

Approved Minutes
Board and Executive Meeting of the Canadian Permafrost Association
Teleconference
Meeting #31
Friday 15 January, 2021 1400-1400 Eastern

Attending

Lukas Arenson (LA)
Peter D. Morse (PDM)
Kumari karunaratne (KK)
Christopher Burn (CB)
Jennifer Humphrise (JH)
Barb Fortin (BF)
Jason Smith (JS)
Xiangbing Kong (XK)
Pooneh Maghoul (PM)

Absent

None.

Agenda

1. Approval of the Agenda
2. Approval of the Minutes of Meeting #30, 4Dec. 2020.
3. Matters arising (not covered later as agenda items)
4. President's report (LA)
 - a. Standing International Committee
 - b. Corporate membership and sponsorship
 - c. Membership in CFES and any other organizations
 - d. Location for next year's AGM?
5. Treasurer's report (BF)
 - a. General update
 - b. Standing Finance Committee
6. Secretary's report (PM)
 - a. General update
 - b. Standing Membership Committee
7. Communications director report (AR)
 - a. General update
 - b. Standing Dissemination Committee
8. Early Career representative report (XB)
 - a. General update
9. President-elect report (KK)
 - a. Update Action Groups
 - i. General update

- b. Update from AL to restart process to set up charitable arm?
 - c. Standing Linkages Committee
10. Any other business

Action items

LA: Reach out to Standing International Committee

LA: Corporate membership policy

LA: Reach out to Ryley that we are open to coordinating a virtual AGM together.

BF: Pay GST for 4th quarter of 2020

PDM: Post minutes from 2020 to website

KK: To propose a northern membership council to Phil Bonnaventure

KK: Follow up with Mark Kronk.

JH: Contact AR and gain access to social media accounts and discuss profiles in the newsletter

CB: Follow up with Chantal Lemieux

LA: Follow up with Cathy Wilson, new president of USPA about webinar series

PDM: Set up a mailbox in Ottawa

PDM: Add discussion of Awards to next meeting agenda

JH: Look into posting AGM presentations on the website

Minutes

1. Approval of the Agenda
 - a. LA: Any other items?
 - b. PM: Add Post office box.
 - c. LA: I'll talk about the webinar series
 - d. No more discussion
 - e. Vote: Unanimously approved
2. Approval of the Minutes of Meeting #30, 4Dec. 2020.
 - a. LA: Any discussion?
 - b. None
 - c. Vote: Unanimously approved
3. Matters arising (not covered later as agenda items)
 - a. Post office box discussion moved to any other business
4. President's report (LA)
 - a. Will keep it short
 - b. Standing International Committee
 - i. Still need to reach out. Started.
 - c. Corporate membership and sponsorship
 - i. On my to do list, to draft, or revisit our corporate membership. Need to consider aspects of new corporate membership requests.
 - d. Membership in CFES and any other organizations
 - i. We will still wait for CFES to have their board meeting, and so see if they accept our application, and our membership fee. Same for Canadian chapter of IHS. This activity will get rolled into the standing committee. These can take time.

e. Location for next year's AGM?

- i. As we discussed in December, I think that we need to make the statement that we will have an online meeting. We may be able to travel in the south in November, but doubtful in the north. Let's plan on virtual, and then see if we can meet. Discussion?
- ii. CB: Yesterday I had an exchange with Ryley Beddoe. She is organizing the AGM for PermafrostNet 2021. She said that PermafrostNet and CPA collaboration was a great success in November, and if it is not broken, don't fix it. She seemed keen on a combined meeting again. It seems to be a good thing as it keeps things focused. We need to be aware that the USPA has moved the RCOP to the fall. We need to think about timing. Short sighted to have the CPA meeting a week after the USPA meeting. An issue for all. The US moved the meeting, and told the IPA this is what they are going to do. They were going to have it in July, but this was before some of the political situations that have popped up, and the issue with vaccinations.
- iii. LA: Surprised that they moved the dates, but understand the move to virtual.
- iv. CB: They have a good number of papers for the proceedings. Struck me that they might want more time.
- v. PM: I totally agree that a virtual meeting is the way to go.
- vi. LA: Action. Reach out to Ryley that we are open to coordinating a virtual AGM together.

5. Treasurer's report (BF)

a. General update

- i. Membership and renewal. 174 members. 103 paid. 41% still need to renew. 39 EC of 71. 16 lifetime, 5 new. 42 renewed of 76 regular. 3 of 5 CG, 2 of 3 IG, IS 1 of 2, and 1 community member. 1 new IG: GNWT Geological Survey. 1 new reg member. 1 new EC. 3 new combined memberships with CGS. 3 members also tried to renew, but didn't get the code to enter on the website.
- ii. Some new members didn't have billing information in Membee. The forms are not super clear for some people, so JH and I are working on clearing up the form. Working with Membee and JH on this.
- iii. \$53026. \$2030 GIS. Revenues are \$18278, which is 82% of our budget revenues for this year. \$580 expenses: stripe fees, banking fees. Need to pay GST for 4th quarter of 2020. \$1295. Large because of lifetime members.

b. Standing Finance Committee

- i. Contacted Ryley. She is still interested in working, but doesn't want to be a chair. Looked around here, but no luck yet. Still missing a chair. Hard to convince people.
- ii. LA: We will put that as an announcement in the newsletter. Ultimately, that is the most powerful committee

- iii. CB: Do you have an EC?
 - iv. BF: No
 - v. CB: I have few ideas and I'll send them to you
 - vi. LA: Only challenge with the lifetime members, they will not generate revenue. We need to figure out what to do with the money from lifetime members.
 - vii. BF: For sure. we are not going to get the \$7500 next year.
 - viii. LA: ICOP2024 will soon knock on your door asking for seed money.
 - c. LA: Questions?
 - d. CB: Totally unheard of for a new organization to have a report like this. Well done. Gives so much confidence in this organization. A very solid foundation at this stage.
 - e. LA: Shows that it really was needed. Great to see.
 - f. JH: One of CB's new masters students might be a good member of the committee.
 - g. CB: I agree! Many EC don't imagine that their talents are recognized or valuable. Our job to help them. When they are invited, they are honoured
6. Secretary's report (PM)
- a. General update.
 - i. I've migrated accounts for new members of the Board. A few hiccups, but seems to be OK
 - ii. I've set up a shared drive for the new Permafrost Terminology Action Group, and made Toni in charge of it.
 - iii. Not much else to report
 - iv. Action: post minutes from 2020
 - b. Standing Membership Committee
 - i. Set up and a good diversity on the committee. In Phil's court now, and I will support his work.
 - c. KK: I have an idea from Mark Kronk at GNWT Infrastructure. He said, I want to be involved, but not sure how. would be great to have him on a committee, but he is busy. How to get them involved, but not overload them. We could set up some sort of membership that would include lifetime northerners, and northern organizations, and offer them a 1-2 hour meeting to update them on what we have been doing, and what they see our role being. The membership committee could look into this.
 - d. PM: Great idea. Please propose to Phil B.
 - e. KK: Action: will do this
 - f. CB: Seems to me that something like a northern council that advises the board or the president about this sort of thing. You can either do this on a formal or informal basis. You could create this and test it for a few years, and then maybe formalize this later on. An informal thing is probably better to get participation in. KK, is this a way to go?
 - g. KK: Yes, something like that. I like the idea of trying it for a year, and seeing how things unfold.

- h. CB: You have to give the people some things to think about and chew on. Need to seek advice, and formulate a question for them to think about.
 - i. KK: Those questions could be framed around challenges in the upcoming years.
 - j. LA: Not clear yet what Mark meant. I'm not sure about his hesitation.
 - k. KK: He said he's thinking about this, but just not sure about the best way forward. I'll have a conversation with him.
 - l. LA: I'm asking, because we may not be clear yet about why you want to be a CPA member. Ultimately as a CPA member you don't have to do anything. There are different aspects that we need to consider. We need to get that input from members in the north.
7. Communications director report (JH)
- a. General update
 - i. At a standstill. I don't have access to everything yet. Need to access membee, and then will be more engaged
 - b. Standing Dissemination Committee
 - i. No chair yet. I've contacted those interested in the committee. Does anybody have any ideas for people who could get involved.
 - ii. LA: Names? Maybe we can twist arms.
 - iii. JHL: Gives a list of names
 - iv. CB: Do we have Heather Brooks on any committee?
 - v. LA: No, but we need to keep her close
 - vi. CB: Chantal Lemieux who works with Guy dore. She is not in CPA, but I'll reach out to her, and ask her. She is full time, and in the engineering side. And very well plugged into the Quebec scene. I'll CC you on the note. If she joins, it will help us achieve our targets. We need someone in engineering at Laval to help drum up support.
 - vii. LA: I need to go back to Jean Cote. And get him to join.
 - viii. PM: JH, please feel free to just reach out to any member of the Association and invite them to join.
 - ix. BF: There is an up-to-date membership list on the shared drive.
 - x. LA: Important to get access to social media accounts from AR. We need to get our correspondences out again. and get access to MailChip.
 - xi. JH: I have access to it, but haven't used it yet.
 - xii. LA: You have been posting jobs. Greg Siemens has passed me a job, and PermafrostNet has posted a job from the Yukon. The lead times are short.
 - xiii. XK: (Joined meeting).
 - xiv. CB: Kumari should discuss this with Mr Kronk. There have been these jobs advertised. When you are looking for scientists, there is no reserve of scientists. They are all working. New people coming through need time. It is not a discussion that the CPA can have, but the advisory committee can have. How do we deal with this time scale issue? The systems work at different time scales. When there are short time lines, it is difficult to get interest. People like me would really like to help to handle the situation.
 - xv. JS: (Joined meeting).

- xvi. LA: Seems to be a disconnect between HR and the needs of the department. Seasonality affects hiring. HR is not familiar with the lack of people. They are hard to locate on a short time frame.
 - c. JH: If anybody has things that they want posted, please let us know.
 - d. LA: Are we putting profiles into the newsletter?
 - e. JH: I'll set up another meeting with AR, to see if she has anything, and also get a few more
 - f. CB: Important to have a profile of Kumari as she will become the next President.
8. Early Career representative report (XK)
- a. General update
 - i. XK: Sent an email earlier to the board with a proposal. I talked with AL about it. We selected some people from CPA, IPA, and CPA. What are your thoughts?
 - ii. LA: Thanks. The one point that I wanted to add. Michael Krautblatter reached out to me and next Monday we have a quick call. He wants to present his idea about the IPA webinars. It seems like there are 2 parallel series, and we need to see if we can combine them. CB, any more detail?
 - iii. CB: Happy to hear that you are in contact. Hoped that this would have taken place some time ago. We should aim to have 1 series. XK is the opening shot in the negotiation. It gives everyone something to talk about.
 - iv. LA: will share with Miahael and Thomas Ingeman-Nielsen. I read it that the CPA is the chair, and dominant. My personal view is that the Chair being CPA is very strategic and important. The CPA is way ahead of any other organization in capacity. We have a high functionality. We have very clear representation from the north, which is important. And we have a balance of science and engineering. IPA lacks this. Important to have CPA in the chair. Important thing is to have presentations that everyone will appreciate. We will watch as this proposal evolves. Thanks XK.
 - v. XK: Thank you.
 - vi. LA: I will talk with Cathy Wilson, new president of USPA about this. Happy to have the first draft. I expect changes to it, but lets us make the rules a bit.
 - vii. JH: I know Michael discussed this at the IPA meeting last month.
 - viii. CB: The webinars will be presentations. Then there is the whole question of instruction and education, but that is a different question. XK is proposing a series of presentations.
 - ix. LA: Any other comments about this proposal?
 - x. KK: When are we to get this going? A time frame for comments?
 - xi. LA: I have a meeting on Monday, and will pass comments back to the board before we dive too deep into this.
 - xii. CB: I think that we can guarantee that if it is to be delivered on, the CPA is the organization to do it.
 - xiii. LA: XK did a good job last year, and collaborating with other groups will help us increase the pool of presenters.

- xiv. PM: Possible to distribute ideas for the presentations? To the board or a technical committee?
- xv. LA: A good comment. May have to go that way. In 2020 we reached out, but now that we have a larger pool, we can open it up to people who want to present. The speaker selection committee will take care of this, XK, is that what you were thinking?
- xvi. XK: Yes
- xvii. CB: PM, point about proposals is good, because we need to know that we have good presentations. It would be very helpful to the committee. It would help to locate new speakers, and that the committee can make an appeal for suggestions.
- xviii. LA: Any other comments?
- xix. None

9. President-elect report (KK)

a. Update Action Groups

i. General update

1. Not much to report on the general update.
 2. I'm set up in G-suite.
 3. I reached out to those who are interested in the Standing Linkages Committee, and I will finalize it soon, but so far it looks to be a well rounded committee.
 4. LA: I got an email from Stephan Gruber this morning, and he suggests that someone from PermafrostNet be on the committee. Should it be Ex-officio, and do we just ask them to suggest someone? Do we want a specific person or just someone from the organization? Great to link them.
 5. KK: A good idea. Keep it a soft association.
- ii. LA: AL has sent round a proposal to the Board for the Permafrost Terminology Action Group. No cost, and the Board approved the action group via email. Good to support such activities, and if we need to help provide funding we can draft letters of support.
 - iii. KK: The NWT Climate Change program may be able to help.
 - iv. LA: The PCF, and Mike Brown, have had a lot of recent developments. We meet weekly to get things going. Now we have the PCF intervention roadmap. A Speakers series of 4 different dialogs. The group is reaching out to individuals to get the dialog going. On March 4th will be the 1st workshop, and to set the stage. Ted Shurr is invited to speak, Candis Callison on links to indigenous knowledge. Thomas Homer-Dixon. Kerry Bowman, and his topic is the precautionary principle. Reaching out to a broader group of speakers. The second is on avoiding permafrost thaw. The 3rd is on potential interventions regarding emissions from permafrost thaw. The 4th is the closing dialog. The idea is that these workshops will be recorded, and these will be used to generate a roadmap.
 - v. PM: Is there a mechanism to oversee the work of the committee and follow the Strategic Plan that we now have in place?

- vi. LA: Having the committees is a part of the Strategic Plan. I think that we are following the Strategic Plan. As far as following the metrics, I think that the board member who is responsible for reporting the metrics to the board. Those metrics will come from the board member responsible for a standing committee.
 - vii. LA: Any questions on the PCF Action group?
 - viii. None.
 - ix. LA: We will see how that goes. From the CPA, Duane Froes and Sam Gangnon are involved.
 - b. Update from AL to restart process to set up charitable arm?
 - i. KK: I have not talked to AL about his yet.
 - c. Standing Linkages Committee
 - i. Addressed above
10. Any other business
- a. PDM: Post office box/registered address
 - i. PDM: Our address is going to be changed. We need to think about this.
 - ii. PDM: We also need to change the board members when we file our annual return..
 - iii. LA: We need a fixed address. How much does a fixed mailbox cost? it should be near a board member.'
 - iv. KK: should be Ottawa or Yellowknife.
 - v. LA: Between the 2 universities and the GSC, probably Ottawa.
 - vi. PDM: I will set up a mailbox in Ottawa, and then we can forward mail anywhere.
 - b. LA: Awards: Who is responsible for that? We have the Charles Harris Award. We need to find someone. I'll reach out to Toni about this. We also need an engineering award. I'm working on helping to create an engineering award. Any thoughts?
 - c. CB: The one thing that I remember, is that you need a pot of money to draw on. If there is a Charitable Arm of the CPA that gives tax receipts, Ed will go round to Don Hayley's buddies and make an endowment to keep this going. The tax receipt is the incentive. We need the charitable arm for this to be sustainable on a long term basis.
 - d. LA: That is exactly why Toni was pushing to get this going. Just don't want us to forget about this.
 - e. BF: We have money in our reserve. We could use this. What is our plan? We have \$37000.
 - f. LA: One idea of the reserve, is to run a full conference without having any additional income. That is the idea of the reserve, in case there is a failure of any income. We have money because we didn't run a conference, but it is up to us how to use it. If we have sufficient reserves, we could use some to fund an award. Just planting the seed.
 - g. LA: We will continue this discussion at the next meeting.
 - h. CB: 2 comments: 2022 AGM, I did follow up with Adrian Hill at NND in Mayo. Enthusiastic. We should also involve the Tetlit Gwich'in, and those involved in the

Peel Basin court case. If we are to involve people from Ft. MacPherson, there will be quite a bit of interest. This changes the nature of the potential program. Steve Kokelj, thinks that the Akalvik folks should be involved. The next thing that we will find out is that the Inuvialuit become involved. This is a great opportunity for the CPA because it puts engagement on a platter. In Dawson there is room for everybody, and a gift in terms of making connections for the 2024 conference. If it is OK with you, I will keep this conversation going. It has more "legs" than I thought. The NND Chief was very enthusiastic. Any comments, I'd be grateful.

- i. LA: I like the idea, and that it is growing. 2022 is ICOP in China. I'm not sure who is ending up going. Having a larger AGM by the CPA in Dawson would be great. I may not go to China in 2022. I like the idea that we get communities involved. I don't think that we are competing with ICOP.
- j. CB: OK, I'll keep that discussion going. We'll have to think about the timing. Maybe possible in the last week of October. Second point. I've made a proposal to Toni about an instructional series of lectures. A course. Toni has the proposal now. We may be in the position in Feb or March to make a proposal about this to the Board. It's in permafrost basics. It would be a series of videos with a reading list. Some items would be open access, some might be behind the CPA wall on the website. We both have experience with online presentations. After this has developed into a formal proposal, we have to decide how the sequence will come together. It is based upon my 4th year course at the moment. That topic, which is part of our strategic plan, has had some action on it.
- k. LA: Reminds me, JH, we need to look into how to post the AGM presentations on our website. We need to make sure that our material is protected.

11. Adjournment

- a. PM: Action: To set up a Doodle poll for meetings this year.
- b. Meeting adjourned at 14:03 Eastern.