfully.

Thanks were also extended to Sharon Lackie for administering the CCFFR website, hosted at the University of Windsor. Thank you to Julie Deault at DFO for her work throughout the year in supporting CCFFR.

Thank you to Rob Mackereth who chairs the CRTF selection committee each year and lets be frank, does most the work in allocating the travel awards. Thank you as well to Margot Stockwell who, as the CARS treasurers, administers the CRTF fund. And thank you to Julie Deault that navigates the government administration in order to obtain DFO's contribution to the CRTF.

Thank you also to John Lark who has been involved with CCFFR since 1974. He has been CCFFR's corporate memory for quite a while now and this year, he spent a lot of time on the logistics involved with the incorporation of CCFFR (officially incorporated as of April 2013). Pete and Bruce arranged for a beautiful print of

an Arctic Grayling (Nick Mandrak assures it keys out to *Thymallus arcticus*) with a plaque thanking John for working to support CCFR. Jim Reist presented the print to John at the banquet to commemorate his 40 year commitment to CCFR.

Thank you to the sponsors who helped make this conference such a memorable one:

Over \$2500

- First Air – The Airline of the North
- Government of the Northwest Territories - Environment and Natural Resources
- Explor
- Golder and Associates
- Dominion Diamond Corporation
- Imperial Oil
- Department of Fisheries and Oceans
- Stantec

\$1000 - \$2500

- Enbridge
- Conoco Phillips
- De Beers Group of Companies
- Fisheries Joint Management Committee
- Rio Tinto Diavik Diamond Mine
- North/South Consultants Inc. Aquatic Environment Specialists
- Canadian Journal of Fisheries and Aquatic Sciences
- Wekeezhii Renewable Resources Board

Under \$1000

- Macdonald Environmental Sciences Ltd.
- Hoskin Scientific
- The Explorer Hotel
- Len Thompson

Door Prize Donations

- Lake Awry Cap and Crest
- Visual Effects
- Malcolm L. (Mac) Stark Team NWT Flyfishing
- Northern Images
- Gallery of the Midnight Sun
- Old Town Glassworks

IV. TREASURER'S REPORT

Julie Deault, treasurer, presented the 2012/2013 financial report.

Participation at the 2013 meeting in Windsor was good. There were 256 registrations: 121 students and 135 regular.

Registration was allowed until December 7, 2013. The regular registration fee was \$200, and \$150 for students. There was no late registration this year as the venue needed to plan for the number of meals to serve. This was exceptional as usually, people can register up to the time of the conference.

The balance forward from the 2011/12 fiscal year is \$27,999.05. The 2013 66th edition of the CCFR conference generated \$6,842 from registration and banquet tickets and \$7,150 from other sources of revenues (sponsors).

The net margin for the Toronto conference itself is of \$3,713.82 (a \$8,713.82 cheque was received and this amount included a \$5,000 refund for the hotel deposit provided by CCFR). Other annual CCFR expenses such as liability insurance, CRTF contribution, incorporation, etc., are not accounted for in the local meeting organization expenses.

Overall, revenues for the 2012/2013 fiscal year were of \$59,306.66 and the expenditures were \$65,430.556. **There was a net CCFR deficit of \$6,123.90 this fiscal year.** The balance forward from the 2011/12 fiscal year was \$27,999.05. The carry over balance to the 2013/2014 fiscal year is \$21,875.15. It is to be noted that CCFR incurred extra expenses this year in order to incorporate. See the Treasurer's Report – CCFR 2012/13 for details.

Meeting organizers should plan so that the conference generates a net margin of \$12,000, i.e. \$6,000 for the CRTF contribution and \$6,000 for deposits and pre-meeting expenses (insurance, incorporation fees, domain fees, financial audit fees, etc) for the following year.

The financial objectives for any post meeting surpluses have been to commit \$6,000 to the CRTF and to leave a minimum of \$6,000 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. Organizing the conference is an immense amount of work and we are thankful the volunteers who take on the work each year.

Rick Taylor moved to approve the financial report, Ross Tallman seconded / unanimous.

V. CLEMENS-RIGLER TRAVEL FUND

a. Awards and criteria for CCFR 2014

The Clemens-Rigler Travel Fund (CRTF) was set up in 1972 to help facilitate the attendance of graduate students in the fisheries field, at the annual Canadian Conference for Fisheries Research (CCFR) meetings. The travel fund provides students with an opportunity to share their research results and make connections with other students and professionals in fisheries science. Graduate students registered at a Canadian university and who are presenting either a poster or an oral presentation at what is now the joint CCFR and Society of Canadian Limnologists (SCL) annual meeting, are eligible for the award. The CRTF is administered by the Canadian Aquatic Resources Section of the American Fisheries Society (CARS).

The CRTF committee distributes funds fairly among participants to the two conferences and to foster participation from all parts of Canada. Consequently, the amounts awarded are based on available funding and are generally proportional to (a) the cost of traveling to the conference and (b) amount received in previous awards.

For the 2014 CCFFR conference in Yellowknife, NWT, **25 students were granted a Clemens-Rigler Travel award. Individual awards ranged from \$500 to \$1000, for a total of \$18,600.** One student was not able to attend the conference; those funds will be held over in the CRTF account for distribution in 2015.

DFO (Ecosystem Science Directorate) contributes matching funds up to \$6000 to the Travel Fund as long as the total government assistance is no more than 50% of the total amount allocated to the travel fund. In 2013-2014, the CRTF raised \$12,865.29 from non-governmental sources (including \$1,865.29 carry-over from 2013).

Source	Pledged
Carry-over from Jan-2013	\$1 865,29
CCFFR	\$7 500,00
SCL	\$2 000,00
DFO	\$6 000,00
GLIER (U. of Windsor)	\$500,00
Science Atlantic	\$1 000,00
Totals	\$18 865,29

b. Canvassing

Canvassing for the CRTF is an important responsibility of the CCFFR President. The President should start solicitation early in the year. The President and local organisers should communicate so they do not ask the same sponsors to support both the CRTF and the annual conference. **The President should start to canvass at the latest in June so by the end of October, the funds are received** and the CRTF committee can plan the allocation of the awards. The late fundraising has created issues in the past and in order for the fund to be managed properly, the canvassing needs to occur earlier in the year.

c. CARS management of CRTF funds

CARS has been managing the CRTF fund since 1994. CARS' treasurer (Margot Stockwell) administers the fund, participates to the selection of the awardees and sends the cheques to the awardees.

In 2013, fundraising was an issue as there was no fundraising done by the President, there was less money than expected that came in from the regular sponsors, and it came in very late in the year. This created a situation where CARS had to risk manage the awards allocate out of their own budget. In December 2013, a letter was sent to CCFFR by CARS informing CCFFR that while CARS was still committed to continue to support the conference each year, they were transferring back the management of the travel fund to CCFFR. Since CCFFR incorporated in April 2013, this was now administratively feasible.

The CCFFR members acknowledged that there was an issue with the CRTF fundraising and that efforts would be made to raise money earlier in the year. It was pointed out that the process to obtain the \$6000 DFO contribution had been streamlined and an agreement was in place until 2017/18 between DFO and CARS. The \$6000 contribution would, until 2017/18, be sent to CARS early October. Likewise for the \$6000 contribution from CCFFR. The issue is that since the agreement in place is between DFO and CARS, if CARS transferred back the management of the fund to CCFFR, this agreement would become void.

ACTION: Julie Deault will communicate with CARS to resolve this issue.

(Following the January CCFFR executive meeting, Julie Deault communicated with CARS and it was agreed that fundraising will be done earlier in the year and that the President will be well informed of its role in fundraising for CCFFR. The Nomination Chair should inform the "presidency candidates" of this duty and the selected President should agree to canvass for the CRTF. CARS agreed to maintain its support to CCFFR through the administration of the CRTF until the completion of the agreement in 2017/18. After that, CCFFR and CARS will have a discussion on where this role should lie.)

There was a motion (John Lark proposed, Nick Collins supports) passed unanimously that CCFFR should work toward administrating the CRTF allocation themselves. In view of the current resolution of this issue with CARS, this motion could be implemented in 2017/18.

VI. INSURANCE

The purchase of Liability Insurance started in 2008 because big hotels require it. It protects CCFFR from liability associated with the meeting (e.g. damage to the hotel). It was purchased for the Yellowknife meeting, as is normal. In addition, weather related meeting cancellation insurance was purchased in case a weather event prevented the meeting from proceeding it would have covered the \$75K expenses incurred if a storm had caused the cancellation of the meeting .

VII. REPORT FROM THE NOMINATED BOARD COMMITTEE

a. Board membership for 2014/15

Craig Purchase, Steve Cooke, Julie Deault, John Lark, Daniel Boisclair, Daniel Heath, Nick Mandrak, John Post.

b. Bylaws

The bylaws of the CCFFR Corporation will be published on the CCFFR website.

c. Directors and Officers Insurance

Directors and Officers insurance protects those who agree to be members of the Board of CCFFR from personal liability because of being Board members.

d. Motions adopted by the Board

- It is moved that the Local Arrangements Chair (Pete Cott for 2014 meeting) is authorized to sign contracts related to the conference (e.g. hotel, catering, audio visual) on behalf of the Corporation. Motion passed.
- It is moved that the signing officers for the CCFFR Corporation for banking or any other purpose will be any two of:
Julie Deault, John Lark, Dan Heath.
Motion passed.

- It is moved that the proposed budget for the 2014 Yellowknife meeting be approved. Passed.

VIII. MOTIONS

Quorum

Quorum is reached at this 2014 executive meeting therefore motions can be adopted.

1) Executive Board membership for 2014/15

It is moved that Craig Purchase, Steve Cooke, Julie Deault, John Lark, Daniel Boisclair, Daniel Heath, Nick Mandrak, John Post will be the CCFFR Inc. Board members. Passed.

2) CCFFR Slate for 2015, Hotel contract, 2016 local org.

- It is moved that the 2015 CCFFR executive committee will be made of:
President: Craig Purchase
Program: Dan Heath and Bryan Neff
Local Arrangements: John Lark and Steve Cooke
Secretary Treasurer: Julie Deault
Nominations Chair: Dan Heath
Passed.
- It is moved that the 2016 CCFFR Local Arrangement Chair will be Craig Purchase. Passed.
- It is moved that John Lark, local arrangements chair for the 2015 meeting, be authorized to sign a contract with the Westin hotel on the Corporation's behalf to enable the 2015 meeting to proceed as planned. Passed.

3) Tax Status

We have a written letter from our accountant (March 3, 2014) which indicates that CCFFR should not charge HST on any of the supplies or services it provides.

4) Appoint Accountant

It is moved that: Mingie Percival and Associates be appointment as CCFFR's accountant for the 2013-2014 fiscal year and will review the CCFFR Inc. books for the year. Passed (J. Lark / R. Taylor)

5) Motion for Financial Compilation in lieu of Audit

Moved that CCFFR file a financial compilation in lieu of an audit. Passed unanimously. (R. Taylor/P. Cott)

6) Insurance for Liability for CCFFR and its Directors and Officers

Moved that the Secretary Treasurer be authorized to pay for liability insurance for the corporation and as well for Directors and Officer's Insurance for Board members. Passed (J. Lark/ J. Reist)

IX. UPCOMING MEETINGS

a. Officers and Arrangements – 2015 (Ottawa)

President: Craig Purchase

Local arrangements Chairs: Steve Cooke & John Lark
Program chair: Dan Heath & Bryan Neff
Nomination Chair: Dan Heath
Secretary-Treasurer: Julie Deault

The meeting will be from Thursday January 8, 2015 until Sunday January 11, 2015. The smoker will be on the Thursday evening, sessions will be on the Friday, Saturday and Sunday. Details will be confirmed on the CCFR website when registrations open.

b. Venue 2016

St. John's, Newfoundland and Labrador
Local arrangements: Craig Purchase
Program chair:
Nomination Chair:

Tentatively, the meeting is planned to be from Thursday January 7 until Sunday January 10, 2016. Smoker would be on the Thursday. To be confirmed.

c. Venue 2017: Montreal

d. Venue 2018: Edmonton

Past Western Venues: Vancouver 1975 & 2002, Edmonton 1979 & 1999, Winnipeg 1969 & 2010, Calgary 2006, Saskatoon 1994.

X. CJFAS REPORT

CJFAS still has the same look but is not produced by NRC anymore. Now managed by Canadian Science Publishers. There are new services provided:

- Author services (e-prints provided directly)
- Citation alerts (will receive e-mails)
- Social media (Facebook, Twitter)

There were 638 submissions, there is not changes in trends since the last 10 years. No increase or decrease in impact weight. For the acceptance rate of fisheries paper is twice as high as acceptance rates for other topics.

XI. ADJOURNMENT

Motion for adjournment of the meeting. Unanimous. (J. Post/A. Currie).