

Canadian Association for Underwater Science

Annual General Meeting

October 17, 2024

0900 – 1200 Eastern time



In-person at Ripley's Aquarium of Canada and Zoom online conference

Meeting Minutes

Action Items are highlighted in **yellow**.

Opening of the 2024 CAUS AGM. (Chair¹: Jeremy Heywood)

Meeting opened at: 09:04 Eastern time.

In attendance (Executive Committee members in **bold**):

- in-person - Host - Frances Parry (Ripley's Aquarium of Canada)
- in-person - **Jeremy Heywood** (Vancouver Aquarium)
- in-person - **Nigel Waltho** (Carleton University)
- in-person - **Rich Moccia** (University of Guelph)
- in-person - **Bruce Hatcher** (Cape Breton University)
- in-person - **Isabelle Côté** (Simon Fraser University, proxy vote for University of Alberta)
- in-person - **Sherri Ferguson** (CSA liaison)
- in-person - **Bruno Courtemanche** (Bishops University)
- in-person - Fabiola Ruiz Aguilar (University of British Columbia)
- in-person - Kevin Swoboda (BlueAct Marine Society – TidePools Aquarium)
- in-person - Jessica Schultz (Dynamic Ocean Consulting)
- in-person - Caitlin Hall (University of Alberta)
- In-person - Hannah Schriber (Bamfield Marine Sciences Centre)
- in-person - Guest - Michelle Barnhill (Ripley's Entertainment)
- in-person - Guest - Torben Bridges (DFO Saint Andrews Biological Station, NB)
- in-person - Guest – Marc Brandson (Toronto Zoo)
- In person – Guest – Bruce Gray (Environment and Climate Change Canada – Ret'd)
- Zoom - Francois Hazel (Enviro-Mer)
- Zoom - Wayne Jacob (Tula Foundation - Hakai Institute)
- Zoom - Rod Hobbs (Memorial University)
- Zoom - Barb Battock (Memorial University)
- Zoom - Paul Boissinot (Musee de Fjord)
- Zoom - Claire Goodwin (Huntsman Marine Science Centre)
- Zoom - John Linley (Dalhousie University)
- Zoom - Marie-Claude Morin (Montreal Biodôme)

Verification of quorum (25% of current members required = 7 of 29).

Number of voting members (highlighted above in **blue**) present: 18 Quorum verified: Yes

¹ 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 2024 CAUS AGM Agenda.

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

Motion: Adoption of the minutes of the 2023 CAUS AGM that took place on November 28, 2023.

Motion by: Heywood Seconded by: Hatcher
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	Stepping down as of 2024 AGM. Position vacant.
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. Stepping down as of 2024 AGM. Position vacant.

Motion: Call for nominations for vacant Secretary position

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

Motion: Nominate Isabelle Côté as Secretary

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

Isabelle Côté accepts the nomination.

Motion: Call for nominations for two vacant Executive-at-Large positions

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

Motion: Nominate Fabiola Ruiz-Aguilar as Executive-at-Large

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

Fabiola Ruiz-Aguilar accepts the nomination.

Motion: Nominate Jessica Schultz as Executive-at-Large

Motion: Schultz Seconded by: Côté

In favour: All

Not in favour: None

Jessica Schultz accepts the nomination.

Motion: Appoint Isabelle Côté as Secretary, and Jessica Schultz and Fabiola Ruiz-Aguilar as Executives-at-Large

Motion: Heywood

Seconded by: Hatcher

In favour: All

Not in favour: None

President's Report:

- Attended 2024 AAUS Symposium in Fort Pierce, FL in April.
 - Hosted by Harbor Branch Oceanographic Institute and Smithsonian Marine Station
 - ~200 attendees
 - Next year's meeting will be in Seattle
 - Symposium for day and a half, day for business/DSO meeting, few days of workshops and training sessions including a New DSO workshop, local dives and general skills and topics
 - Heywood presented summary of new ISO standard to AAUS attendees
 - AAUS Symposium proceedings are available
 - AAUS Symposium highlights:
 - Amy Moran – sea star wasting syndrome in Antarctica
 - Oregon State University - Seven gill shark research via coordination with the public
 - Saipan wrecks archeological sites paired with community engagement about history as well as current tourism and other modern activities surrounding the wrecks
 - Increasing diversity of talks, for example, about underwater archaeology, other non-biological research, marine ecology,
 - Diving physiologist talking about diving accident management; reinforced the importance of the basics
 - Ongoing engagement with AAUS is beneficial to CAUS
 - Waltho: suggest inviting a member of AAUS Executive attend CAUS meeting
 - Holding CAUS meeting concurrently with AAUS every second or third year was discussed
- Recap of ISO 8804 events in 2024.
 - Work completed and published in 2024
 - Describes competencies for three levels of scientific diving
 - First international standard for scientific diving
- Thanks to Victoria Burdett-Coutts for all her support as Secretary.
- Thanks to Katie McGregor for her work on the Executive Committee.
- Thanks to all for continued support of CAUS.

2024 Financial Report (Waltho):

- Completed switch from BMO to RBC.
- Opening balance for 2024: \$37,600.83.
- 2024 income (to date): \$13,547.75.
- 2024 expenses (to date): \$13,674.81.
- Bank balance (to date): \$37,473.77.
- Balance after anticipated income and expenses for 2024: \$33,073.77.
- Members still owing dues: one from 2023, two from 2024.
- Notes and discussion regarding finances:

- Heywood to review insurance policy regarding internal litigation after Ferguson provided example of a president suing a board.
- Having a face-to-face meeting resulted in a net loss for the year, however
- This has been an acceptable expenditure in the past, and may reflect business back to normal
- Alternating in-person and virtual meeting annual meetings should even out the expense
- Investing 'extra' money suggested, but not be worth it for the small amount of money available

Motion: Adoption of the 2024 Financial Report.

Motion by: Moccia

Seconded by: Hatcher

In favour: All

Not in favour: None

CAUS Scholarship

Continued thanks to Moccia and Scholarship Subcommittee for work in 2024. 2024 deadline for submissions was October 1, 2024. Four submissions under review.

Please publicize at your institutions.

Old Business

1. CAUS Standard update – see new business.
2. Dive Supervisor discussions addressed in new draft update of CAUS Standard – see new business.
3. Framework for reporting near-misses.
 - Executive to update definitions and reporting requirements for accidents, incidents and near misses, solicit feedback and send to membership
 - Hazel volunteered to support this process
4. Scientific Diving Exams – Waltho, Ruiz-Aguilar and Svoboda will refresh CAUS I and develop CAUS II exams after CAUS Standard update.
5. Technical dive program Subcommittee – will revisit after CAUS Standard is updated.
6. Statistics – Note to members to submit payments and dive stats via Google form; some are still outstanding.
 - Safety statistics are important for defending why CAUS is the standard for scientific diving; demonstrates that what we're doing is working – safer than occupational diving
 - 27/29 members have submitted dues; 26/29 have submitted forms
 - Repeated non-payment of dues can result in ejection from CAUS
 - 2022/2023 dive stats:
 - Most dives are happening at 10 m or less
 - Increase in number of dives from one year to the next
 - Most institutions had no mishaps
 - Three institutions identified mishaps: mostly minor incidents; might be considered near-misses rather than incidents
 - Discussion regarding need to clearly define what's considered a near-miss vs. what would be considered an incident
 - Bishops University:
 - Incident = anything that could lead to complications
 - Accident = anything that does lead to a complication
 - Canada Labour Code has a definition of a near miss
 - Clarify definitions of mishap, incident and accident and send to the membership; include definitions in Google form
 - Suggestion to also include data on use of dive computers, technical diving, nitrox, rebreathers
7. Budget for fiscal year finances developed by Treasurer and President and approved by Executive Committee – no action yet – still pending.

8. Discussion and potential motion to implement a late fee for late dues payment and/or dues delinquency letter.

Motion: CAUS Secretary will issue warning letter member organizations who miss annual fees two years in a row, including date of CAUS membership termination if dues continue to be delinquent.

Motion by: Hatcher

Seconded by: Heywood

In favour: All

Not in favour: None

Heywood to draft a letter for review.

Letter to explain the consequences of losing CAUS membership.

9. CAUS Digital Marketing Strategy Subcommittee to increase online presence and aid in recruitment – **To be revisited at 2025 AGM.**
 - Need to incorporate photos, videos, student projects etc.
 - Creating the content is more difficult than posting on the website
 - Will be need for volunteers to solicit student project descriptions etc.
 - If keen to help, contact Heywood

New Business

1. Waltho – Presented update on status of scientific diving in Ontario.
2. Ferguson – Presented overview and update regarding CSA issues affecting CAUS.
 - Ongoing talks about definition of scientific diving. Existing definition exempts scientific diving if a member of CAUS so by default if you are not a member you are not exempt from the standard even if scientific diving
 - Many provinces do not recognize the exemption or only allow partial exemption therefore presence of a scientific diver representative at the CSA meetings is critical to allowing work to be done under CSA standard
 - Z275.2 continues to see push to increase SCUBA to four-person crew. Again, highlighting the importance of representation at the CSA meetings
3. Heywood/Waltho - ISO 8804 review and discussion
 - Heywood - overview of ISO history and process
 - Waltho - comparison of ISI Standard to CAUS Standard
4. Heywood – Suggested major rewrite of CAUS Standard, including additions for ISO 8804 compliance and enhanced surface support position and edits for clarity.
 - Suggest re-writing DIC rating
 - Find middle ground above scientific diver II but not diving supervisor (ISO 8804 -3)
 - Incorporate recommendation from Ferguson re: CSA Standards
5. Group discussion regarding update of CAUS Standard of Practice for Scientific Diving
 - If CAUS chooses to meet ISO standard, it should also exceed it in areas already compliant
 - Perhaps label Diver-in-Training as Level 1, Diver-in-Charge as Level 2, maintain CAUS scientific diving standard as is
 - Diver-in-Charge and Diving Project Leader are two separate things in DFO
 - Often these roles are in conflict (safety vs getting the science done)
 - AZA standards also have diving standards specific to zoos and aquariums that should be considered as the CAUS Standard is reviewed
 - Perhaps make SMBs mandatory

Motion: Heywood and Waltho draft updated CAUS Standard of Practice for Scientific Diving as discussed in New Business Items 4 and 5 and including integrating compliance with ISO 8804 Standards, then present to the membership for review.

Motion by: Hatcher
In favour: All

Seconded by: Lindley
Not in favour: None

Motion: CAUS President to attend 2025 AAUS AGM and Symposium in March 2024 (Seattle, WA) as representative of CAUS and to present post-meeting report to members at 2025 AGM.

Motion by: Heywood
In favour: All

Seconded by: Waltho
Not in favour: None

Date for 2025 AGM? Meeting will be conducted on Zoom. Date to be determined.

Note:

CAUS extends a huge “Thank you” to Michelle, Katie, Frances and the entire Ripley’s Aquarium of Canada team for hosting the 2024 CAUS Symposium and AGM.

Motion: Adjournment of the 2024 CAUS AGM.

Motion by: Heywood
In favour: All

Seconded by: Not required
Not in favour: None

Meeting adjourned at: 12:33 Eastern.