

# CINP Board of Directors Meeting Minutes

May 28, 2024, 6:30 pm ET in PAB rm 108, Western University, London, ON

Present in person: Gwen Grinyer, Thomas Brunner, Garth Huber (non-voting)

Present remotely: Olga (Liliana) Caballero Suarez, Rituparna Kanungo, Chris Ruiz, Greg Hackman (non-voting)

Observers: Corina Andreoiu, Jeff Martin, Ruben Sandapen

## Minutes (by Thomas Brunner):

### 1. Introduction of new Board members and non-voting Observers

Corina, Ruben, and Jeff introduce themselves as incoming SWG chairs. Gwen and Chris were recently elected to new 3-year terms.

### 2. Approval of Agenda

**Thomas motions to approve agenda, Liliana seconds.**

### 3. Approval of Minutes of the meeting of 9-May-2024 (taken by Thomas Brunner)

**Gwen motions to approve minutes, Ritu seconds.**

### 4. Appointment of Officers for 2024-25:

*Officers to be appointed from the Board for the coming year: President, Vice-President, Secretary*

- Thomas nominated for secretary.
- Russ nominated pending his confirmation for vice president.
- Gwen nominated for president.

**Chris moves motion to appoint the above nominated, Liliana seconds.**

Garth will get confirmation from Russ if he agrees to his appointment.

\*\*\* update: Russell Mammei agreed to act as vice president in an email from May 29, 2024 \*\*\*

*Board representative to the J. Sci. Evaluation Committee (the other two members are the Executive Director, and the Chair of the Education & Training SWG). Liliana Caballero served in this capacity for 2023-24*

Liliana volunteers to continue in this position. Ruben will be the incoming member on the committee as chair of the Education and Training SWG. A new applications was received. Garth will forward it to Liliana and Ruben for evaluation.

### 5. Executive Director Report (Garth)

#### *Membership*

- New Associate Applications
  - 247 – Regan Ross (McGill)
  - 248 – Abdennacer Hamdi (Regina)

- 249 – David Gallacher (McGill)
- Renew Associate Member
  - 186 – Eleni Lykiardopoulou
- Remove Associate Member
  - 181 – Sriteja Upadhyayula

**Ritu moves, Gwen seconds motion to approve, renew and remove the above-mentioned members.**

#### *Scientific Working Group Review*

Garth summarizes updates on the Terms of Reference of SWG Chairs. There was an addition of EDI mention to reference for training/education. Other changes were a slight adjustment to the number of terms a chair can hold, now requiring board approval for more than two terms. This has been approved in a previous board meeting.

Gwen asks if the statement on EDI promotion in education should not be part of all working groups terms of reference. **Gwen proposes to vote to add one sentence on promotion of EDI (To promote equity, diversity and inclusion (EDI) in accord with the CINP Policy) to all SWG terms of reference. Thomas seconds proposal.** The board votes to add the sentence to all SWG terms of reference. **In favor: Chris, Liliana, Ritu, Gwen, Thomas.**

#### *☐ Tentative budget in upcoming NSERC grant application*

Greg got the notification from NSERC of the possibility for a one-year extension today. Greg proposes to take the COVID extension. Thomas raises the questions if there are any discussions ongoing to combine IPP and CINP. The discussion evolves on differences between IPP and CINP and challenges to combine both institutions. Thus far there have been no efforts from IPP to probe the possibility to merge.

Garth discusses the proposed budget for a NSERC application. We have \$20k cost for the LRP preparation projected next year which we would not receive if we use the one-year extension, which would need to come out of the CINP budget. This would reduce the amount of available funding next year.

For the past LRP, due to COVID, the only travel expense was for the CINP representatives to travel to TRIUMF to write the briefs. All other meetings were remote. In the projected budget for the LRP process starting in 2025, the expectation is that 6 people will travel to TRIUMF for the writing. Greg: Current balance is of the order \$75k. Summer student expenses are almost double this year what they were last year with a total of \$60k. In conclusion, the budget should be OK if we take the extension.

**Ritu motions to accept the one-year NSERC COVID extension. Liliana to second the motion.**

**Vote in favor for 1 year extension: Chris, Gwen Liliana, Thomas, Ritu**

Later in the meeting, Greg comes back with concerns about the one-year extension, after revisiting the budget. Taking into account our outstanding balances we had \$75k carry forward. With the incoming extension we will have \$148k for the coming fiscal year. The projected cost for this year was \$130k for this year.

April 1, 2024 we had \$108k. We will have a leftover of \$18k at the end of the current fiscal year. For next year we will have \$98k to spend and will need to cut back expenses in the next year. Garth

brings up that summer students and fellowships have already been approved and we cannot cut those back. Jeff suggests that we could ask NSERC if they could give us \$20k extra next year to support the LRP preparation. Ritu asks whether can we work out a scenario where we will not run a deficit next year? The discussion evolves on the budget and different scenarios and the impact of accepting the extension. A decision was made that more time is needed to properly work out the budget numbers and have time to think about them. **A special board meeting will be held on Friday, June 7 9:30am PT, to revisit the budget.** Garth to circulate the budget scenarios for accepting the on-year extension and a new application.

**Gwen motions to rescind the previous vote on the budget. Thomas Seconds.**

## 6. Tentative dates for next meeting

Since the board decided to take the 1-year extension, there is no need for a meeting over the summer. Gwen proposes to tentatively meet in late August or early September. There will be a lot of discussions with respect to the LRP in the upcoming board meeting. For the last LRP, NSERC stepped back and asked IPP and CINP to run the process and define the terms of references in coordination with NSERC. Recently (last fall), CFI mentioned that it would like to be an equal partner with NSERC in the LRP process. The hope is that CFI will be able to contribute to some of the cost of the LRP. CINP, IPP, NSERC, and CFI will need to agree on terms of references.

## 7. Discussion with observers

Moved to dinner.

## 8. Other business

A reminder of our CINP AGM on Thursday, May 30, over lunch (12:15-13:45) followed by the joint IPP-CINP session. There will be a report from NSERC SAPES and an introduction of the new CFI program. A discussion on the LRP process is also planned.

## 9. Adjourn

**Gwen motions to adjourn, Thomas seconds.**

## Thomas Brunner

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**From:** Garth Huber <Garth.Huber@uregina.ca>  
**Sent:** May 29, 2024 4:59 PM  
**To:** Thomas Brunner  
**Subject:** Fw: [cinp] Vice-President ?

FYI

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**From:** Russell Mammei <rrmammei@gmail.com>  
**Sent:** Wednesday, May 29, 2024 14:52  
**To:** Garth Huber <Garth.Huber@uregina.ca>  
**Cc:** Gwen Grinyer <Gwen.Grinyer@uregina.ca>  
**Subject:** Re: [cinp] Vice-President ?

Hi Garth,

Thanks about my daughter's foot. It is not broken but she is in crutches and needs to lay off it for about a week and a half or so. We had a follow up this morning and they said it didn't need to be put in a cast.

Yes I would like to be VP again if that is okay with everyone.

I should be able to attend the June 7th meeting.

Russ

On Wed, May 29, 2024, 3:16 p.m. Garth Huber <[Garth.Huber@uregina.ca](mailto:Garth.Huber@uregina.ca)> wrote:

Hi Russ,

I hope a doctor was able to promptly attend to your daughter's sore foot yesterday.

The Board would like to nominate you for a second year as Vice-President. Can you please confirm for us that you are able to accept the nomination?

Also, FYI there will be a special Board meeting next Friday, June 7. I hope you will be able to attend.

Thanks and Regards, Garth

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