



## Fall 2019 Leadership Meetings

Friday-Saturday, November 15-16, 2019

KC Irving Centre - Acadia Room and Meeting Room  
Acadia University, Wolfville, NS

Final Schedule (confirmed Nov. 14, 2019)

### Annual Members Meeting (All Welcome)

#### Friday, November 15

3:30 pm	<b>Reception</b> (Garden Room - main floor)
4:00 – 5:00 pm	<b>Science Atlantic Annual Members Meeting</b> (Acadia Room - upstairs)
5:00 – 5:30 pm	<b>Presentation: Update on NSERC's new Research Partnership Grant</b> Gordon Deveau, NSERC Deputy Director (Acadia Room - upstairs)

### Leadership Meetings

#### Friday, November 15

5:30 – 6:30 pm	<b>Institutional Representatives (Deans or equivalent) Onboarding Session*</b> (Meeting Room - upstairs) facilitated by Amanda Cockshutt (MtA) Dean/Institutional Representative, Board Director; and Christian Lacroix (UPEI) former Dean, Board Chair *Institutional Reps: Dinner on your own
5:30 – 8:45 pm	<b>Committee Chairs Dinner and Meeting</b> (Acadia Room - upstairs) facilitated by Marcia English (StFX); Nutrition and Foods Chair; Michelle Gray (UNB-F) Environment Chair; and Mel Schriver (Crandall) Chemistry Chair

#### Saturday, November 16

**\*All sessions following the continental breakfast take place in the KCIC Classroom on the ground floor**

8:30 – 9:00 am	<b>Continental Breakfast</b> (outside Acadia Room)
9:00 – 10:30 am	<b>Leadership Session</b> <ul style="list-style-type: none"><li>• Report from the Committee Chairs</li><li>• Strategic Plan: breakout session on the three strategic pillars and their subcommittees</li></ul>
10:30 – 10:45 am	<b>Coffee Break</b>
10:45 – 12:15 pm	<b>Workshop: High Impact Practices (HIPs) – How might we better adapt and integrate these in the sciences?</b> Dr. Anne Marie Ryan, Dalhousie University, University Teaching Fellow, Earth and Environmental Sciences; 3M National Teaching Fellow; Faculty Associate, Centre for Learning and Teaching
12:15 pm	<b>Closing and Brown Bag Lunch</b>
12:30 – 1:30 pm	<b>Science Atlantic Board Meeting</b> (Board Members only)



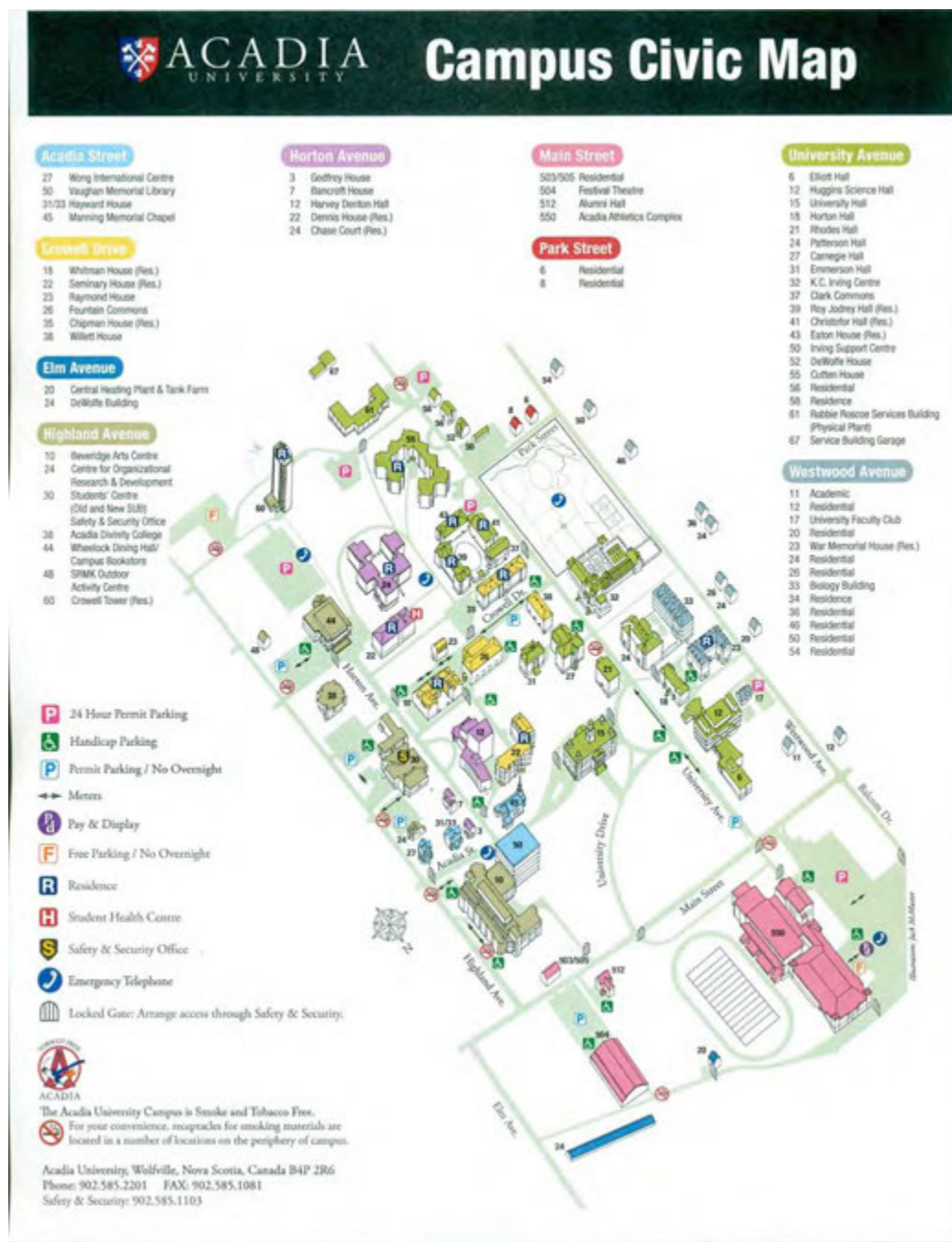
## Our Mission

The mission of Science Atlantic is to advance post-secondary science education and research in Atlantic Canada by:

- Providing opportunities that foster and enrich students;
- Supporting and inspiring researchers, educators, and the broader scientific community; and,
- Using our collective voice to address important regional issues



# Acadia University Campus Map and Parking Information



**Parking:** Thursday evening: free to park in any designated lot (not parking meters).  
Friday daytime: park in the marked Free Lot (see campus map) beside Crowell Tower.  
Saturday: free to park in any designated lot (not parking meters).



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# 2019 Annual Members Meeting Agenda

4:00 pm, Friday, November 15, 2019

KC Irving Centre - Acadia Room and Meeting Room  
Acadia University, Wolfville, NS

1. Welcome and Call to Order
2. Establishment of Quorum
3. Approval of the Agenda
4. Approval of the Annual Members Meeting Minutes, November 9, 2018
5. Remarks from the Chair and Executive Director
6. Acceptance of the 2019 Committee and Staff Reports
7. Financial Report
  - Presentation of the Audited Financial Statements for the Fiscal Year ending March 31, 2019
  - Presentation of the Draft Financial Statements for the Interim Fiscal Period ending August 31, 2019
  - Appointment of Financial Reviewer for 2020
8. Membership Report
  - Election of 2019-20 Board of Directors
  - Call for Participants for Action Committees
9. 2018-2022 Strategic Plan Update
10. Other Business
11. Adjournment

**Immediately following the meeting, Gordon Deveau, NSERC Deputy Director, will provide an update on NSERC's new Research Partnership Grant.**



# 2018 Annual Members Meeting Minutes

4:30 pm, Friday, November 9, 2018  
Sobey Building  
Saint Mary's University, Halifax, NS

## Draft

### 1. Welcome and Call to Order

Christian Lacroix, Chair of the Board, called the meeting to order at 4:30 pm.

### 2. Establishment of Quorum

Christian Lacroix confirmed that a quorum of members was met.

### 3. Approval of the Agenda

**Moved** (Amanda Cockshutt/Andy Foster) that the agenda be approved as circulated.  
**Carried.**

### 4. Approval of the Annual Members Meeting Minutes, November 24, 2017

**Moved** (Mel Schriver /Gary Saunders) that the minutes of the November 2017 Annual Members Meeting be approved as circulated. **Carried.**

### 5. Remarks from the Chair and Executive Director

Chair, Christian Lacroix, and Executive Director, Lois Whitehead, both gave verbal remarks. See below for a summary of topics covered by Lois Whitehead.

#### Strategic Planning:

- The Strategic Planning Committee has met monthly over the fall term to discuss the priorities that were outlined at the 2017 Annual Members Meetings and to develop the 2018-2022 Strategic Plan

#### AFRED

- AFRED now includes 815 pieces of equipment, 32 institutions and 172 facilities
- ACOA funding ends June 30, 2019
- Kath Perry, has joined the Science Atlantic team as the AFRED Engagement and Connections Consultant

#### Policies

- The Policy Oversight Committee developed a full package of policies this summer which were approved by the Board in October

#### Conferences Challenges

- Administrative units - relationships with the universities need to be formalized
- Conference budgets - some conferences incurred deficits due to inaccurate budgets
- Registration system - the system is built but there lacks funding for the technical staff needed to maintain the system after this year



#### Holding Accounts

- All of the Holding accounts are very healthy
- Chemistry has passed a motion to return surplus over the maximum threshold (\$7000) to the main conference operating budget in recognition of the support provided by Science Atlantic staff

#### Committee Highlights:

- Jennifer Stamp has developed an article database which includes over 100 articles from three disciplines
- The Experiential learning sub-committee continues to meet regularly

#### Science Atlantic Recognition

- Science Atlantic was one of three finalist for the top youth employer (small organization) for the Halifax Regional Partnership Game Changer Awards.

### 6. **Acceptance of the 2018 Committee and Staff Reports**

Christian Lacroix referred attendees to the circulated committee and staff reports.

### 7. **Financial Report**

- **Presentation of the Financial Statements for the Fiscal Year ending March 31, 2018**

Lois Whitehead, Executive Director, presented the financial statements prepared by Grant Thornton.

**Moved** (Amanda Cockshutt/Andy Foster) that the financial statements for the year ended March 31, 2018, be accepted as presented. **Carried.**

- **Appointment of Financial Reviewer for 2019**

**Moved** (Petra Hauf/Amanda Cockshutt) that Grant Thornton be retained as the financial reviewer for 2019. **Carried.**

- **Approval of Change in Fiscal Year End**

**Moved** (Andy Foster/Alyre Chiasson) that fiscal year end be changed from March 31<sup>st</sup> to August 31<sup>st</sup>, starting in 2019. **Carried.**

### 8. **Election of 2018-19 Board of Directors**

#### **Elected Directors:**

#### Treasurer

**Moved** (Amanda Cockshutt/Lori Francis) that Petra Hauf (StFX) be appointed as Treasurer. No other nominations were presented. **Carried.**

#### Director-At-Large (Institutional Representative)

**Moved** (Amanda Cockshutt/Lori Francis) that Travis Fridgen and Chris Moore be appointed to the Board as Institutional Representatives. No other nominations were presented. **Carried.**



### Director-At-Large (Committee Chairs Representative)

**Moved** (Amanda Cockshutt/Lori Francis) that Mel Schriver be appointed to the Board as a Committee Chair Representative. No other nominations were presented. **Carried.**

**Moved** (Amanda Cockshutt/Lori Francis) that Marcia English be reoffered a one-year term to the Board as a Committee Chair Representative. No other nominations were presented. **Carried.**

### **Continuing Directors:**

Chair: Christian Lacroix (UPEI) [2017-2019]

Past Chair: Dave McCorquodale (CBU) [2017-2019]

Director-at-Large, Institutional Representative: Amanda Cockshutt (MtA) [2017-2019]

Director-at-Large, Committee Chairs' Representative: Jim Diamond (Acadia, Computer Science Committee Chair) [2017-2019]

Director-at-Large, Community Representative: Roby Austin (SMU) [2017-2019] and Brent Myron (MUN CREAT) [2015-2017; 2017-2019]

## **9. AFRED Update**

Lois gave an update on AFRED activities. Topics that were touched on included:

- What is AFRED
  - Enables researcher-researcher and researcher-industry connections
  - Creates opportunities for fee-for-service recoveries
  - Provides a snapshot of resources in the region
- Project Deliverables by June 30, 2019
  - Target 1: 800 pieces of equipment
  - Target 2: 100 searches per month
  - Target 3: \$30,000 in revenue
- Growth Model: Building Blocks
  - The building blocks of growth will include broadening the staff to improve the AFRED technical capacity and to deepen engagement with Science Atlantic's stakeholders. A revenue generation strategy was developed in June, 2018 and will be relied upon moving forward.
- Technical Advances
  - Ability to create custom-branded instances
  - Modular system
  - Interoperability with other AFRED-based databases
- Engagement
  - Plans to meet with VPs and other senior stakeholders across region
  - Development of marketing and messaging plan
  - UPEI Inclusion Project
- Revenue Generation Opportunities





- Sponsors/supporters
- Institutions participating in AFRED
- White label customers
- Next Steps
  - Focus on outreach, relationships
  - Meetings with regional VPS to rebuild Science Atlantic's integration with our member institutions
  - Develop and implement marketing strategy
  - Become sustainable!

**10. Presentation and Approval of the Draft 2018-2022 Strategic Plan**

Roby Austin, Chair of the Strategic Planning Committee, presented the Draft 2018-2022 Strategic Plan circulated prior to the meeting.

**Moved** (Petra Hauf/Mel Schriver) that the Draft 2018-2022 Strategic Plan be approved. **Carried.**

**11. Other Business**

No other business

**12. Adjournment**

The meeting was adjourned at 5:30 pm



# Proposed 2019-20 Board Slate

## Executive:

- Chair:
  - Continuing: Christian Lacroix, Professor, Biology, University of Prince Edward Island
- Chair Elect:
  - Nominated: Robert van den Hoogen, Professor, Mathematics, Statistics, and Computer Science, Saint Francis Xavier University
- Treasurer:
  - Open

## Director-at-Large, Institutional Representative (up to 3 positions):

- Continuing
  - Travis Fridgen, Associate Dean of Science, Administration and Undergraduate, Memorial University
- Nominated
  - Reoffering for a 2-year term: Amanda Cockshutt, Dean of Science, Mount Allison University
  - Alain Joseph, Director of Applied Research, Nova Scotia Community College

## Director-at-Large, Committee Chairs' Representative (up to 3 positions):

- Continuing:
  - Mel Schriver, Professor, Chemistry, Crandall University; Science Atlantic Chemistry Chair
- Nominated:
  - Michelle Gray, Associate Professor, Forestry and Environmental Management, University of New Brunswick (Fredericton); Science Atlantic Environment Chair
  - Third position open

## Director-at-Large, Community Representative (up to 2 positions):

- Nominated:
  - Reoffering for 1-year term: Brent Myron, Acting Director, Strategic Institutional Research Initiatives (SIRI), Memorial University
  - Jennifer Stamp, University Teaching Fellow, Department of Psychology and Neuroscience, Dalhousie University



# March 31, 2019 Financial Statement

See Grant Thornton report (separately distributed)

## Holding Accounts Balances as of March 31, 2019 (draft)

Aquaculture & Fisheries	\$2,274.54
Aqua & Fisheries and Biology Conference*	\$5,819.69
Biology	\$793.77
Chemistry	\$11,988.34
Computer Science	\$5,276.73
Earth Science	\$3,957.63
Environment	\$4,509.16
Nutrition and Foods	\$2,322.74
Math & Stats	\$5,460.50
Physics & Astronomy	\$4,084.25
Psychology	\$8,778.43
WJ Blundon Lecture Fund (Math & Stats)	\$1,439.34
<b>TOTAL</b>	<b>\$56,705.12</b>

\*Note: the Aquaculture & Fisheries and Biology Conference Holding Account was created to separate conference funds from the fundraising efforts of the individual A&F and Biology Committees.

