

# **CCFFR Business Meeting Notes**

**The 66th Canadian Conference for Fisheries Research  
Windsor – St. Clair College of the Arts Dieppe A  
1715H, Friday, January 4, 2013**

## **I. APPROVAL OF THE AGENDA**

Daniel Boisclair on behalf of President Sherrylynn Rowe called the business meeting for the 66th Canadian Conference for Fisheries Research (CCFFR) to order at 5:15 pm. The proposed agenda was tabled and a motion to approve was passed (Dan Heath/ Trevor Pitcher).

## **II. APPROVAL OF THE MINUTES OF JANUARY 6, 2012**

Draft minutes of the 2012 Moncton meeting, prepared by John Lark, were presented. A motion to approve the minutes was passed (Mike Fox/ Rick Taylor)

## **III. ACKNOWLEDGEMENTS**

Daniel Boisclair opened the discussion of acknowledgements by thanking Julie Deault at DFO for her work throughout the year in supporting CCFFR and in preparing the necessary paperwork to enable the DFO contribution to the Clemens Rigler Travel Fund. Thanks were also extended to Sharon Leckie for administering the CCFFR WEB site and ensuring that the information on the Dalhousie site was moved over to the new location at the University of Windsor.

The following groups were formally thanked for their support of the Windsor meeting/

- The Department of Fisheries and Oceans
- The Great Lakes Fishery Commission
- The Canadian Aquatic Resources Section of the American Fisheries Society
- The North Central Division of the American Fisheries Society
- Hoskin Scientific
- Dalhousie University
- HallTech
- Lotek
- Advanced Telemetry Systems
- ROMOR Oceans Solutions
- Vemco
- The University of Windsor

The contribution of these sponsors is very important for success of this meeting and student travel.

## **IV. TREASURER'S REPORT**

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John Lark presented the 2011/2012 financial report on behalf of Julie Deault who was unable to attend.

Participation at the 2012 meeting in Moncton was good considering the travel spending cuts across the various levels of government, and especially at the federal level. Student participation was good. Registration was consistent with with previous East Coast meeting (Halifax 2008, 209 participants) and we had 212 registrations:

- CCFFR: 153            SCL: 46            SWS:3            Not identified to a group: 10
- Regular: 107        Students: 105
- Registration fee early/late: regular: \$200/\$250    Students: \$150/\$200

The balance forward for the 2011/2012 fiscal year was \$27,607.30. The 2012 65<sup>th</sup> edition of the CCFFR conference generated \$34,890.00 from registration and banquet tickets and \$7,560.30 from other sources of revenues. When CRTF and liability insurance expenses are excluded, the net margin for the Toronto conference is of \$8,118.12.

Overall, revenues for the 2011/2012 fiscal year were of \$42,450.36 and expenditures were \$42,058.61. There was a net margin of \$391.75 this fiscal year. The carry over balance to the 2012/2013 fiscal year is \$27,999.05. See the Treasurer's Report – CCFFR 2011/12 for details.

**Meeting organizers should plan so that there will be \$11,000 in the bank after each meeting, \$6,000 for CRTF and \$5,000 for deposits and pre-meeting expenses for the following year.**

The financial objectives for any post meeting surpluses have been to commit \$6,000 to \$8,000 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.

Linda Corkum moved to approve the financial report, Mike Fox seconded / passed.

### V. CLEMENS-RIGLER TRAVEL FUND

#### a. Awards and criteria

Clemens-Rigler Travel Award 2013

Report on award allocation for the 2013 CCFFR/SCL meetings in Windsor, ON.

- **86 students** applied for the C-R award requesting a total of **\$33,255.00**

- Awards were offered to all applicants following the basic criteria:

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Students from **outside** Ontario & Québec: \$400

Students from Northern Ontario (LU and Laurentian) & Québec: \$275 (\$150 for previous award recipients)

Students from ON: \$200 (\$125 for previous award recipients)

- By conference: CCFFR: 63 students offered \$14,370.00  
SCL: 22 students offered \$4,450.00  
SWS: 1 student offered \$200.00

- 2 students declined their awards

- Total value of 2013 C-R awards: **\$19,020.00**

- Awards will be given after the conference when students send proof of registration to Margot Stockwell at CARS.

Motion to accept report moved John Lark. Seconded by Mike Fox .

### **b. Should there be a limit of 2 awards/person/degree?**

There was discussion over limiting the Clemens-Rigler funding to students to a maximum of two awards per degree. This would be implemented for applications to attend the 2014 meeting. There was a discussion and comments were made that multiple attendees may well become sufficiently engaged to become active members, including helping to organize meetings and to become Board members.

Motion: That students can only receive Clemens-Rigler funding for two meetings for each post-graduate degree (Masters and Doctorate)."

Moved John Lark, seconded Mike Fox, Failed.

## **VI. LIABILITY INSURANCE (FOLLOW UP ON CARS OFFER TO COVER CCFFR INSURANCE)**

CARS offered to provide liability insurance for CCFFR meetings under the umbrella policy provided by the American Fisheries Society to the Canadian Aquatic Resources Section.

There was a lengthy discussion and concerns were raised that as CCFFR was now inextricably linked to the Canadian Society of Limnologists and the Society of Wetland Scientists that these groups may not be covered as easily by the AFS policy. Absent a formal document confirming that these groups would be covered as well. There was a motion to insure the 2014 meeting in Yellowknife using our current insurance arrangements (John Lark, Daniel Boisclair) Carried.

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### VII. INCORPORATION

- a. Why do we incorporate
- b. What “Federal non-profit” means (CRA IT 496R)
- c. Board – membership
- d. Constitution
- e. Insurance details

After extensive discussion and an explanation of the serious financial liabilities that can fall on meeting organizers a motion was put forward to incorporate CCFFR.

It is moved that CCFFR become incorporated in 2013, noting that the incorporation is being done to assist meeting organizers so that any liability flowing from the meetings flows to the Corporation and does not threaten the organizers officers or volunteers for the meeting. It is noted here that this incorporation motion is being put forward on the condition that CCFFR remain independent and solely committed to operating a meeting once a year for scientific discourse. The motion notes that CCFFR’s tradition prevents the issuance of positions or statements, lobbying or otherwise taking a side in a scientific or other debate.

Board Members will be as circulated and be:

John Lark, Dan Heath, Julie Deault, Daniel Boisclair, Pete Cott, Jim Reist, Sherrylynn Rowe.

Signing officers will be:

Julie Deault – Secretary/Treasurer

John Lark – Past President

Dan Heath – Past President

They are appointed for three years or until changed through a decision of the Board.

Moved Daniel Boisclair, seconded Dan Heath. Passed

John Lark noted that costs had been incurred to prepare for incorporation including the registration of WEB addresses and that further costs would be incurred prior to the 2014 meeting in Yellowknife. The costs in the coming year will include legal fees, disbursements, Directors and Officer’s Insurance and retaining an accountant to prepare the necessary documentation for submission to the Canada Revenue Agency.

Motion, CCFFR to pay costs already incurred for incorporation including payment for WEB addresses, legal fees and disbursements, and further, to pay all new costs related to incorporation including additional legal fees, the acquisition of Directors and Officer’s Insurance, weather insurance for the 2014 meeting and the appointment of an accountant who will be charged with providing advice and preparing the financial overview required by the Canada Revenue Agency.

Moved John Lark, Seconded Daniel Boisclair, passed.

Motion, CCFFR members agree to waive the appointment of a Public Accountant and have a financial compilation (including a balance sheet and Financial Statement) prepared rather than a GAAP compliant audited financial statement.

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Moved John Lark, Seconded Daniel Boisclair, passed unanimously.

## VIII. UPCOMING MEETINGS

- a. Officers and Arrangements – 2014 (Yellowknife)  
President: Dr. Jim Reist  
  
Local arrangements chair: Pete Cott  
  
Program chairs: Allan Curry, Darren Gillis and Chris Taggart  
  
Nomination Chair: Craig Blackie  
  
Secretary-Treasurer: Julie Deault
- b. Officers and Arrangements – 2015 (Ottawa)  
President: To be named at the 2014 meeting in Yellowknife  
  
Local arrangements: Steve Cooke  
  
Nomination chair for 2014: To be named at the 2014 meeting in Yellowknife
- c. Venue 2016 (St. Johns, Newfoundland)
- d. Venue 2017 (Central Canada)

## IX. OTHER BUSINESS

There was a motion that we purchase weather related “cancellation insurance” for the 2014 meeting planned for Yellowknife. This type of insurance was purchased for the 2013 meeting in Windsor and it was felt that this coverage would help to provide certainty for the organizers for the 2014 meeting. Motion (Lark/Cott) passed.

## X. ADJOURNMENT

Adjourned at 6:50 pm.

Approved

Daniel Boisclair

A/President 2013 Meeting