

Canadian Association for Underwater Science
Annual General Meeting
February 27, 2014
Québec Aquarium
Québec City, Québec



Minutes

1. Opening of the 2014 CAUS AGM.

In attendance: **Jeremy Heywood, Isabelle Cote, Sherri Ferguson**, Gary Saunders, Torben Brydges, Bruce Gray, **Alisa Preston, Paul Boissinot**, Mark Bailey, Richard Savignac, Ladd Johnson, Trisha Stovel, Katie McGregor,
Regrets: **Dave Geddes**. (Executive Committee members in **bold**)

2. Verification of quorum (25% of current members required = 4 of 16).

Number of voting members present: 11
Quorum verified? Yes

3. Introduction of the Executive Committee

- President Jeremy Heywood
- Secretary Alisa Preston
- Treasurer Sherri Ferguson
- Executive-at-Large Isabelle Cote
- Executive-at-Large Dave Geddes
- Executive-at-Large Paul Boissinot

There is room for up to four more Executives-at-Large. Nominations will be accepted at this meeting. Executive Committee terms expire not later than the close of the third AGM following election. (There is no limit to the number of terms an Executive Committee member can serve.)

Summary of Executive Committee member terms:

Member	Office	Elected	Term Expires
Jeremy Heywood	President	2012 online	2015 AGM
Alisa Preston	Secretary	2012 online	2015 AGM
Sherri Ferguson	Treasurer	2012 online	2015 AGM
Isabelle Cote	Executive-at-Large	2012 online	2015 AGM
Dave Geddes	Executive-at-Large	2012 online	2015 AGM
Paul Boissinot	Executive-at-Large	2012 online	2015 AGM

4. Jeremy Heywood will act as Chair for the 2014 CAUS AGM.

In favour: ALL Not in favour:

5. Nomination of Secretary of the 2013 AGM.

Secretary: SF
Proposed by: SF
Seconded by: JH
In favour: ALL Not in favour:

6. Adoption of the Agenda.

Proposed by: PB
Seconded by: IC
In favour: ALL Not in favour:

7. Adoption of the minutes of the CAUS AGM which took place on May 24, 2013 in King City, Ontario
 Proposed by: JH
 Seconded by: TB
 In favour: ALL Not in favour:
8. Financial Summary as of February 24, 2014.
- CAUS bank balance is \$10,668.33.
 - 6 of 16 members have paid dues (\$350) for 2014.
 - 10 still owe (Dalhousie, Explos-Nature, PHMA, SFU, SODC, UNB, UBC, UVic, Quebec Aquarium, BMSC).
 - The budget for the 2014 AGM is ~\$3000. 2014 AGM paid attendees = \$2040. Difference to be made up by CAUS funds.
 - For more details CAUS ledger is available for review.
9. Adoption of the Financial Summary for the end of the fiscal year.
 Proposed by: JH
 Seconded by: TB
 In favour: ALL Not in favour:
10. President's Report. Bylaw updated, would like to ensure all members are meeting the Standard, this will be the emphasis over the next year. Would like feedback on how to do this. Some new members to be voted upon by Executive Committee: Okanagan Nation Alliance that do salmon stock monitoring, Creocan a private consulting company. Still room for more members and would like to increase and recruit new members. Thank you to all for coming, great talks yesterday. Thank you to U Laval and *Quebec Ocean* for Meet & Greet yesterday.
11. Old Business:
- (a) The rewritten CAUS By-law No.1 came into force September 20, 2013. The By-law can be downloaded from CAUS website. Translation into French is in progress. Need template if available. **Action item** JH to check if the French needs to be approved by lawyer.
 - (b) CAUS received certificate of Continuance into the *Canada Not-for-Profit Act* (from the old *Canada Corporations Act*) on June 4, 2013.
 - (c) The 'unified standard' discussions have not progressed. EC/Parks and DFO with CAUS to have one scientific diver standard in Canada. BG: Issue is also the critical mass, more people to get more done. Federal code does not have standard for training and has a reduced minimum dive team, this would need to increase to make one common standard. Environment Canada and Parks Canada would like to join CAUS since in the CSA standard with an exemption already.
 - (d) Heywood attended AAUS/ESDP Symposium and AGM in October 2013 to represent CAUS. **[Heywood presented summary of meeting]**
 - (e) Bursary or scholarship for student training still needs to be set up. SF: need Terms of Reference for the award and committee to judge the applicants. BG: suggests approaching dive gear company for some reduced prices on gear or extra swag to go with the award. Look at the Women Divers Hall of Fame and PADI Project Aware award Terms of Reference. TS to chair the Award Committee. SF seconded, all in favour. GS suggested an endowment be set up to ensure that the money is always there and that if the money is not there we are not required to supply it. Open a second account to keep the endowment funds. **Summary of Award Committee: Trisha Stovel – Chair, Members: Ladd Johnson, Isabelle Cote, Bruce Gray**
12. New Business:
- (a) Call for nominations for Executive-at-Large positions. **Richard Savignac** self-nominated, second by PB, **Mark Bailey** self-nominated second PB, **Trisha Stovel** self-nominated second TB. All in favour.
 - (b) Call for idea and discussion regarding enforcing compliance with CAUS Standard and reporting requirements. IC found a student who had never done the required training but had worked for 2 years for another member organization, could not get reciprocity from the member institute and this raises awareness that things are not being done as should be. TB made motion that a notice following the AGM to be sent to all institutions that

are not in compliance or have outstanding enquiries and then after one reminder if no response is submitted a letter will go to the Chair of their DCB. SF second, all in favour. **Action item** JH to draft letter.

- (c) Call for any comment or discussion regarding the current CAUS Standard of Practice for Scientific Diving (October 2013). GS requested a physician list for medicals. **Action item** SF to follow up with an official letter requesting the UHMS Canada to supply the list and look at credentialing physicians.
- (d) IC mentioned CAUS exam needs to be updated, JH said we need to have a requirement for a standard exam portion to be used in the Standard and need a committee review existing exam. JH motion to establish Exam Review Committee with Alisa Preston to chair, PB second, all in favour **Action item** SF will request access to DCBC exam bank.

Summary of Exam Review Committee: Alisa Preston - Chair, Members: Jeremy Heywood, Torben Bridges, Isabelle Cote

- (e) Review of Canada-wide diving regulations – J Heywood. JH scoured the internet for all acts in all provinces and created a live link document of all regulations **Action item** JH to put document on the website.
- (f) Review of statistics from 2011, 2012 and 2013:

	Member	# of dives	# of divers	Total minutes
2011	U Vic	0	3	0
	U Guelph	12	4	305
	Explos-Nature	93	9	2933
	Biodome	337	12	24,210
	Memorial	391	9	16,448
	UBC	?	33	?
	SFU	?	?	?
	Bamfield	326	24	11,098
	Laval			
	Shaw Ocean Discovery Centre	15	4	619
	Vancouver Aquarium	1379	55	55,539
	GEERG	?	?	?
	Dalhousie	?	?	?
	Quebec Aquarium	?	?	?
Cape Breton University	?	?	?	
2012	U Vic	?	?	?
	U Guelph	0	0	0
	Explos-Nature	103	10	3479
	Biodome (*to report at AGM)			
	Memorial	?	?	?
	UBC	?	?	?
	SFU	696	28	30,212
	Bamfield	572	29	20,866
	Laval			
	Shaw Ocean Discovery Centre	21	3	878
	Vancouver Aquarium	1702	60	36,063
	GEERG	?	?	?
	Dalhousie	?	?	?
	Quebec Aquarium	488	?	?
Cape Breton University	?	?	?	
U New Brunswick	98	6	4536	
2013	U Vic			
	U Guelph	85	3	2598
	Explos-Nature	89	10	3,369
	Biodome	332	13	23,425
	Memorial			
	UBC			
	SFU	826	28	39,705
	Bamfield	Problems with computer network , will report when able		
	Laval	416	13	25,798
Shaw Ocean Discovery Centre	79	20	3,263	
Vancouver Aquarium	1332	63	29,200	

	Dalhousie			
	Quebec Aquarium	485	12	28,294
	Cape Breton University	250	8	5398
	U New Brunswick	86	7	4318
	Petty Harbour Mini Aquarium			

- (g) Review of accidents or incidents: 1 - Explos-Nature (ear/sinus barotrauma, no diving for 1week), 1 - Vancouver Aquarium (minor lung irritation after dive).
 - (h) Recommendations from members: CBU – do not mix the use of cylinders for U/W tools with the cylinders used for breathing gas. TB suggested a resource section on the website to find recommendations on safe practice. **Action item** JH will put a resources page on the web site.
 - (i) Report from S. Ferguson on CSA meeting. Reported that new Z275.4 and Z275.5 published, and 275.2 now being re-done. CAUS should continue to send representative.
 - (j) Should CAUS send a representative for 2014 AAUS Symposium hosted by the University of Alaska, Fairbanks, September 9-13, 2014 in Sitka, Alaska? (budget \$1500 - \$2000) PB : motion that CAUS do continue to fund a representative, second MB, all in favour. Agreed that Jeremy should be the one to go. PB proposed the President or President’s representative be the one the one to go, GS second, all in favour.
13. Date and location for 2015 AGM: Toronto (Ripley’s Aquarium). **Action item** JH to contact Ripley’s to organize.
Proposed by: JH
Seconded by: SF
In favour: ALL Not in favour:

~~14. Membership Roundtable.~~

- 15. Other Business. LJ: discussion on how to find other institutions to inform them of their legal requirements and liability if not in compliance.

- 16. Adjournment of the 2014 CAUS AGM.
Proposed by: JH
Seconded by: SF
In favour: ALL Not in favour:
Meeting closed at: 12:02

Executive Meeting to follow adjournment of AGM

- (a) Approval new members – Okanagan Nation Alliance, Crocean.