

Canadian Association for Underwater Science  
Annual General Meeting  
November 28, 2023  
1100 – 1300 (Pacific time, Zoom online conference)



### Meeting Minutes

This meeting will be recorded.

Action Items are highlighted in yellow.

Opening of the 2023 CAUS AGM. (Chair<sup>1</sup>: Jeremy Heywood)

Meeting opened at: 11:05 Pacific.

In attendance (Executive Committee members in bold):

- **Jeremy Heywood** (Vancouver Aquarium)
- **Nigel Waltho** (Carleton University)
- **Rich Moccia** (University of Guelph)
- **Bruce Hatcher** (Cape Breton University)
- Fabiola Ruiz Aguilar (University of British Columbia)
- **Kathleen MacGregor** (Laval University)
- **Paul Boissinot** (Musee de Fjord)
- Barb Battcock (Memorial University)
- Rod Hobbs (Memorial University)
- Charlie Wenthold (Explos Nature)
- Stephanie Green (University of Alberta)
- John Lindley (Dalhousie University)
- Wayne Jacob (Tula Foundation/Hakai Institute)
- Claire Goodwin (Huntsman Marine Science Centre)
- **Sherri Ferguson** (Simon Fraser University, CSA liaison)
- Denis Mongeau (Bleu Massawippi)
- Kevin Swoboda (Nicholas Sonntag Marine Education Centre)
- Katy Macpherson (Petty Harbour Mini Aquarium)
- **Bruno Courtemanche** (Bishops University)
- Carlos Delgado (Bishops University)
- Francois Hazel (Enviro-Mer)
- Sarah Makenbach Giersch (Assiniboine Park Zoo)
- Guest - Allison Stark (minute taker, Dynamic Ocean Consulting)
- Guest - Sandra Jaskowiak (student, University of Guelph/Huntsman Marine Science Centre)

Verification of quorum (25% of current members required = 7 of 28).

Number of voting members (highlighted above in blue) present: 20

Quorum verified: Yes

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<sup>1</sup> Regarding the Chair making motions – if the Chair is a member of the body that is meeting (as the Chair is in this case), the Chair can make motions and participate in votes. Accordingly, the Chair has made a number of motions in this agenda with the goal of advancing CAUS business. However, the Chair will not vote on these motions unless to decide a tie vote.

### Motion: Adoption of the 2023 CAUS AGM Agenda.

Motion by: Heywood      Seconded by: Ruiz Aguilar  
In favour: All              Not in favour: None

### Motion: Adoption of the minutes of the 2022 CAUS AGM that took place on October 26, 2022

Motion by: Heywood      Seconded by: Moccia  
In favour: All              Not in favour: None

Round table: 30-second per person self-introduction of attendees.

### CAUS Executive Committee members and terms:

Member	Role	Elected/Continuance	Three-year Term Expires
Jeremy Heywood	President	2022	2025
Nigel Waltho	Treasurer	2022	2025
Victoria Burdett-Coutts	Secretary	2022	2025
Paul Boissinot	Executive in Charge of French Translation	2022	2025
Isabelle Côté	Executive-at-Large	2022	2025
Rich Moccia	Executive-at-Large	2022	2025
Bruce Hatcher	Executive-at-Large	2022	2025
Sherri Ferguson	CSA Liaison (non-voting)	2022	2025
Bruno Courtmanche	Executive-at-Large	2022	2025
Katie McGregor	Executive-at-Large	2021	2024

### President's Report:

- Expected completion of ISO Scientific Diving Standard before end of year. Then sent for edits and publishing. No specific updates but contact Heywood if want more info.
  - Three levels: 1 – Scientific Diver, 2 – Advanced Scientific Diver, 3 – Scientific diving Project Leader.
  - Developed by scientific diving teams around the world.
  - Two years of work have gone into writing these standards - they are not binding rules, but would be a good reference document for CAUS.
  - These will be distributed to the group to determine how to apply this as an organization.
- Attended 2023 AAUS Symposium in Pensacola, FL in April – presented short report.
  - Useful for keeping in touch with colleagues and keeping contacts open with DSOs.
  - Hosted by the American Academy of Underwater Science.
  - Discuss current issues in dive safety.
  - AAUS has now become a training agency - teaching people how to dive and giving certification.
  - Ideas to have CAUS AGM at and AAUS symposia every other year.
  - CAUS has a good list of contacts in AAUS - if anyone is interested in diving in the US, there are lots of individuals to call.
- Attended DEMA in New Orleans in November on behalf of Vancouver Aquarium and represented CAUS while there.
  - Met with AAUS and APDA (Association of Dive Program Administrators) – zoo and aquarium DSOs. Great resource - Heywood has more info if anyone is interested.
- Thanks to all for continued support of CAUS.

### Welcome new CAUS members:

- University of Alberta – Kim Green
- University of Quebec at Rimouski (UQUAR) - Fanny Noisette

Waltho – 2023 Financial Report attached for review.

Members still owing dues:

- Dalhousie
- RelyOn Nutec
- University of Guelph

Members still owing self-audit:

- Cape Breton
- Enviro-Mer
- Memorial University
- Dalhousie
- RelyOn Nutec
- University of Guelph

Notes and discussion regarding finances:

- Financial report - things are being addresses in Oct/Nov, but fiscal year goes until Dec 31.
- There are always some transactions that take place between the AGM and fiscal year end.
- Income this year - 25 full payments of annual fees, and one partial payment.
- Expenditures organised from most common, to less common.
- Goal is to be able to anticipate future expenditures.
- \$38,9981.83 is in bank account.
- This amount is gradually increasing over the years.
- Membership fees - \$38, 650.83 is anticipated year end.
- Suggestion is to invest a little of this in a GIC.
- Are there any other plans for the money? Might be a good idea to start strategizing a plan for the money:
  - Insurance costs have the potential of increasing.
  - Scholarship program could be increased.
  - Think about what can be done that helps members with 10 or 20 thousand dollars.
  - Produce a video about scientific diving - how it can help with climate change.
  - Perhaps the money could be used to finance online education programs-webinars etc. to help members stay on top of development in the industry.
  - Website could use a re-vamp-make it easier to find information.
  - AAUS has some e-learning.
  - Potential cost for the organization coming up - Bringing divers up to speed on regulatory requirements.
  - Educate young divers on what scientific diving is - how it can be used for conservation and science.
  - Training logs, letters of reciprocity online.
  - Recruiting people is difficult. Cost of certification/diving has gone up.
  - Need Increased social media presence. Create a committee to create a training portal/update the website/promote the organization.

Motion: Create CAUS Digital Marketing Strategy Subcommittee to increase online presence and aid in recruitment.

Motion by: Courtemanche      Seconded by: Heywood

In favour: All      Not in favour: None

Subcommittee members: Courtemanche, Macpherson, Ruiz Aguilar. Subcommittee members to meet and present preliminary ideas to Executive Committee.

## Motion: Adoption of the 2023 Financial Report

We forgot to vote on the adoption of the Financial Report (attached) at the AGM. Voting members: Please respond via email by no later than January 31, 2024, to Heywood if **Not in favour** of adopting. Non-responses will be counted as **In favour**. The minutes will be updated to reflect the vote after Jan 15, 2024.

Motion by: Heywood    Seconded by: Waltho  
In favour: **pending**    Not in favour: **pending**

## CAUS Scholarship

Continued thanks to Moccia and Subcommittee for work in 2023. Awarded two \$1000 scholarships, see [CAUS website](#) for bios and project descriptions.

- Mara Bohm, University of Victoria
- Donovan Faraoni, Bishops University

Encourage all meeting attendees to read the bios of both students who received the scholarships.

Materials ready to be re-posted at start of 2024.

Please publicize at your institutions.

## Old Business

1. Suggested edits to CAUS Standard – continuing to defer any changes until ISO Standard for Scientific Diving is published to allow for potential integration/update to match the new internationally recognized document.
  - American Academy of Underwater Sciences (AAUS) – involved in ISO Standard development, but unsure if they are going to attempt to meet the new ISO standard.
2. Dive Supervisor Subcommittee completed proposal on update of new Dive Supervisor rating (replacing Surface Safety Attendant). Subcommittee/Heywood to present suggestions, followed by discussion. **Draft document circulated with Agenda for review.** (Discussion held at the end of the meeting inserted here.)
  - Draft document has been circulated- please review and send comments to Subcommittee.
  - Ferguson has a meeting with BC regulators December 19.
  - Would like a consensus with members by then.
  - Waltho - is CAUS at risk in BC of losing the ability to dive as CAUS in a few years? Ferguson - No.
  - BC want to see external audit system for CAUS training.
  - There is a federal definition of what a supervisor is - not just in diving - there are legal responsibilities.
  - This needs to be part of the training - allowing supervisors with less experience could open institutions up to liability.
  - Goodwin - Will pose problems being able to carry out scientific dives because they are such a small team.
  - Could work through where the supervisor is, vs the qualifications of the supervisor.
  - **Hazel** - what guidelines have been developed? What is expected? Looking for a document that provides better guidelines. **Will draft comments and send it to the whole group.**
  - Diving supervisor must manage the team-conflict resolution courses are of value. People should have training to deal with the human element of supervision.
  - Macpherson - Compliance was often impacted by the lack of resources. Once resources (guidance) were available and consistent, it made compliance much easier.
  - Ferguson - could post the section of the Canadian Charter that outlines the responsibilities.
  - Hatcher - Dive supervisor should be the person that has the necessary skills to manage that dive - sometimes it isn't the most experienced person. If there is some flexibility, expectations should be met.
  - **Ferguson would like to receive all feedback by Dec 15<sup>th</sup> but can go as late as the 18<sup>th</sup> of December.**

3. Framework for reporting near-misses. ~~No activity. Remove from agenda for now?~~ **Leave on agenda.**
  - **Macpherson - has an incident report draft that she will send to members - it follows all CAUS standards. This can also be added to the website.**
  - Hatcher - both Near misses and technical diving discussions (Item 7) are good ideas, and there is no harm done by leaving these on the agenda.
4. Scientific Diving Exams - **Waltho and Ruiz Aguilar will refresh CAUS I and develop CAUS II exams after ISO Standard publication.** Any other volunteers please reach out to Waltho and Ruiz Aguilar.
5. CAUS Standard Update - **Waltho and Ruiz Aguilar** waiting for the ISO Standard so that work isn't duplicated.
6. Technical dive program Subcommittee. ~~No activity. Remove from agenda for now?~~ **Leave on agenda.**
  - **Ruiz Aguilar** to discuss technical diving portion before this is taken off the agenda. Will follow up after AGM.
7. Waltho – Update on status of scientific diving in Ontario.
  - Scientific Diving is not recognized in Ontario - it's either sport or commercial. If you want to be a scientific diver, you must do it under commercial. Document being put together to change the standards. Needs Analysis was submitted in Jan 2021.
  - Has gone through committee approval (and was approved) now sitting on someone's desk in the government.
  - There are a few factors happening in the background before someone is willing to look at the file. Could be 5+ years before someone looks at the document.
  - Students are doing dives on “sport diving time.” There is no oversight - only certification is basic PADI open water. The Director of Risk Management from some Ontario universities have agreed to put pressure on the government.
  - Ferguson - In the past Ripley’s Aquarium has been able to push things along. **Ferguson to discuss further with Waltho.**
8. Heywood – No action regarding creation Statistics Chair position on CAUS Executive Committee. **However, Waltho is interested in developing.**
9. Ferguson – Update regarding CSA issues affecting CAUS.
  - Presentation on CSA.
  - Canadian Standards Association Standards are voluntary standards.
  - CSA is not for profit that writes consensus-based standards. Participants are government, schools, users, etc.
  - Ferguson is on the CSA committee and monitors discussions that could be impactful for CAUS.
  - Next CSA meeting is in June 2024 - if anyone wants to attend, please contact Ferguson.

## New Business

1. Heywood – Suggest CAUS implement requirement to prepare budget for fiscal year finances. Budget developed by Treasurer and President and approved by Executive Committee.
  - **Waltho will discuss with Executive Committee.**
  - Will review some of the suggestions made previously in the meeting.

Waltho – Discussion and potential motion to implement a late fee for late dues payment. How much? What interval?

- Has been a frustrating process to chase members for payment.
- Suggests that there is a due date for fees and the audit.
- **Waltho to distribute form outlining fees and audit.**

Motion: Implement deadline (March) for fees payment and audit submission. If the deadline is missed, there is a penalty.

Discussion:

- Moccia - it is out of the control of a lot of people. It has to go through universities' financial approval processes.
- Macpherson - in favor but should allow for some leeway if a good reason for missing deadline.
- Hatcher - Universities year end is generally March and then they often shut down. Rather than trying to put a "hard date" on it, perhaps say "three strikes you are out", if dues or stats aren't paid three years in a row.
- Waltho- consensus seems to be DSOs not in control of our financial institutions and will keep following up.
- Boissinot - Suggestion is that fee is \$100 less if payment is made by a certain time.
- Waltho has **withdrawn** Motion.

Motion: Offer a discount of \$100 if payment made on time.

Discussion:

- Ferguson - follow up with universities if they can't make payments on time to understand the reason, however if stats aren't being submitted on time, member should be removed from CAUS.
- Courtmanche - suggestion is to update contact information and follow up directly with university financial departments.
- Hazel - will this be more work for a treasurer?
- The data is more important than the fees.
- Ferguson - if incidents aren't being properly reported this can discredit CAUS. Need to be able to properly report.
- Waltho has **withdrawn** Motion.

Waltho – Discussion and potential motion to implement a penalty fee for non-submission of stats. How much?

- Discussed above.

Waltho – Discussion regarding loss of membership for either non-payment of dues or non-submission of stats or both.

- Discussed above.

Motion: CAUS President to attend 2024 AAUS AGM and Symposium in March 2024 (Fort Pierce, FL) as representative of CAUS and to present post-meeting report to members at 2023 AGM and post on CAUS website.

Motion by: Heywood      Seconded by: Boissinot  
In favour: All              Not in favour: None

Date and location for 2024 AGM

- Prefer in-person option in 2024. Need to have a commitment of at least 15 members to attend to ensure feasibility of in-person meeting. Locations?
- Generally, the AGM is held in the fall. Last AGM was planned at the zoo in Winnipeg, but members didn't register.
- Central Canada is easy for everyone. Keep it close to a major airport.
- Ripley's aquarium could host (in Toronto). Downside is the cost of accommodation in Toronto.  
**Heywood/Ferguson to approach Ripley's.**
- Waltho - Ottawa would be a back-up.
- General agreement with in-person AGM in 2024.

- Could CAUS offer support for institutions that can't grant the funding? **Post-AGM update by Heywood** – typically CAUS does not provide travel funding for member institutions. This is financially not sustainable. CAUS 2024 AGM planning committee will try to keep financial barriers as low as possible.
- APZ (Winnipeg) might be an option. Makenbach Giersch will discuss with colleagues at APZ. **Post-AGM update by Heywood** – APZ not able to host in 2024.
- Executive to present give options for locations and then determine who would like to attend in person.

Motion: Adjournment of the 2023 CAUS AGM.

Motion by: Ferguson      Seconded by: Not required

In favour: All              Not in favour: None

Meeting adjourned at: 13:45 Pacific.