

Approved Minutes Meeting #43  
Board and Executive Meeting of the Canadian Permafrost Association  
Teleconference  
11 February, 2022 1200-1400 EST (1000-1200 MST / 900-1100 PST)

Attending:

LA  
BF  
KK  
CB  
DH  
PDM  
JH

Excused

PM  
MG

Minutes  
PDM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #42, 21 January, 2022
3. Matters arising from the minutes (But not covered later as agenda items)
4. President's report (KK)
  - a. General update
  - b. AGM 2022 - updates
  - c. CPA Executive Assistant - Next steps
  - d. Standing International Committee
    - i. General update
5. Treasurer's report (BF)
  - a. General update
  - b. Standing Finance Committee
    - i. General Update
    - ii. Charitable arm
6. Secretary's report (PDM)
  - a. General update
  - b. Support for Canadian Archaeological Association
  - c. Standing Membership Committee
  - d. Update Bylaws: Discipline of Members of the Board and Executive Assistant
7. Communications director report (JH)
  - a. General update
  - b. Standing Dissemination Committee

- i. General update
- 8. Early Career representative report (MG)
  - a. General update
  - b. Webinars
- 9. Past-President report (LA)
  - a. Standing Committee ToRs and Standing Committee Chair meeting
  - b. Update Action Groups
    - i. General update
  - c. Standing Linkages Committee
    - i. General update
- 10. Information Sharing
  - a.
- 11. Any other business
  - a.

### Action Items

KK: Send the 6-month EA ad around for one more look by the board.

KK: Bring forward a proposal on branding to the next meeting.

BF: We need to update our address with REM.

PDM: Pass on the updated bylaws to Industry Canada

PDM: Reach out to Brian Moorman to see if he is interested in sitting on the “Alliance”

KK/MG: KK: Contact Sharon Smith about a PIN presentation.

LA/BF/JH/KK: Look into using Membee to organize registration to the Dawson meeting.

### Minutes

1. Approval of the Agenda (KK)
  - a. Questions?
    - i. LA: Let's move a few things around so that we can cover them off while people are here.
  - b. KK Moves to approve, DH seconds
  - c. Unanimously approved
2. Approval of the Minutes of Meeting #42, 21 January, 2022
  - a. Discussion? None
  - b. LA moves to approve minus. DH seconds.
  - c. Unanimously approved
3. Matters arising from the minutes (But not covered later as agenda items)
  - a. None
4. President's report (KK)
  - a. General update
    - i. Lots of work on getting the rollout of the standing dissemination committee, and getting people up to speed on updating the website, and developing the TOR.
    - ii. We need to talk about the TORs, the EA, and branding.

1. Let's start with the TOR. Did anybody have a chance to read these?
  2. JH: I noticed that the TOR for the SDC had changed some of the deliverables.
  3. KK: The main thing was to move the newsletter over to the SMC.
  4. LA: Adding to that, when we were discussing the the TOR, we realized how much your committee was doing. And also that the standing committees need to be working better together. We will start disseminating the TOR and organize a meeting with the committee chairs.
  5. KK: Do you have any questions, BF?
  6. BF: I haven't seen the last version that you sent, but in the Plan we are to increase the revenue. I didn't know how the finance committee could increase revenue. Should we focus on developing the foundation? That is how I saw it.
  7. KK: That seems like a great task for this year. But we may ask the committee to look into developing proposals for grants or funding.
  8. PDM: The SFC could also look into grants, etc.
  9. LA: The strategic plan is for 5 years, so we don't have to do it all in the first year.
  10. JH: We could charge a small fee to view some of our videos if not a member
  11. KK: Anything else on the TOR?
- iii. KK: Executive Assistant. We are still looking into the funding, but we need to think about what the EA will do. We need somebody to help with digital communications, like the social media, the website, etc. We have a few options. Do we put out the ad as drafted?
1. LA: I think that we put the ad out there, and see what we get. I am not sure that 10h a week seems like a lot. Maybe we should reduce to 1 day a week/8 hours
  2. KK: That seems reasonable. With 8 hours a week, would there be enough work?
  3. JH: Oh, yes!
  4. LA: We will be able to keep that person busy.
  5. KK: OK, 8 hours a week. BF, do we have the funds for this?
  6. BF: We can draw on the reserve, but we may have to share with ICOP.
  7. LA: It is an investment in the future, so I'm not hesitant to use the reserve. But if we get some money from this year's meeting, we can put that towards the EA positions. We will have to look at what profits we can make, but we do have the reserve for now.
  8. BF: I am hesitant to use the reserves for more than one year.

9. LA: Exactly, the point of the reserve is to carry us through one year if we have no revenue. We were in the lucky position by getting lots of lifetime members, to build up our reserve.
  10. JH: Should we write a proposal now, or wait?
  11. LA: Sooner than later, but we need to be careful in what we are investing in.
  12. BF: In the short term, we will be OK, but we will have to see for next year if we want to continue.
  13. KK: We can put together a 6-month contract, so that if they are not the right person we can change.
  14. JH: Plus if it is a graduate student, then they can pull the plug after 6 months if there is too much work.
  15. OK, 8 hours, I'll send the ad round for one more look by the board, and a 6 month contract. Any more comments?
  16. PDM: We need a plan beyond drawing from the reserve, and we really should task someone to look into grants.
- iv. KK: Branding. we need to finish this off. We got so far with it, and we have the footer, and started to do that work, but then the work stopped. There is quite a bit of work to finish that off, and document how to use them properly. I have a quote from the person who worked on the branding last time, for about \$1800.
    1. LA: We paid for the work last time, and we paid for it, and we got the rights.
    2. KK: We will be looking for web work, templates, etc. I'm keen on doing this for a couple of reasons. Our branding and how our content is displayed on SM is part of what will draw people to the CPA. Having things easy to read on the website is important, and right now some parts are hard to read. I also have a connection with Shawn, so that makes things a bit easier.
    3. PDM: We need to be able to make sure that if we make a request, that it gets done. We don't want to be in the same position that we were in last time.
    4. LA: I'd just like to know what the value is, just want to see more of what the expected outcome would be.
  - v. KK: I'll bring forward a proposal to the next meeting.
  - vi. LA: That would be great so that we know what the plan is and the schedule. Just so that we have an idea of what and when.
  - vii. KK: ACTION: I'll circulate the proposal
  - viii. JH: Yes, and the list of deliverables.
- b. KK: Any other questions?
  - c. Standing International Committee
    - i. General update
    - ii. none
5. Treasurer's report (BF)

- a. General update
    - i. 137 paid members. 52 members are outstanding. we get about 10 more after each renewal letter. 52 ED, 1 Reg., 17 lifetime, 3 CG, 3, IG, 1 IS. Transport Canada renewed.
    - ii. 66875 in the bank, 2032 GIS. Revenue \$14090 so far this year. Expenses, \$2890 so far, includes \$431 Stripe, \$16.50 banking fees, and the cheque from the DH award was cashed. We received an invoice from REM for \$600 plus tax. We need to update our address with them. If the work is done I'll pay it.
    - iii. JH: REM did complete the work. They finished the members only section.
  - b. As far as the CGS combo membership goes, I'm chasing them down.
  - c. Standing Finance Committee
    - i. General Update
      - 1. working on the Charitable foundation.
    - ii. Charitable foundation
      - 1. I incorporated the comments from LA, KK, and PDM and passed them on to Wendy Sladen. We changed the name to Canadian Permafrost Foundation.
  - d. BF: I'm still working on the year end statement. I need to talk to an accountant about that.
6. Secretary's report (PDM)
- a. General update
    - i. By-laws updated, and ready to post on the website. I need to pass on the updated bylaws to Industry Canada.
  - b. Support for Canadian Archaeological Association
    - i. PDM: I attended the last meeting. We have a new name for the group, called the "Alliance to Support Indian Residential School Missing Children Investigations". Lots going on there now, but in a bit of a holding pattern until the government decides what it is going to do. They have developed a technical document that I thought we would be able to contribute to, but it is already in play. We can ask one of our specialist members to reach out and ask to comment. Speaking of which, I wonder if we should choose a member who is much closer to the issue than me to represent the CPA on the Alliance?
    - ii. CB: At the PermafrostNet meeting this week, Brian Moorman said he is in negotiations with the Dene to survey locations in the NWT over the summer.
    - iii. LA: Maybe Brian would like to be our representative on the Alliance?
    - iv. PDM: I think that would be a good idea.
    - v. CB: I'd wait a week or so. He's on vacation.
    - vi. PDM: I'll pass that along
    - vii. KK any more questions?
  - c. Standing Membership Committee
    - i. JH: I've asked Phil for a list of member benefits, but I haven't heard back.

- ii. PDM: U Lethbridge is on strike, so you won't hear from him. I've drafted a list of member benefits, and will run them by the committee. I spoke with Phil and I will chair the committee in the interim. I'm setting up a meeting to get the committee moving along and we will discuss the TOR, and the committee's duties.
- 7. Communications director report (JH)
  - a. General update
  - b. Secure content side of the website has been updated. Some of the members of the SDC have had website training, so they can work on a few things. I've worked out how to make the public and private directories more user friendly. I have a laundry list of things to update on the website.
  - c. Standing Dissemination Committee
    - i. General update
      - 1. We are on track with the deliverables with respect to the Strategic Plan. I'll pass along the TOR to Yifeng, and we will have a meeting about them. We didn't meet this month; waiting for the TOR.
- 8. Early Career representative report (MG)
  - a. General update (KK on MG's behalf)
    - i. She has touched base with XK about the webinars. We do not have Guy Dore's presentation, the file was corrupted. Too bad. She has ideas for presentations, including the permafrost database in YK.
    - ii. LA: Is there an opportunity for the CPA to promote these databases?
    - iii. KK: Should we ask Sharon to talk about PIN?
    - iv. PDM: Sure, we should.
    - v. JH: We could also ask Nick Brown at PermafrostNet to present.
    - vi. LA: Nick also has some good ideas that we should share.
    - vii. KK: MG also indicated that we will want to broaden the audience for the webinars. She suggested that the webinars be shorter so that the webinar was not such a big task for the presenter.
    - viii. KK: I'll ask MG to contact Sharon about a PIN presentation.
  - b. Webinars
- 9. Past-President report (LA)
  - a. Standing Committee ToRs and Standing Committee Chair meeting
    - i. We have the TOR roughed out. the next thing is to get them out the Committees, and get them back on track
  - b. Update Action Groups
    - i. General update
      - 1. I haven't heard back from Greg yet. I have published a paper recently on modelling.
      - 2. Lots of action on the Terminology action group. They have looked at 400 existing terms, and about 50 new ones. They are working hard on that after their March 11th meeting, and a schedule ready for presenting it at ICOP2024. There is a sub-committee to

look at how to create a hierarchy for the definitions to make them easier to search online.

- c. Standing Linkages Committee
  - i. General update
    - 1. No update. On pause until we get the TOR.

#### 10. Information Sharing

- a. KK: CFES. I attended the CFES meeting last night. It was focused on trying to increase enrollment in Earth Sciences.
- b. CB: We are in trouble in Canada with teaching permafrost engineering. There is only RMC now. Guy Dore is retiring. Jocelyn and Morolo have permafrost as an add on. And RMC has a unique demographic. When we look at the science side of things, we are OK, but the numbers are not high. There is a very spread out set of academics. If Wayne's departure means anything, the permafrost positions are not being filled by a permafrost person again. The number of people working in permafrost is much higher than 10 years ago, but we may not be strong in teaching, especially in engineering.
- c. LA: Is there anything we can do with Yukon University? Fabrice supports a lot of engineering work. This is a major challenge for Canada, that we don't have graduate courses in engineering.
- d. KK: So that was the discussion. Their AGM is coming up in April in Ottawa. And there is a course on the Geologize.
- e. CB: The public face of the ES is mining and petroleum, and the mining industry does not have the best reputation for some people. There are some culture and image aspects that need to change.
- f. CB: The Frozen Ground will be coming out soon.
- g. CB: We are beginning to have novels written about permafrost. I have this book that appeared in my mailbox, *Once Upon the Permafrost*. It is an indication that permafrost literature is growing beyond the sciences and engineering. It is to do with a growing global consciousness about what is going on in the Arctic. It says to me that the nature of the spread of interest in permafrost is way beyond what we think about. We are still a curiosity, but we are no longer niche.

#### 11. Any other business

- a. AGM 2022 - updates
  - i. CB: The news is this. On 26 Jan, the program was discussed by the 3 Chiefs. They were meant to tell me this week, as last week I was swamped with NSERC. That is probably the same for Greg. The only people who replied were the Trondek Gwitchin. No one else, but what I have heard is that everyone is happy. 200 seems like the maximum number of visitors we should have. Also, one comment is that they don't want a sponsorship from the YK government. I spoke with the Crown-Indigenous Relations and Northern Affairs Canada Climate Change Program, and they are very supportive. There are aspects of the climate change program for preparedness in the north for climate change, and this fits into that. We will get an NND to apply for the support, and they

will receive the funding. One person who will be involved is Ben Linaker, and he looks at climate change and health and wellness. His crew will have support. He is with either CIRNAC or Health Canada [PDM: Indigenous Services Canada, Climate Change and Health Adaptation Program, Northern Arm].

- ii. CB: Where are we? We will have the program sorted out by the end of next week. I'm expecting to be given the go ahead to look for support. They do not want the KPMA taking over the meeting. They can assist with field trips, but not be involved in organizing the meeting. After this call I'm on with NND, and will get their views. Any questions?
  - iii. LA: Anything about the costs?
  - iv. CB: The budget is \$100K. Chief Roberta would like a coordinator, and CIRNAC thinks that is a good idea. We are looking at about \$500 registration fee. This is too steep for most people, so that is why I am looking for support from CIRNAC and the like. If there is to be an online component, that is about \$40K cost. So that is in addition to the \$100 K. 25% for travel, %50 for food, and %25 for all the other stuff. At the moment, no one seems particularly bothered by the cost. If there is money coming in from registration, a registration schedule, then we will know how much we need to raise to cover the rest. Also I think that we will get about 30-40 residents, so @150 visitors. There will be all sorts of people who will want to come. I don't get the feeling that there is interest in making this open to international visitors.
  - v. JH: Do you know what registration platform will be used?
  - vi. CB: Not yet, we just need to fix the fees, and then we can get a platform set up. I think the CPA will need to host the registration.
  - vii. LA: Then we will have to look into using Membee to organize this. BF and I can look at this.
  - viii. KK: I'd like to join that meeting so that I know how it works.
  - ix. LA: Membee has tons of videos to help. I have to go.
  - x. JH: Please just pass along as much detail as possible so that I can get it set up properly.
  - xi. CB: This will be a trial for the CPA. Whatever you set up will be the template for the future.
  - xii. KK: What is the rough timeline to start registration?
  - xiii. CB: Hopefully mid March. I just have to find out a few more details.
- b. CB: I also got some information from the Cascade Institute. It is a 12 page proposal for a 1 year major push to get permafrost carbon on to the international government agenda. This relies on some of the conclusions drawn from the discussions last year. I think that they sent it to me to look for the IPA's endorsement. There is one problem, but overall it is OK. LA will want to look at this, and Duane Froese is involved. Duane and Lukas are the only two in the steering committee who know about permafrost. They don't have advocacy people, lobbyists. All of their lobbying is through the back door. I presume that



they will reach out to you, KK, as President of the CPA. I think it is in good hands, and I expect the CPA to be asked to be involved.

- c. CB: Permafrost course online. I have been talking to Andrew Burn about how to break something up to post online. You need a 3 minute trailer, and then nothing longer than 17 minutes for the main video. Then he says you need to get people to commit to using the material and view it, and then the viewership will increase from there. We may have a venue with the Norwegians, via Hanne Christiansen. We could help Hanne with on-line courses. Andrew says, if it is worth watching, it has to look good. The voice over has to be good, and it has to look like you are talking to the viewers. It does cost, not too costly, but there is a cost. Hanne is looking for on-line modules, and she has money to spend. I proposed that I make 3 on-line courses: Permafrost thermal regime, Ground ice, and Construction in permafrost regions. She said that she would put in for 100K Kroner. So there are funds for production costs. The materials need to be reviewed before production, so that is what I would want help with, but you need a videographer and a small studio to make the final recording. My proposal will be on the dummy run, and then on the production side. I will be looking for tips and comments on the materials before we get to the recording stage.
  - d. KK: That is excellent collaboration, and happy to have Andrew's comments. This will help us with branding, possibly. A great point.
  - e. DH: I like the idea of collaborating with Frozen Canoes. Also, with the AGM coming up in August, it may be worth asking the Yukon Convention Bureau. It is nonprofit, and separate from the Yukon Government. It may be useful to get some advice and support from them.
  - f. KK: Thanks DH.
  - g. KK: Comments?
  - h. JH: I'm panicking a bit about the registration. Maybe BF, LA and I can get together to go over Membee.
  - i. LA: As BF says, Membee goes through these widgets. It can do a lot, and Membee provides support. If we have to pay a bit more for help, so be it, but Membee does a lot. For me, we know that we will have data security. It is in Canada, and I haven't heard about any data breaches with them.
  - j. JH: I've been looking about this in Membee, and I'm sure that we can do this.
  - k. KK: We hear you, that this needs to be a collective effort.
12. Adjournment
- a. 1:57 pm Eastern
  - b. Next meeting: TBD according to Doodle Poll results.