

CINP Board Meeting

Held at the University of Ottawa
June 12, 2016

Attendance: G. Huber (GH), R. Kanungo (RK), C. Gale (CG), S. Jeon (SJ), G. Gwinner (GG), P. Garrett (PG), J. Dilling (JD), D. Hornidge (DH), J. Martin (JM)

RK chairing. Minutes by JM.

1. Agenda -- approved
2. Approval of Minutes (DH, RK)
3. Introduction of new Board member (SJ) and non-voting observers (CG, PG)
4. Appointment of Officers for 2016-17:
 - President: JD nominates RK, 2nd DH. Agreed by acclamation.
 - Vice-president: GG (nominated by DH, 2nd JD).
 - Secretary: JM (nominated by JD, 2nd DH)
5. Executive Director Report – presentation by GH
 - Application for NuInt2017 by Sonia Bacca: \$1000.
Motion: That full support be granted to NuInt2017 in the amount of \$1000 (JM, DH)
6. Finance Report
 - PG distributed paper copies of financial reports for each FY. Included NSERC account. NSERC funds are called “deferred income”. Instead of an “audit”, bylaws should be changed to require a “notice to the reader” or “engagement review”. There is no longer a legal requirement to do an “audit”.
 - GH: process to change bylaws is to request approval from institutional members.
 - GH and PG to discuss new wording.
 - PG: Additional papers need to be signed by another CINP board member.
 - PG: Additional costs of firm conducting the audit: \$3842.50.
 - **Motion: Accept the audit. (DH, JD)**
 - RK to sign the required forms subsequent to the above motion.
 - **Motion: Approve paying additional auditor fees \$3842.50. (JD,SJ)**
 - PG: Application for business number was filled out. Tax returns must be filed for each year, even though they will have nil result.
 - PG: Account with RBC (Guelph) now transferred to BMO (Vancouver). JD and Sonia Bacca opened the new account.
 - PG: All transactions might require two signatures, depending on the path pursued (“notice to the reader” or “engagement review”).
 - PG recommends that Sonia Bacca get advice from an accounting firm in BC. It could be different than advice from ON.
 - We should expect additional work on this point, possibly including amendments to the bylaws of CINP. We need additional information on the options in order to make decisions.
 - No other expenditures since last Board Meeting, so no update required from Sonia Bacca on accounts.

7. Discussion with Observers
8. Tentative date of next meeting: beginning of September? JD: How about APS DNP meeting in October? Notify GH of bad weeks in Sept/Oct.
9. Other business.
 - Kim Maltman's suggestions for CINP brief. GG, CG, and GH to meet and make plan to update the brief.
10. Adjourn.

Supplemental Vote held by Email, July 12, 2016

Motion: 6x\$500 student travel awards to the APS-DNP meeting in Vancouver rather than the 5 awards approved at the May 3 meeting (GG, JD)