

# CINP Board Meeting Minutes

Aug 28, 2024

13:00 Atl/12:00 East/11:00 MB/10:00 SK&AB/9:00 BC

Present: Gwen Grinyer, Thomas Brunner, Garth Huber (non-voting), Russel Mammei, Greg Hackman (non-voting), Olga (Liliana) Caballero Suarez  
Regrets: Chris Ruiz, Rituparna Kanungo

Minutes taken by Thomas Brunner

## 1. Approval of Agenda

**Russ motions to approve agenda, Thomas seconds**

## 2. Approval of Minutes of June 7/24

**Gwen motions to approve the minutes, Russ seconds**

## 3. Discussion on NSERC MRS Grant Renewal

Greg created the NSERC MRS proposal and sent the invitation out to all. Everyone on the call confirmed having received the invitation. NSERC deadline is October 1, 8pm EDT / 5pm PDT. September 18 is the TRIUMF internal deadline.

Greg needs institutional approval from all participating PIs. Garth mentions that we need to know who the TRIUMF officer will be who will collect these approvals. Greg to confirm if this is Ritu. Gwen asked if it causes a conflict of interest with Ritu as co-applicant and being TRIUMF's person signing off on it. Greg mentions that with Reiner in the past this never was an issue – in fact Reiner has regularly been on grants where he provided TRIUMF approval.

Garth reminds everyone that TRIUMF is only allowed to submit a proposal if signatures for approval have been sent by all institutions of the PIs participating in the application.

Gwen asks if we should all work on the draft or if Garth and Greg are taking lead on the writing. Garth confirms that Greg and himself will take lead on writing, all board members are expected to read and comment on the proposal.

Garth reminds everyone that the CCVs are required for every PI. Please update your CCV and link it well before the deadline.

Greg mentions that he needs to fill an internal form as well for internal submission to TRIUMF on Sept. 18.

The goal is to have a first draft ready by September 11, 2024. If people are in general agreement, we can do email approval of the proposal or schedule a meeting if required.

## 4. Finance Report (Greg)

Greg received all signatures from the board on the FY23 financial report and submitted the document to the auditor. Greg already received the assessment for FY23 taxes. CINP owes the Canadian government \$0 (zero). There were no issues with the accounting.

### Private account:

Current balance is about \$8k. We have paid all outstanding expenses. There are a few expenses that Greg has not invoiced yet, such as the industry Canada filing.

Institutional membership invoice fees: more than half of the institutions have paid already (total \$18k). Guelph, Saint Mary's, Memorial, and McGill are still outstanding (total \$10k).

This year there will be a surplus of \$40 in the private account with Calgary coming onboard and joining CINP as member institution.

The bottom line is that our budget is appropriate and balanced. Projected EOY balance: \$17k

### NSERC account:

The bottom line is that at the end of the grant we will have a carry forward of \$18k. Greg provided the details in the documents he shared via email. There are still a few expenses outstanding.

Projected change from 2024 to 2025 is -\$66k. This is due to the increased number of scholarships and awards that we gave out this year. At the end of the previous grant (2020) we had a carry forward of \$18k, which is comparable to the carry forward at the end of the current grant period. Greg mentions that the balance in TRIUMF's workday agrees with his spreadsheets and record keeping, so all is good in terms of budget numbers.

Greg mentions that there are outstanding invoices of \$104k in total. There are many conferences and student support invoices that are still outstanding. Greg walks through the list of outstanding and anticipated expenses for the current (and even past) fiscal year. Garth mentioned that for several of the planned expenses we have not received any requests yet. JSCI and conference support is still partially unspent (approved but not allocated in 2023: \$6k).

## 5. Executive Director Report (Garth)

### a) Conference Support

- CUPC2024 @ UBC, Oct 24-27, 2024. Our support for CUPC2023 was \$1000, this same amount is in our projected 2024-25 budget

The board received the sponsorship package via email. Support of \$1k would put us in the 'stellar' category. There is a lower tier support level as well which would get us a logo. In the past we sponsored at \$500 or \$1k (last year).

Since historically there has been limited interest in CINP at the grad fair, Garth thinks that it is not worth having a table and CINP presence at the fair. Last time, CINP asked universities for nuclear physics specific job opportunities but only a few institutions replied and there was very limited interest from students. Hence Garth is not excited about having a booth.

**Gwen motions to support CUPC at \$1,000, Russ seconds.**

## b) CUPC Student Travel Awards

- "The soft deadline to submit abstracts is September 1st. Submissions after this date will be reviewed on a rolling basis."  
Garth inquired with the CUPC organizers for a hard deadline and it is October 15.
- the 2024-25 projected budget listed 4x\$750 CINP travel awards for CUPC  
**Thomas motions to support travel awards of 4 x \$750, Liliana seconds.**  
Greg asks if we need to approve expenses that we already have captured in the budget as projected expenses. Garth explains that projected expenses are for planning purposes, but the board has the right to propose/request changes, hence approve the request through the board. This also makes the approvals more clear for the auditor.
- deadline for applications: Gwen asks if we can put Sept. 20 as the deadline and then extend by a few days if needed. Garth will put Sept. 23, a Monday, as the deadline with the possibility to extend if necessary.
- Liliana volunteers to serve on the CUPC travel award selection committee, in addition to Garth and the Education & Training SWG Chair: Ruben Sandapen.

## c) Atlantic Undergraduate Physics Conference (AUPAC).

Garth has not yet received a sponsorship request from the Atlantic Undergraduate Physics Conference (AUPAC). The projected budget has this down for \$500. A request may come later in the year.

## 6. News from TRIUMF

There are no updates (Chris Ruiz is not on the call)

## 7. Approximate date of next meeting

Email communication will likely be sufficient for grant preparation and approval of the NSERC proposal. The next regular CINP board meeting will likely be in the week of November 25, 2024. Garth will circulate a poll for a meeting that week. Thomas is unavailable November 11-14 and November 18-23.

## 8. Other Business

No other business

## 9. Adjourn

**Gwen motioned to adjourn, Russ approved.** The meeting adjourned at 12:38 EDT.

## E-vote held Oct 10:

### **Motion:**

Sponsor the 2025 Canadian Conference for Undergraduate Women & Gender Minorities in Physics at the Bronze level for \$500.

Grinyer/Caballero

E-votes in favor from: Kanungo, Mammei

4 in favor, motion passed.