

Approved Minutes Meeting #60
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
7 July, 2023 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

Attending

Kumari Karunaratne
Guy Dore
Lukas Arenson
Madeleine Garibaldi
Dale Heffernan
Barb Fortin
Astrid Schetselaar

Minutes:

Astrid

Action items

- AS, KK: Create workplan for the fall.
- MG: Continue getting webinars organized. Contact students for EUCOP presentations.
- BF: Ask lawyer if the CPA can give money from its reserve to the foundation or if it must be a loan

Agenda:

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #59, June, 2023
3. Matters arising from the minutes (But not covered later as agenda items)
4. ICOP 2024 Chair report (LA).
5. President's report (KK)
 - a. General update
 - b. Standing International Committee
6. Treasurer's report (BF)
 - a. General update
 - b. Standing Finance Committee
7. Secretary's report (PDM)
 - a. General update
 - b. Standing Membership Committee
8. Communications director report (JH)
 - a. General update
Funding opportunities for permafrost related research and industry. Academic and industry collaborations.
 - b. Standing Dissemination Committee
9. Early Career representative report (MG)
 - a. General update
 - b. Webinars
10. President-Elect report (GD)

- a. Update on Action Groups
 - b. Standing Linkages Committee
11. Information Sharing
 12. Any other business
 13. Adjournment

Minutes:

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #59, June, 2023
3. Matters arising from the minutes (But not covered later as agenda items)
4. ICOP 2024 Chair report (LA)
 - a. General update
 - Learned a lot during EUCOP that we can apply to ICOP. A total of 150 abstracts for conference papers were received. Some people changed their mind about paper and want to submit extended abstract instead.
 - Progress for arrangements, locations, decided on informal side of things in terms of banquets and lunches. Provide a platform for networking and exchange ideas instead of formal seating arrangements, relaxed atmosphere.
 - Field trips are getting confirmed in terms of costs.
 - Sponsorship, cash flow going. Got one registration by mistake. During testing phase someone registered
 - Challenges: transportation - how do we get all the people from downtown to YukonU for sessions. We are looking into shuttles.
 - Expect about 200-300 for extended abstracts
 - Planning on site visit in the fall. Scoping of conference has been challenges.
 - Parallel sessions: how many can we have? We have room capacities. We need to guarantee that 200 people can go in each room. Balance how many parallel sessions make sense from a practical perspective but also making sure people do not miss too many presentations. Do not want to have the presentations far apart.
 - Treasurer's Report:

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ICOP2024 - Revenues (Net)	Budget	Actual
See Funds	\$ -	\$ 45,000.00
Interest	\$ -	\$ 100.32

Sponsorship	\$	187,500.00	\$	37,500.00
Registration	\$	560,375.00	\$	-
Other	\$	-	\$	15.19
TOTAL	\$	747,875.00	\$	82,615.51

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ICOP2024 - Expenses	Budget	Actual
Venue	\$ 5,000.00	\$ -
Catering	\$ 130,000.00	\$ -
Banquet	\$ 31,000.00	\$ -
Entertainment Banquet	\$ 7,000.00	\$ -
Icebreaker (No alcohol)	\$ 17,500.00	\$ -
Office Supplies, courier	\$ 5,600.00	\$ 8.33
Attendee Swags	\$ 5,000.00	\$ -

Printing	\$ 9,500.00	\$ -
Conference Management Software (Fourwaves)	\$ 6,440.00	\$ 6,437.61
Conference Organizer (Majestic Solutions)	\$ 132,300.00	\$ 45,360.00
Audio/Visual (Virtual Conference - Gunta)	\$ 40,000.00	\$ 8,006.24
Room Furnishings	\$ 15,000.00	\$ -
Transportation	\$ 50,000.00	\$ -
Proceedings Volume	\$ 35,000.00	\$ -
Stripe	\$ 5,000.00	\$ -
Banking Fees	\$ 500.00	\$ 43.50
Miscellaneous	\$ 20,000.00	\$ 173.26
Contingency (25%)	\$ 128,710.00	\$ -
IPA Overhead (10%)	\$ 64,355.00	\$ -
TOTAL EXPENSES	\$ 707,905.00	\$ 60,028.94

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5. President's report (KK)

a. General update

- Emailing people who have not renewed their membership.

- Starting some interest groups instead of action groups. Looking for deliverables. Remote sensing or regional groups. Commitment for 2 years or emailing list that we can launch in the fall.
 - Bringing in Quebec members. Maybe too focused on the west right now but need to focus more on Quebec especially students and early careers. Webinar on geography of Nunavik by Pascale's students.
 - Looking at co-memberships with different organizations and how we do that so we do not sink our treasurer in terms of administrative work load. Maybe some more shared initiatives and news sharing with these organizations. Plan for September, make a workplan.
- b. Standing International Committee
Conversations about getting the CNC-IPA transferred to the CPA.

6. Treasurer's report (BF)

- a. General update
- 187 members.
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Memberships	Member Numbers for 2023
Lifetime	18
Regular	90
Early Career	69
Corporate - Gold	5
Corporate - Silver	1
Institutional - Gold	3
Institutional - Silver	1
Community	0

TOTAL PAID Members

187

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- We have lots of revenues but not making that much expenses, can be a problem since we are non-profit. Probably do not need transfer from reserves. Have not spend scholarships or bursaries.
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CPA Revenues (Net)	2023 Budget	Actual
Indiv. Memb	\$ 12,900.00	\$ 10,498.00
Corp. Memb	\$ 5,500.00	\$ 5,500.00
Inst. Memb	\$ 3,500.00	\$ 3,500.00
Comm. Memb	\$ -	\$ -
CGS-CPA 2021 & 2022 Membership	\$ -	\$ 3,860.00
Standing Awards	\$ 4,000.00	\$ -
Transfer from Reserve	\$ 10,000.00	\$ -
Interest from Reserve	\$ 100.00	\$ 539.75

Other	\$ -	\$ 36.88
TOTAL	\$ 36,000.00	\$ 23,934.63

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CPA Expenses	2023 Budget	Actual
Administration	\$ 10,000.00	\$ 2,492.68
Standing Awards 2023	\$ 4,000.00	\$ -
Scholarship & Bursaries 2023	\$ 2,000.00	\$ -
External Conference 2023	\$ 2,000.00	\$ 1,152.56
Board Meeting/Travel 2023	\$ 2,000.00	\$ -
Loan to Canadian Permafrost Foundation	\$ 5,000.00	\$ -
Executive Assistant 2023	\$ 10,000.00	\$ 3,175.00
Support to Standing Committees 2023	\$ 1,000.00	\$ -

Membership to CFES	\$	-	\$	400.00
TOTAL	\$	36,000.00	\$	6,820.24

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- CPA Awards: contacted donors.
To do: File GST for the quarter.
Invoice CGS for 4 members.
- b. Standing Finance Committee
 - Still need to confirm some things with the lawyer. Is it possible to give money from the reserve to them? Does not seem like we can, only loan. Private donations are possible.
 - Purchase swag that can be used for ICOP or other meetings. Regional presentations and meet ups.
- 7. Secretary's report (PDM)
 - a. General update
 - b. Standing Membership Committee
- 8. Communications director report (JH)
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Funding opportunities for permafrost related research and industry. Academic and industry collaborations.
 - b. Standing Dissemination Committee
- 9. Early Career representative report (MG)
 - a. General update
 - Webinars:
Jim Oswell: permafrost in Antarctica for September 28
Sara: presentations for November
Teddi: Give a presentation on ERT database.
Early September EUCOP recap webinar.
 - b. Webinars
- 10. President-Elect report (GD)
 - a. Update on Action Groups
 - b. Standing Linkages Committee
 - Get committees well supported and have them present at the AGM.
 - ACTION: Workplan for the fall
- 11. Information Sharing
 - Permafrost strategy committee: written a piece on need of coordination of permafrost activities across Canada in Arctic science.
 - PermafrostNET planning AGM in Victoria and workshop in Yellowknife in November.
 - Applied for funding for NSERC LEAP: training and providing permafrost courses.
- 12. Any other business

- Not any
13. Adjournment
- 14:10