



**Canadian Society of Zoologists**  
**Executive Meeting of Comparative Morphology & Development Section**  
**Friday, May 5, 2006**  
**Edmonton**

**Attending:** Richard Palmer, Louise Page, Hans Larsson

**Explanatory notes on composition of CMD Executive for 2006-2007:**

- Tony Russell (Univ. of Calgary), the 1<sup>st</sup> vice chair for the 2005-06 term has withdrawn from the CMD executive because he will serve as President of CSZ during the 2006-2007 term.
- Rich Palmer (Univ. of Alberta) will serve a second term as Chair of CMD to maintain a steady course for CMD during its initial years.
- Louise Page (Univ. of Victoria), former 2<sup>nd</sup> Vice Chair, will step-in as 1<sup>st</sup> Vice Chair of CMD for 2006-07.
- Hans Larsson (McGill Univ.) will act as 2<sup>nd</sup> Vice Chair of CMD for 2006-07; his duties will be those normally done by the Past Chair for this year (except Rich Palmer will be responsible for the Cameron Award this year).
- At the beginning of next year (2007-08), Rich Palmer will become Past Chair, Louise Page will become Chair, and Hans Larsson will become Vice-Chair. This will establish a normal executive structure for CMD beginning in 2007-08, which will continue in subsequent years. The next Vice Chair will be recruited at the 2008 annual meeting in New Brunswick. Thereafter, a new Vice Chair will be recruited/elected at each annual meeting and will cycle through the roles of Vice Chair, Chair, and Past Chair. The CMD Archivist is a continuing position; which Glenys Gibson (Acadia Univ.) has agreed to hold. During the first few years of CMD's existence as a Section of CSZ, members of the CMD Executive will be informally recruited from among the original organizers and participants of the Section.

**Minutes:**

**Item #1. Duties of CMD Executive.**

The existing executive discussed roles and responsibilities for the various executive positions within CMD. The following was decided as a working framework, which can be modified as necessary in the future:

***Chair:***

- Organize CMD Plenary Symposium (arrange speakers) for the annual CSZ meeting under a theme that will be the prerogative of the Chair; Publicize the Plenary Symposium on as many appropriate ListServes as possible; ensure that three speakers have committed to give presentations, and remind invited speakers about registration, abstract submission, etc. (see Item #2 below).
- Solicit proposals for two Satellite Symposia (see item #2 below).

- Organize scheduling and session titles for the CMD contributed paper sessions after receiving the list of speakers from the Local Organizing Committee. To make life easier for the judges, talks should be scheduled so that Hall-CMD award presentations are as close together in time and space as possible, ideally in consecutive sessions.
- Manage CMD section funds. The Chair will be the sole person of the executive that will liason directly with the Treasurer of the CSZ regarding procurement of cheques for symposium speakers etc. The Chair will ensure that sectional funds are spent appropriately and that funding commitments remain within budget.
- Solicit donations (e.g., books from publisher's representatives; donations from members) for the silent auction if CMD is in charge (CMD will run the silent auctions in 2006, 2007 & 2008).
- Represent the CMD section at the winter CSZ Council Meeting, normally in Ottawa (NOTE: at present, no funding is provided by CSZ or CMD to attend this meeting).

During 2006-07 ONLY, the Chair will be the CMD's representative on the Cameron Award Committee. Thereafter the Past Chair will ensure that the CMD section has a representative on this committee (see responsibilities of Past Chair below).

***Past-Chair:***

- Responsible for CMD sectional, and CSZ societal awards.
- Ensure that CMD has a member appointed to the various CSZ Award/Grant Committees. These include: Margolis Award, Hoar Award, Cameron Award, Fry Medal, Distinguished Service Award, and CSZ Student Travel Grant.
- Arrange for three CMD members to judge posters displayed by CMD student members in competition for the Battle Award at the CSZ annual meeting. Results of the judging will be communicated to the 2<sup>nd</sup> Vice President of CSZ, who will compile results from all CSZ sections and ultimately choose an overall winner for the Battle Award.
- Arrange for three CMD members to judge the Hall Award competition, one of whom will be designated the 'head' judge. If any presentation is to be given in French, at least one Hall Award judge must be fluent in French. This is a sectional award given for the best oral presentation by a student member of the CMD section. (Note: Brian Hall, who attended the 2006 CSZ Edmonton meeting, has requested that this award be given a different name - possibly the 'Comparative Morphology and Development Award'; Rich Palmer will discuss this further with Brian in September)

***Vice Chair:***

- Responsible for maintaining records of divisional business and communications.
- Write, or solicit, CMD section announcements and reports to be published in the CSZ bulletin.
- Responsible for taking minutes at the annual CMD luncheon & business meeting and CMD executive meetings.
- Arrange for all minutes and other materials relevant to CMD activities to be communicated to the CMD Archivist (currently Glenys Gibson) and ultimately to the CSZ Archivist (currently John Webster).

The next Vice Chair should be recruited/elected at the 2008 Meeting in New Brunswick.

## **Item #2. CMD Symposia at annual CSZ meetings.**

It was decided to organize the CMD Symposia according to the following formula:

***Plenary Symposium.*** The CMD Plenary Symposium for each annual CSZ meeting will be organized by the current Chair under a theme chosen by the Chair. The Symposium will consist of three invited speakers, each giving 40 minute talks (including question period). The Chair will ensure that three speakers have committed to giving presentations, and will remind invited speakers about registration, abstract submission, etc. For the next two years (2007, 2008), at least, expenses of these speakers will be covered to a maximum of \$1500.

***Satellite Symposia.*** Two thematic satellite symposia will be arranged for each annual CSZ meeting.. Each will include an invited speaker (expenses covered to the same maximum as Plenary Symposium speakers), who will give a presentation encompassing two time slots within one of the ‘contributed paper’ sessions (i.e. the invited speaker’s talk within each satellite symposium will be 30 min) and 3-4 additional talks (15 min each) as arranged by the organizer of each satellite symposium.

**Satellite Symposium #1:** The CMD Chair will solicit proposals from the CMD membership for one of the satellite symposia. If more than one suggestion is received, the Chair will decide — in consultation with the CMD executive — which one to offer. To keep expenses down and to promote regional participation, attempts should be made to identify a keynote speaker from the university hosting the CSZ meeting, or from a nearby campus.

**Satellite Symposium #2:** The CMD Chair will solicit symposium proposals from a graduate student member of CMD. The student member will assume major responsibility for organizing the symposium and will maintain close communication with the CMD Chair.

Proposals for these satellite symposia should include: the name of a keynote speaker under a given theme and names of 4 additional people that might be willing to give 15 min. presentations. The person proposing a satellite symposium a) must confirm in advance that the proposed keynote speaker is willing to speak, and b) will be expected to give one of the 15 min. talks. In addition to expenses for the keynote speaker (see above), CMD will cover registration fees for up to two graduate student/postdoc presenters (in addition to that of the organizer of Satellite symposium #2). Graduate student participants are also eligible to apply for a CSZ graduate student travel award.

***Symposia at 2007 Meeting at McGill.*** Rich Palmer has already lined-up two speakers for the 2007 CMD Plenary Symposium. He will issue an email to all CMD members inviting proposals for Satellite Symposium #2 at the McGill meeting. Hans Larsson offered to organize Satellite Symposium #1 with Bob Carroll (McGill) as keynote speaker. The theme would be something along the lines of “Origin of Lissamphibia”.

## **Item #3. CMD Website.**

For the foreseeable future, the CMD website will be hosted on the University of Alberta server and will be managed by Rich Palmer. We hope to include archival material and minutes of all CMD meetings on this website.

#### **Item #4. Finances.**

The Executive discussed options for handling CMD funds so as to ensure maximum convenience and accountability in future years.

The CMD funds are in three 'accounts':

1) CMD Symposium (from CSZ)- each year CMD allocates \$2000 to the LOC for CMD symposium speakers.

These funds may only be used for the current year's symposium. Any unspent funds revert to CSZ. Any over-expenditures are debited from the next year's allotment. Cheques are written by the CSZ Treasurer upon receipt of appropriate documentation (e.g., receipts & cover letter from each symposium speaker).

2) CSZ-CMD section funds- the CMD section receives a flat sum of \$300 per year, plus \$5 per full section member (prorated where individuals belong to multiple sections), that is held in a fund managed by the CSZ treasurer. Additional income from the CSZ (e.g., proceeds from the Silent Auction) also go into this fund.

These funds may be used in any way the CMD section desires (e.g., to defray registration costs of student participants in satellite symposia). Cheques are written by the CSZ Treasurer upon receipt of appropriate documentation (e.g., receipts & cover letter from each symposium speaker).

3) CMD Symposium (external account)- funds raised from sponsors (e.g., departments, Faculty of Science, VP Research, private donors, etc.) are retained in a separate external account. Each year, the CMD Chair should encourage a CMD member from the host university to solicit contributions from that host university.

These funds are to be used primarily to support symposium speakers and keynote speakers in the Satellite Symposia at the annual CSZ meeting. At present these funds are in an account managed by the University of Alberta and cheques are written by the University of Alberta upon request from the CMD chair.

The Executive discussed various options for ensuring that the Chair for a given term can monitor the balance and commitments for monies within these accounts. At some time in the future, the CMD Symposium (external account) may need to be moved a bank account to allow more flexibility in signing authority.

#### **Action Items:**

Rich Palmer - explore alternative ways to hold funds in the CMD Symposium (external account), for example, in a separate bank account.  
- provide summary of CMD inaugural symposium, satellite symposium and luncheon meeting to CSZ Bulletin Editor.  
- invite final CMD symposium speaker for 2007 meeting.  
- solicit proposals for Satellite Symposium #2 for the 2007 meeting.

Louise Page - explore other avenues for symposium funding (e.g., NSERC, DFO, NRC).

Hans Larsson - invite Bob Carroll to give keynote presentation in Satellite Symposium #1 and start lining up remaining presenters in this satellite symposium.