

**CINP-ICPN Board Meeting
July 27, 2010**

Minutes

In attendance: Roby Austin, Jean Barette, Jens Dilling, Garth Huber, Kumar Sharma

Absent: Paul Garrett

The meeting was held by teleconference and chaired by KS. Minutes taken by GH.

1. Approval of Agenda:

One item was added to the agenda circulated earlier by KS:

#8 New Members.

Approved: Austin/Barette.

2. Approval of the minutes of June 7, 2010:

Approved without change: Barette/Dilling.

3. President's Report:

KS attended the CINP Fundamental Symmetries Symposium in Vancouver. A successful meeting, with a broad range of interests and facilities represented. Gerald Gwinner is expected to submit a final report in due course.

4. Election of Officers:

PRESIDENT: KS is willing to stay on for another year. Various people KS consulted before making decision stressed that it is important to maintain continuity during this time of LRPC deliberations.

VICE-PRESIDENT: RA also willing to serve another year.

MEMBERSHIP: JB feels that he has now learned the responsibilities of the position and is similarly willing to stay on. There was some discussion on membership recruitment, which is listed under item #8.

SECRETARY/TREASURER: An extended discussion ensued on how the responsibilities can be handled while PG is on sabbatical in Germany. The question of whether to appoint an assistant secretary/treasurer in the interim was discussed, but no decisions taken, pending further input from PG on the practicalities of the arrangement and his future intentions.

* KS and/or JD to solicit input from PG.

Motion to approve KS as President, RA as VP, GB as Membership Officer, and to table appointment of Secretary/Treasurer pending further discussion.

Approved: Huber/Dilling.

5. CINP Business:

KS suggests to schedule regular Board meetings in the last week of each month, to streamline workload in arranging meetings. The most likely time is Thursday afternoons, pending everyone checking their other commitments.

- * KS will circulate a Doodle poll to pick a common time for all meetings through to end of year.

KS raised the issue of hiring an Executive Director, even though not all institutional members have solved out their membership due issues. There was general support for this. The likely cost per year to the internal account is in the \$10-20k/yr range, plus travel which would be mostly covered by the NSERC account.

- * GH will generate a job description and circulate it for comments.

6. SAP LRP 2011-16:

KS reports that 30 submissions have been received, some from multiple authors. Some other people have indicated to KS that their brief will be late, but these have not yet been received. CINP Brief Committee has divided their responsibilities, members now drafting their individual sections. Next phone meeting is week of Aug 2.

Some discussion re. which labs to contact to establish international scope.

--- at this point the TeleConference line was dropped, and the meeting resumed 15 minutes later. JD no longer in attendance.

Town Hall meeting scheduled for Sept 11-12.

- * KS will ask TRIUMF to handle registration via their Indigo system.

7. Sponsorship of Conferences & Workshops:

Some discussion on the draft application and completion forms circulated earlier by RA. JB suggests to incorporate both the "Before" and "After" parts into the same form. The proposed date of the conference/workshop should be included. Also, the conference organizers should obtain a letter of support from the relevant SWG(s).

- * RA will incorporate the comments and then give form to KS, who will turn it into a form-fillable PDF. GH will arrange for the form to be posted on the website. A

list of conferences already supported by the CINP should also be posted on the website.

8. New Members:

Application of Adam Garnsworthy (TRIUMF).

Approved as Full Member: Barrette/Austin.

Application of Jason Donev (Calgary).

It was not clear that he meets the requirements for CINP Associate Membership. With the form as currently filled out, he can't be approved since he has not declared >50% of his normal research time will be spent on activities compatible with the physics interests of the CINP.

- * JB will consult with the Education SWG for more information.

Membership notes from item #2:

- JD suggests that we develop a recruiting strategy for new members.
- * RA will draft a membership poster which can be posted at various institutions, conferences, etc.
- * KS will check CINP membership against DNP membership and send to JB.
- * After likely candidates are identified, Board member or SWG Chair that most closely knows candidate can make personal contact re. membership.

9. Other Business: None.