

Minutes Meeting #57
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
14 April, 2023 1300-1500 EST (1100-1300 MST / 1000-1200 PST)

Attending

Kumari Karunaratne
Guy Dore
Lukas Arenson
Madeleine Garibaldi
Barb Fortin
Dale Heffernan
Robin McKillop
Jocelyn Hayley

Excused

Peter Morse
Teddi Herring
Astrid Schetselaar
Chris Burn

Minutes

Astrid Schetselaar

Action Items

- Everyone to follow up on Terms of Reference (ToR) with their respective standing committees. They should be discussed and returned to board by next meeting.
- BF: Send comments from the board on documents prepared for Canadian Permafrost Foundation to the finance committee. Further questions for lawyer: Can lump sums be given to the foundation and awards can be given out annually from this? Can CPA give money from the reserve to the foundation?
- MG: Send out information for upcoming webinar by Naomi to AS. Set up more webinars for the fall and early next year
- KK: Track down original proposal for thermal modelling action group and see what their timeline is.
- GD: Make any necessary changes to MoU with CGS for GeoManitoba as per discussion at board meeting.

Agenda

1. Approval of the Agenda
 - No discussion
 - Unanimously approved

2. Approval of the Minutes of Meeting #56, 10 March, 2023

- No discussion
- Unanimously approved

3. Matters arising from the minutes (But not covered later as agenda items)

- None

4. ICOP 2024 Chair report (LA)

ICOP Conference Sessions

- All sessions were compiled and grouped

Call for Paper Abstracts

- Call for paper abstracts is now open, and we have two submissions so far. • There has been some confusion about how conference submissions work. Can people still present even if they do not submit a full paper? You can either submit a paper at the end of August or present with an extended abstract due at the end of January. ICOP has always been very serious about paper quality and had a really good peer review process. There is no legacy if you do not have papers. We wanted a compromise – papers of high quality but conference is not exclusive to only people who submit a paper. There will be a proceeding available of extended abstracts and papers. Papers will be published with a DOI through NWT Geological Survey and extended abstracts will be compiled in a volume and published with a single DOI.

- For practitioners with case studies, it is interesting to present in a conference paper. Some journals do not appreciate simple case studies

- Helps us gauge sessions and how many people will present in each sessions.

Conference organization

- Field trips are starting to get organized but most challenging is figuring out the costs partially due to expenditures for right now (securing venues) and inflation, getting people to commit at this time is difficult. We need sponsors to support the event and the earlier we get them on board the better.

- Conference registration will soon open.

5. President's report (KK)

- General update

Registration to EUCOP:

- Kumari registration approved for EUCOP. Rest of the funds will come from GNWT hopefully.

Witness Statement to Standing Senate Committee on Agriculture and Forestry (March 23)

- Witnesses from the north. Topic of the report is soil health in Canada. CB gave a statement in the end of September. Asked KK to provide some documents including paper from PermafrostNET strategy committee outlining that we need leadership on permafrost activities in Canada. This paper has been submitted to Arctic Science. Transcript and video recording available online.

Terms of Reference

- Last year we worked on putting together ToR. It is important to write something down so when new people join committees/board there is something that outlines what the

committee is about and what the plan is for the year.

- Board members to take back ToR to respective committees and make any changes that are needed. By next meeting, these should be reviewed by the standing committee before next board meeting in May and have them returned with any changes and/or questions. If this is ready before the summer people will be set up for the fall and hopefully report back at the AGM.

Signing Authority

- Finally got signing authority taken care of at the bank.

6. Treasurer's report (BF)

- General update

Membership Update

- Got five members that renewed last month (Polar knowledge renewed). Currently 172 paid members (59 ECR, 18 lifetime, 86 regular)
Still expecting direct transfer from Tetra Tech, all corporations and institution will have renewed then

Bookkeeping

- Cash account: \$37,371, Reserve: \$40,297, ICOP: \$3426
Revenue in 2023: \$22,305, revenue in past month: \$1287, Expenses: \$5140
Big invoices to pay for ICOP: Gunta downpayment: \$8000, majestic solutions: \$20,000.
Money from CGS and CNC-IPA expected soon.
CGS-CPA combined membership: profiles were set up for 5 registrants who were not in the system yet.

Signing Authority

- BF had to sign a letter stating that she had the authority to change signing authority since Peter was away. But if that is not enough we have to provide minutes of this meeting.

CRA

- Email from CRA: Since LA is no longer on the board, PM made an ownership change which was filed to Corporations Canada and triggered a change to CRA because Lukas used to file the tax number he can no longer do it as he is no longer the owner. BF is not listed as one of the owners and cannot access account. This has to be fixed soon since our taxes need to be filed.
- Standing Finance Committee

Canadian Permafrost Foundation

- Provided comments on documents for CPF submission. These comments need to be sent back to the finance committee.
- Does anyone have any further comments? There were some comments on reducing the award money that is given out. Is there a reason for the amount? Suggest \$1000 only for monetary prizes as most people are well-established researchers and do not necessarily need that money. Put more money towards bursaries and scholarships for students but perhaps the donor may want to have a say in that.
- Sorting out the standing membership committees role as they are currently responsible

for setting up the award committees. Perhaps this task can be given to the foundation. • GD: Are we trying to generate more money for the foundation? The foundation may be self sufficient eventually. Perhaps there is a lump sum that can be given and then awards can be handed out every year. Question for lawyer: Can lump sums be given to the foundation and given out annually? Can CPA give money from the reserve to the foundation?

7. Secretary's report (PDM)

- General update
PM in the field and no update from him
- Standing Membership Committee

8. Communications director report (TH)

- General update

Social Media/Website

- Elements of Permafrost Science videos have been released.
- Meet a CPA member posts are released monthly
- Most of website translated to French and updated
- Some of the committee members need to be updated on the website
- Researchers page is a lot to ask of members and it is not complete. If we had 3-4 nice summaries of what is going on at different research institutes this would be a better use of this page

Swag

- Stickers that could be produced for promotion of ICOP

Slack

- Slack workspace up and running. Encourage people to go in there and post things to share. Board and all the standing committee are on Slack.

9. Early Career representative report (MG)

- General update

Webinars

- Panel on conference papers went really well. About 30 people attended the webinar and many requests for recording of meeting.
- RM webinar for April 19.
- Naomi on May 4, make an ad for that and get it sent out to AS
- Sara agreed on giving a webinar in October 2023.
- MG will be gone June-August so it might be better to have more webinars set up for the fall instead. Set up some for the new year as well so that new EC will be set up for role 10.

President-Elect report (GD)

- Update on Action Groups

Thermal Modelling Action Group

- Greg Siemens is currently chair of the group but he will step down as chair and hopefully one of the current members can take over.
- The group has done a literature review and assembled a medley database. This information will be available for members this year.
- Conducted a survey for CPA members to see interest of thermal modelling and uses.

Most is done by engineers, graduate students, and academics. Most people are experienced in thermal modelling but also some in more complex coupled modelling. Most people are modelling a few times a year or monthly. What is needed? Guidance and best-practice guide, database, validation data. Modelling guide would mostly be for ECR and students, research scientists.

- Initial development of best practice guide is the next phase. Volunteers are needed for this.
- Track down original proposal for this action group. What is the timeline for this action group?

GeoManitoba 2025

- CPA support the idea of joined CGS-CPA conference. More than just handling permafrost related content in the conference.
- GD attended the local organizing committee meeting. GD suggested in the meeting not to expect too much in terms of volunteers working for conference, attendees, and number of papers, and financial commitment mainly due to ICOP but CPA is interested and will do our best.
- GD has develop document describing modification for MoU that was sent out by CGS. They require a local liason who is on the CPA board and who is from Winnipeg who can participate in organization of the conference. KK contacted Brent Hay to take on this role but no official response yet.
- Role of CPA to organize permafrost session. We would have 1 of the 5 sessions dedicated to permafrost. Limited capacity to submit papers for Winnipeg due to ICOP. MoU stated number of CPA members (whom are not CGS members) who would attend the conference is 50-100 with 10 additional exhibitors. This is a bit high, so GD changed this to 25-50. Up to 5 additional exhibitors.
- Do we plan to have a business meeting/AGM in Winnipeg? September 2025 would be the conference date.
 - KK: It is easier for more people to attend business meeting via zoom. CPA member get together could be independent at the conference.
 - GD: If we feel we do not have enough attendees for a formal meeting, we might need to switch to virtual.
 - BF: A bit early for a business meeting.
 - JH: There is value to have some sort of pre-conference strategy for CPA members.
 - Joint CGS CPA awards: do we want to give awards at this meeting? Yes but include CPA specific awards.
- Seed funding: GD suggests contribution of \$10,000 from the CPA. Can we state in the MoU that we limit our loss of the conference to the seed money? Yes. Also need to add timing of the seed money. We can possibly arrange in the MoU that we can commit to \$10,000 but we cannot pay this until Fall 2023 as the situation with ICOP will look much better and we will have more seed money available. CPA has a lot of cash flow but ICOP does not.
 - JH: seed money is a bit high for number of registrants proposed in MoU but budget for CGS is very tight. So likely no losses.
- We would like to include CPA member students to also be included in the reduced price of

registration fee

- CPA board and CPA president to also receive final conference report
- KK: I believe you have to write a paper for CGS conferences to present. Is it a possibility to write an extended abstract to be able to present at this conference in order to get more permafrost participants?

JH: Not seen any extended abstracts at the conference. CGS has at least 50% industry attendees. Case histories are presented. Papers are not due until May-June 2025 so this would give people enough time after conference.

- Looking for ECR who might be interested in helping with GeoManitoba. Request to be included in next newsletter

11. Information Sharing

- PermafrostNET AGM is in Victoria this fall. Not sure yet for 2024 but Quebec City or Vancouver might be a possibility.
- Organizing the CPA Google Drive

12. Any other business

- No discussion

13. Adjournment

- EST: 14:33
- Next meeting: May 5, 2023