

Approved Minutes Meeting #50
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
09 September, 2022 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

Attending:

Kumari Karunaratne (KK)
Peter Morse (PDM)
Lukas Arenson (LA)
Barb Fortin (BF)
Dale Heffernan (DH)
Madeleine Garibaldi (MG)
Pooneh Maghoul (PM)
Astrid Schetslaar (AS; non-voting)

Excused:

Jennifer Humphries
Chris Burn

Minutes:

PM

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #49, 12 August, 2022
3. Matters arising from the minutes (But not covered later as agenda items)
4. President's report (KK)
 - a. General update
 - b. North Yukon Permafrost Conference debrief
 - c. National Adaptation Strategy
 - d. AGM 2022 - updates
 - e. Standing International Committee
5. Treasurer's report (BF)
 - a. General update
 - b. Standing Finance Committee
 - i. General Update
 - ii. Charitable Foundation
6. Secretary's report (PDM)
 - a. General update
 - i. Nomination Committee
 - b. Standing Membership Committee
7. Communications director report (JH)
 - a. General update

- b. Standing Dissemination Committee
- 8. Early Career representative report (MG)
 - a. General update
 - b. Webinars
- 9. Past-President report (LA)
 - a. Update on Action Groups
 - b. Standing Linkages Committee
- 10. Information Sharing
- 11. Any other business
- 12. Adjournment

Action items:

Minutes

- 1. Approval of the Agenda
 - a. KK: any changes
- 2. Approval of the Minutes of Meeting #49, 12 August, 2022
 - a. PDM: I still need the financial numbers from BF, Table until next meeting
- 3. Matters arising from the minutes (But not covered later as agenda items)
 - a. None
- 4. President's report (KK)
 - a. General update
 - i. Seems like most of us are recovering from the meeting, but it was a real success!
 - ii. I'm going to the Permafrost Pathways meeting at Harvard at the end of the month. I have to give a 5 min overview and will pass that around for comments. The point of the meeting is on policy and on carbon issues.
 - iii. LA: I'd be interested to learn where Canada fits into all of this so that we are not ignored in these discussions.
 - iv. I've been thinking about the newsletter in October.
 - b. North Yukon Permafrost Conference debrief
 - i. KK: how about we talk about highlights and lessons learned. BF?
 - ii. BF the virtual was straight forward. Everything worked, good camera angles, the coverage was good, but the only problem was not being able to participate, or join in the break out rooms. In terms of the finance, it was a lot of work, with lots on my list of things to do, but great preparation for ICOP. I think that Dawson might have been more challenging because it is a smaller place, and we will have a conference organizer.
 - iii. KK: I'd like to capture what was good and what not to do, so we have some notes. Doing the registration online from our website had some little problems, but overall went well.

- iv. PM: Echo that the virtual was great. I think that it is important to have a local person or two involved. Need people on sight. Communications is key, needed to head off mis communications that lead to creating more work or a headache.
- v. DH: Echo PM and BF. The sound was exceptional, easy to follow along and see the presentations. For ICOP, things should be easier because we will have locals involved. It was great to have the plain language, so that more people could understand things. I found it useful myself, and I think that others would find it helpful as well. I'll check in with the other people who went in person.
- vi. MG: I wasn't able to participate.
- vii. LA: I was on site. I thought that it was a great meeting and I really enjoyed it. The presentations were great. We were forced to listen to areas and topics that we wouldn't really normally listen to. You miss stuff. This made you think of other ways, that if you sit with same-minded people, you miss this. I think that we should try to help this happen in ICOP. I didn't mind that we didn't have technical sessions. The posters did that, and the way that we set it up, it allowed the poster presenter to get more feedback. There were a lot of interesting discussions. For feedback it was really good. We learned a lot. Most importantly, for future conferences we need to assign responsibilities. What were the roles, who was the local organizer. A lot landed on Kumari's plate, that shouldn't have. We need to have clear roles and responsibilities assigned. For all members of all committees.
- viii. AS: Lots of things that you don't think of, so good to get expertise from someone who has done this before. This became apparent as the date became closer and closer. Almost need a checklist. I heard nothing but good feedback. I think that we need to put our foot down on some things. We have to be more fluid about communications. sometimes we didn't have a name of a registrant, for example, so we had to be fluid and flexible. Communication is definitely a key thing.
- ix. KK: Overwhelmingly positive feedback. Definitely need a conference organizer for ICOP. Dawson was a special thing, and we have to be careful about how we do this. We won't have a CPA if it is this intensive on the Board and committees. We need to piggyback on other conferences, etc. And also when working with First Nations, it was hard to get commitment as to who could do a particular thing because they are stretched so thin. so leave room in the program for presenters is needed. Getting the name ahead of time was challenging.
- x. KK: I've put together a bit of a survey that I'd like to send out. (shares screen). It is roughed out, but we want to know who you are, tell us about yourself, how much you attended, and then ask for some feedback on future CPA things and on ICOP2024. It asks questions about the program, the themes, the opening reception, etc. I'd like to get some

feedback on this and then send it to the conference participants. Need to do this while it is fresh. Comments?

- xii. KK: If there are any more receipts, I need them, so that we can settle up with those we owe money to.
 - xiii. BF: We are almost settled with Gunta, and we need to finish up with Bonanza. We still have lots to pay, we will be about \$151K to pay in total, but I have only paid about half of that. We have about \$79K, but we still need to get money from some of the sponsors. If all goes well and we get all paid, we will be doing pretty good, and will have about \$27K surplus. And that is despite the Bunkhouse problem. It will probably take a month to sort out all of the revenues and expenses. [In email from BF on 9 September, Estimated Net Revenues from Dawson: ~\$179,000; What has been paid to the CPA to date: \$145,411. Estimated Expenses from Dawson: ~\$152,000; What we paid so far: \$69,037]
 - xiv. PM: I think that we need to have it on the record that the plain language talks and the talks by the Elders worked really well together. Everyone learned a lot. We had hoped for this, and it happened. We got a lot of positive feedback because it was a positive conference.
 - xv. PM: I have asked for all of the posters to be submitted for upload to the CPA website.
 - xvi. LA: And we can upload the videos as well and the program, etc to share with members.
- c. National Adaptation Strategy
 - i. No update yet
 - d. AGM 2022 - updates
 - i. KK: We need to have an AGM. We could have a call for abstracts for a bit of a show and tell, things like lessons learned. We can have time to recognize people. We can see what we get and do a 1-h
 - ii. PDM: What time frame? How many days?
 - iii. KK: We could spread it out over a couple of days, or just have it for an hour and then have the business meeting.
 - iv. LA: My initial reaction is do we need it? We had the meeting, we've done a lot, and there will be the YGS meeting, and the PermafrostNet meeting. MG is working on webinars, and we could work it into that.
 - v. PDM: I echo Lukas's comments, that we've done a lot.
 - e. Standing International Committee
5. Treasurer's report (BF)
- a. General update
 - i. We have 7 new members, 2 EC, 5 reg., so at 222 paid members. (84 EC, 18 Lifetime, 110 reg, 5 Corp. gold, 1 Corp. silver, 3 Inst. gold, 1 Inst. silver). \$146 800 in the bank (Cash \$ 109,800, Reserve \$37,000, GIC \$2,034). Revenues from membership are \$23,820, and expenses are ~\$11K. I got a charge

from Zoom for \$825, but I didn't get the email about it, so maybe Xiangbing is getting these. \$7 in banking fees

- ii. I reinstated the end of year promotion for membership.
 - iii. I'd like to get a list of the poster presenters who won at the conference. I can do an e-transfer. This money comes out of the CPA budget that we had set for awards.
 - iv. I'll pay the invoice from AS that I just got. Other than that, that is it for me. Questions?
 - v. KK: AS, JH, and Emma Stockton did a huge amount to help the conference. It would be great to find a way to do something for her.
 - vi. BF: I did get an email from her sending me receipts for meals. I said that the CPA would pay for these because she was helping so much.
 - vii. LA: And thank you KK for all of the work that you did, too!
 - viii. KKK: What if we give the three of them a free membership next year?
 - ix. All: Agree! Great idea.
 - x. BF: I'll add that to my to-do.
 - xi. AS: Has anyone sent you any requests for refunds? I got a couple of requests.
 - xii. LA: have we got the signatures on the electronic documents? I can't access it. I am not getting the code for me to sign this. I've sent an email about this, and I haven't heard back from them yet.
 - xiii. BF: I'll clear that soon.
- b. Standing Finance Committee
 - i. General Update
 - ii. Charitable Foundation
6. Secretary's report (PDM)
- a. General update
 - i. Nomination Committee
 - 1. No movement here. I have to check in with Phil again and see what is going on. I'll get this sorted out, because we need a slate of nominees.
 - ii. Insurance
 - 1. It is up to date, and all squared away.
 - b. Standing Membership Committee
 - i. Not a lot of movement here because of everyone being away in the field.
7. Communications director report (JH)
- a. General update
 - i. None.
 - ii. ACTION: JH to send the awards list to BF:
 - b. Standing Dissemination Committee
8. Early Career representative report (MG)
- a. General update
 - i. reviews upcoming webinars.

- ii. PDM: Was an event for EC's missed at the Dawson meeting, or was it OK to not have something?
 - iii. KK: not really missed.
 - b. Webinars
 - i. MG: I have a webinar set up for November 24th, and I am waiting to hear from Naomi Short in December January. I'd like to have one in October. I was thinking about Sue Natalie, and I need her contact info.
 - ii. MG: One question, is there a standard day/time for the webinar?
 - iii. KK: Around noon central time is good for most people
- 9. Past-President report (LA)
 - a. Update on Action Groups
 - i. Toni presented a poster on the glossary, and they were looking for feedback, and he got it. No other feedback from the other groups. I didn't get a chance to catch up with Greg as he left the meeting in Dawson Early.
 - b. Standing Linkages Committee
 - i. No update here.
- 10. Information Sharing
 - a. PDM: We will probably have a new activity in the CCGP on permafrost-methane
 - b. LA: Richard Littlemore enjoyed the meeting and we may see something from them. CBC's "The Current" featured Dawson permafrost, and we may see another article soon.
 - c. KK: PermafrostNet is having their AGM in conjunction with YKGSF. Ashley Rudy is chairing the organization of the science portion of the Forum, so that will help to coordinate things.
 - d. KK: I am also sitting on a panel on the science policy conference as a part of a panel discussion on the permafrost strategy. Janet King is the chair for that panel. It is the same time as the Geoscience Forum. The strategy committee circulated a document on the work to date at Dawson. It would be good to set up a time to take a look at that, and hopefully we can do that this fall.
 - e. LA: The PermafrostNet doesn't really have a business meeting at the AGM, it is just a Board meeting. We don't have a date yet.
- 11. Any other business
 - a. LA: Call for abstracts for the next EUCOP will be open soon. It will be in Spain, 18-22 June 2023.
- 12. Adjournment
 - a. 14:38.
 - b. PM: Next meeting is October 7th. Does that work for everyone? It is the Friday before a long weekend. Is anybody taking the day off?
 - c. LA: I may be travelling.
 - d. PM: Me too.
 - e. KK: Can we just move the meeting to Thursday?
 - f. ALL: Agreed.
 - g. Next meeting Thursday, 6 October 2022

